



Canadian University and College
Conference Organizers Association
Association des coordonnateurs de congrès
des universités et des collèges du Canada



April 2, 2010

Dear Sir or Madam,

We are writing to you as a friend and supporters of the Canadian University & College Conference Organizers Association (CUCCOA) to ask your assistance for our upcoming national conference being held October 3-6, 2010.

This elite group of conference organizers boasts over 500 hundred years of experience in planning conference's and events on and off campus. Universities and Colleges across Canada host over 100,000 meetings every year!

What does this mean to you? You have the opportunity to showcase your product and services to the first point of contact on campus. You have an opportunity to network with leaders in the meeting and event industry. You have the opportunity to connect with the decision makers. This means building relationships and creating new business opportunities!

CUCCOA National Conference is an event that brings people together for professional development, education, support and inspiration. We have been gathering together for over 30 years and are expecting up to 100 colleagues from across Canada to attend our national conference in Victoria, British Columbia, this year.

As always our goal is to make the conference itself an absolutely memorable event. We are pleased that acclaimed keynote speaker Lori-Ann Muenzer – Olympic Gold Medalist in Cycling, is available and has agreed to attend and share her story with us.

Over this four day event, we offer networking opportunities for campus conference, event and hospitality professionals to come together with industry leaders and suppliers.

In addition to sponsorship package, we will offer a one-day tradeshow to showcase your products and services. We are seeking your support for our National Conference by choosing a sponsorship package that fits your needs. If you prefer to exclusively sponsor an event or you would like to contribute an in-kind donation, we would be delighted to discuss the details to help us coordinate this special event. For One day Trade show information please contact travis_jacobson@banffcentre.ca or Linda.warner@ualberta.ca

In appreciation for your contribution, you will be recognized by a series of mediums outlined in our sponsorship package attached.

Thank you and hope to see you in Victoria!
Sincerely,

Linda Warner

President
CUCCOA

1-047 Lister Centre, University Of Alberta
Edmonton, AB T6G2H6

Gold Sponsor

\$5,000 (2 available)

- Exclusive Sponsorship of Opening Night Dinner or Gala Awards Dinner
- Admission for 1 to breakfasts, refreshment breaks, lunches and evening functions for entire conference
- Display area (8X8) on trade show floor during AM and PM refreshment breaks
- Company logo, description and contact information in conference program
- Logo and weblink on conference webpage
- Listing on Overall Sponsor board
- Promotional insert for delegate bags
- Member/Delegate listing
- One Deluxe Guest Room for 3 nights
- Opportunity to speak at event
- Signage at sponsored event

Silver Sponsor

\$3,500 (3 available)

- Exclusive Sponsorship of Welcome Reception or 1 of 2 Lunches
- Admission for 1 to breakfasts, refreshment breaks, lunches and evening functions for entire conference
- Display area (8X8) on trade show floor during AM and PM refreshment breaks
- Company logo, description and contact information in conference program
- Logo and weblink on conference webpage
- Listing on Overall Sponsor board
- Promotional insert for delegate bags
- Member/Delegate listing
- One Deluxe Guest Room for 2 nights
- Opportunity to speak at event
- Signage at sponsored event

Bronze Sponsor

\$2,500 (3 available)

- Exclusive Sponsorship of one of 3 breakfasts
- Admission for 1 to breakfasts, refreshment breaks, lunches and evening functions for entire conference
- Display area (8X8) on trade show floor during AM and PM refreshment breaks
- Company logo, description and contact information in conference program
- Logo and weblink on conference webpage
- Listing on Overall Sponsor board
- Promotional insert for delegate bags
- Member/Delegate listing
- One Deluxe Guest Room for 1 night
- Signage at sponsored event

Event Sponsor

\$1,500 (3 available)












- Admission for 1 to 1 day's breakfast, refreshment break, lunch and evening function (Monday or Wednesday only)
- Table Top Display on trade show floor during AM and PM refreshment breaks
- Company name and contact information in conference program
- Company brochures displayed
- Member/Delegate listing
- Signage at sponsored event












NOTE: Sponsorship amounts above are exclusive of HST. Please add 13% HST

The Royal Treatment

CUCCOA/ACCUCC Annual Conference, October 3rd to 6th, 2010

SPONSORSHIP OPPORTUNITIES

See legend below for benefit definition											
Gold Sponsor \$5,000 (two available) <i>Choice of sponsorship of opening night or Gala awards dinner</i>	✓	✓		✓	✓	✓	✓	✓	✓	✓	3
Silver Sponsor \$3,500 (three available) <i>Choice of sponsorship of welcome reception or one of 2 lunches</i>	✓	✓		✓	✓	✓	✓	✓	✓	✓	2
Bronze Sponsor \$2,500 (three available) <i>Choice of sponsorship of one of 3 breakfasts</i>	✓	✓		✓	✓	✓	✓		✓	✓	1
Event Sponsor \$1,500 (three available)	✓		✓		✓	✓			✓		

-  Display Area on Trade Show Floor for AM and PM refreshment breaks
-  Company logo, description and contact info in conference program
-  Company name and contact info in conference program
-  Logo & weblink on CUCCOA Conference Webpage
-  One insert placed in delegate bag
-  Member/Conference Delegate Listing
-  Admission to coffee breaks, luncheon, and evening functions
-  Opportunity to speak at the event
-  Signage at sponsored event
-  Listing on overall sponsorship board (includes logo)
-  Deluxe guest room for number of nights indicated

CONDITIONS AND REGULATIONS

- Sponsorship is secured upon receipt of this signed Agreement and payment of 100 per cent of the sponsorship fee.
- All sponsorship contracts are final and cannot be retracted.
- CUCCOA reserves the right to decline sponsorship.
- CUCCOA reserves the right to amend the rules and regulations governing sponsorship at its discretion.

On behalf of _____ I hereby accept and agree to the terms of this Agreement for the sponsorship of CUCCOA'S National Conference (October 03 – 06, 2010).

Company Name: _____

Company Contact : _____ Title: _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone Number: _____ E-mail: _____

Sponsorship Level: Gold \$5,650 Silver \$3,955 Bronze \$2,825 Event \$1695 (amounts inclusive of HST)

Payment: Cheque Visa Mastercard

Credit Card Number

Expiration Date

Signature of Card Holder

Please return your executed Agreement by August 31, 2010 with payment to the CUCCOA Office
312 Oakwood Court, Newmarket ON L3Y 3C8 Fax: 905-895-1630 email: inquiries@cuccoa.org