



Membership Meeting Sponsorship Program

Thank you for your interest in sponsoring a CMBA monthly membership meeting. It provides you, the sponsoring business, with an opportunity to inform other members about your firm or organization. Sponsorship also allows the company to showcase their products/services during the social hour, and the chance to speak for 5-10 minutes during the dinner portion of the meeting. The sponsorship fee is \$500.

Once the fee has been received the CMBA will then:

- ❖ Upon request, supply you with mailing labels (approximately 800) to the membership. Please allow five working days for the labels to be printed.
- ❖ Promote your sponsorship:
 - An announcement in the *On the Level* on the main events page and front cover mention if available.

Date and Time

On the next page is a list of available dates. The social hour is from 5:30-7:00 p.m. The dinner is served at 7:00 with the program to follow.

Location

St. Cloud Holiday Inn - The social hour is normally by pool side.

Set-Up, Promotions

Here are some ideas. Do not feel limited to the following; we are open to creative ideas.

- Incorporate the display into the meeting room setting
- Have handouts available at all the dinner tables
- Display a company truck in front of the building
- Decorate the podium with company products
- Build a display around the podium
- Give away door prizes.

Sponsorship Commitment

Sponsors are required to provide greeters for the social hour and ticket sellers to help the CMBA staff with the registration. A minimum of two people will be needed to sell tickets. Ticket sellers need to be there by 5:15 p.m. Greeters should be there by 5:30.

The Budget Considerations/Suggestions

- ❖ Cost of appetizers/beverages - this is not included in the sponsorship fee and is not required.
- ❖ Displays of your business
- ❖ Mailings/invitations (optional)
- ❖ Prizes, gifts, or other give-aways

Time Line

Immediately	Call the CMBA office at (320) 251-4382 to reserve your month. Send in your \$500 reservation fee.
4 months in advance	Choose a theme (optional).
2 months in advance	Order invitations (optional).
1 month in advance	Order mailing labels from the CMBA (if you are sending a special invite). Let CMBA know if you are providing any door prizes. Contact the Holiday Inn (656-3492) to order food (optional) and schedule time to move in your display.
3 weeks in advance	Mail invitations (optional) - Make sure that CMBA has proofed the invitation prior to it being mailed.

Contact Bonnie for Available Dates



Central Minnesota Builders Association
General Membership Meeting
Contract / Invoice

Please read, sign and return one copy to the CMBA Office

_____ has reserved the month of _____
name of company/organization month

for sponsoring the CMBA Membership Meeting.

As a sponsor of the CMBA Membership Meeting, I:

...understand that I must be a member in good standing of the CMBA.

...understand that all of the costs associated with the sponsorship, such as hors d'oeuvres, invitations, postage, and any other fees will be the responsibility of my company.

...agree to be the only sponsor for the month I have reserved and understand that I can not sell booth space or any other type of co-sponsorship to other companies, organizations or individuals.

...understand that my sponsoring a membership meeting will not be confirmed until after the \$500, non-refundable reservation fee is received by the CMBA office.

I understand all of the above rules and regulations, and will abide by them.

Signed _____ Date _____
Firm _____
Address _____

Enclosed is the reservation fee of \$500.

Payment Type (please check one):

Check ___ Visa ___ MC ___ Discover ___ American Express ___

(Payable to CMBA)

Cardholder's Name _____

Cardholder's Address _____

City _____ State _____ Zip _____

Card #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Exp. Date: _____ Security Code _____

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Signature (required): _____

If you have any questions, contact Bonnie Moeller, at the CMBA (320) 251-4382. Please sign one copy of this contract and return it to:
CMBA, 1124 West St. Germain Street
St. Cloud, MN 56301
Fax (320) 251-3754

Membership List/Label Agreement

The undersigned hereby agrees to the following conditions with respect to the utilization of the membership labels or list provided by the Central Minnesota Builders Association (CMBA):

- **Labels/Lists are to be used for one mailing only and are available to members only. *Please return the signed agreement with payment and a copy of the materials you will be mailing to the members.*** Agreements returned without such copy will not be processed. CMBA may, at its sole option, refuse any order for labels or a list for any reason.
- This agreement precludes user and purchaser from reusing or reselling lists and/or labels to other parties.
- CMBA prohibits members from purchasing the labels for non-member's use.
- The CMBA will attempt to provide labels/lists within a reasonable time frame, however the CMBA does not guarantee receipt of this information by any particular date.
- CMBA makes no warranty as to the accuracy of its mailing labels/lists or the effectiveness of any mailing.
- CMBA will not provide membership labels/lists to firms deemed to be in competition with companies with which CMBA has an existing relationship.

Label Options (select printed or electronic and sorted by):

Printed Labels

All Members ~~\$100~~ No Charge

Sorted By

Contact Last Name _____

Company Name _____

Zip Code _____

Other _____

Delivery Options (select one):

Mail Labels _____
(If address is different than below)

Pick Up Labels _____
(Date needed by)

Requested By:

Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Agreement approved by Board 3/15/06.