



# Sponsorship/Agreement - ISM Web Events

Date: \_\_\_\_\_

## SPONSOR INFORMATION

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

E-Mail: \_\_\_\_\_

If billing address is different, please provide: \_\_\_\_\_

## PROGRAM DETAILS

Total of \_\_\_\_\_ webinar (s) to be done with ISM. Dates: \_\_\_\_\_

1-hour web event..... \$ \_\_\_\_\_

**NET TOTAL** ..... \$ \_\_\_\_\_

Dry Run Dates: \_\_\_\_\_

## SPONSOR DETAILS

Reach your potential and existing customers in a live one-hour session. You choose the topic — we drive the audience. Webinar events are designed to be educational and informative. Each participant has a live opportunity to interact with senior executives and key industry consultants.

### Event Package

- One-hour live presentation plus a 30 minute pre-call. Moderator provided by ISM.
- Contact information, including final list of registrants and participants (restricted to three-time use).
- Registration questions customized to your needs and objectives.
- Two days prior to live event, 30 minute dry run to preview & test webinar platform.
- Designated ISM staff member to oversee your event from start to finish.
- Entire presentation coordinated by ISM professionals based on your direction.
- Event may include presentation, panel discussion, audience polling and live Q&A.
- Web event archived on ISM website for a minimum of six months, providing residual lead generation.
- Participants receive 1 Continuing Education Hour (CEH) Certificate.

### Event Promotion

- Included in Mass Bi-Monthly Email blasts to ISM members prior to event.
- Registration link displayed on ISM's home page.
- One full-page print ad in Inside Supply Management® magazine OR two promotions in *ISM's Supply Chain Weekly* e-newsletter.

\_\_\_\_\_  
Authorized ISM Signature

\_\_\_\_\_  
Authorized Client Signature

\_\_\_\_\_  
ISM Representative Date: \_\_\_\_\_

\_\_\_\_\_  
Sponsor Representative Date: \_\_\_\_\_

**Fax or Email to: ISM Sales Department @ 480-752-7890 or  
ISMSalesDept@instituteforsupplymanagement.org**

**Institute for Supply Management, Inc.™ Terms and Conditions**  
**“Attachment A”**

This agreement is made and entered into by and between **Institute for Supply Management™, Inc. (“ISM”)** located at 2055 E. Centennial Circle, Tempe, AZ 85284 and said “Sponsor”.

1. **Compliance:** Web event sponsors shall abide by all ISM Rules and Regulations regarding the promotion and marketing of any web events. Promotion and marketing efforts are detailed in page one of this agreement. Failure to comply with ISM requirements forfeits all rights to the web event, with no obligations on the part of ISM.
2. **Payment:** ISM will invoice your company the FULL AMOUNT of each web event fee two months prior to each event date. Twenty-Five percent (25%) of the event is due at the time of invoice. The remaining Seventy-Five percent (75%) is due 30 days prior to the event date. Failure to pay per agreement will result in cancellation of the web event and forfeiture of all fees paid.
3. **Cancellations:** If sponsor cancels their web event sixty (60) to ninety (90) days prior to the confirmed event date, the advance deposit will be forfeited. The deposit will not be applied to a future event.

If sponsor cancels the event fifty-nine (59) days or less prior to the event, sponsor will be billed for full amount of the Web seminar. The event credit will not be extended toward a future event.

In case if the webinar is cancelled on part of ISM then ISM shall provide credit to the Sponsor for future event; however, if the rescheduled date (8 weeks from original event date) is not acceptable by the sponsor then ISM shall provide refund of any advance amount received from the sponsor. If ISM fails to provide the agreed deliverables under the agreed upon terms, ISM shall refund the proportionate amount of advance received from sponsors.

4. **Date, Place, and Hours:** The event hours shall be as indicated in the agreement. ISM reserves the right to make changes in event hours; however, such changes will be made known to sponsors as far in advance as possible. In this event, if the new dates and time are undesirable to Sponsor, Sponsor may terminate the agreement immediately upon written notice and be refunded all amounts paid.
5. **Promotion and Marketing:** Sponsor may use the ISM web seminar registration and actual attendee list three times for marketing purposes. The sponsor may not sell or give the lists to any other individual or company. Sponsor may not combine registration or attendees lists with any other lists held by sponsor.
6. **Permissible Events:** Every effort will be made to provide a successful educational event for ISM web event participants. All sponsorship activities must be reviewed and approved by ISM in advance of web event. Undignified methods of attracting attention will not be permitted. All promotional e-mails will originate from ISM with input from “Sponsor.” ISM is not required to provide any rationale for the acceptance or rejection of any sponsored web event. “Sponsor” shall have the right to record the webinar (without paying any additional cost of recording) hosted by the vendor on behalf of “Sponsor” with the right to display and broadcast the said recorded webinar.
7. **General Restrictions:** ISM reserves the right to restrict any sponsor because of method of operation, or any reason that is judged objectionable, and also to prohibit, that which is considered to detract from the general character of the sponsored event. This general reservation includes persons, conduct, printed matter, or anything deemed objectionable by ISM. In the event of such restriction, ISM is not liable for any refund of sponsorship expenses.
8. **Liability:** Sponsor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save ISM, event portal, and their employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney’s fees arising out of or caused by use of the sponsored event or a part thereof, excluding any such claim caused by the sole negligence of its employees and agents. ISM agrees to indemnify sponsor for all claims, losses, and damages to persons or property, governmental charges or fines, arising out of or caused by ISM’s negligence or willful misconduct and misappropriation of intellectual property rights of “Sponsor.” **Limitation of liability:** Notwithstanding any other term of this agreement to the contrary, in no event shall either party be liable to the other party or any third party for any, indirect, special, incidental, consequential, punitive or exemplary damages or loss of any kind (including but not limited to loss of profit, loss of revenues, business interruption, loss of business information, increased costs of operation or other commercial or economic loss, litigation costs and the like) arising out of contract, tort (including without limitation negligence) or otherwise, even if any party has been advised of the possibility of such damages or such damages are foreseeable except willful misconduct, willful misrepresentation, the maximum liability of either party shall be limited to the fees paid by Sponsor to ISM.
9. **Admission:** Admission to the web event will be available to all event registrants. Publicity will encourage the attendance of all web event registrants. ISM will invite supply managers from their membership and customer data base that best fit the sponsor’s target profile. Sponsors may invite their customers and clients to participate in the web event.
10. **Content:** ISM has the right to final approval to all content for the web event. ISM must approve general details of web event including copy for e-mail promotions, presentation walk through and practice sessions with all contributors to the webinar. ISM will provide a qualified moderator for the event.

These regulations are a part of the contract for web event sponsorship, which does not become effective until countersigned by a duly authorized representative of Institute for Supply Management™. The acceptance of the payment that accompanies the application for sponsorship does not constitute acceptance of a contract. The Institute for Supply Management™ reserves the right to make such additional conditions, rules, and regulations, as it deems necessary to ensure the success of the sponsored event.