



## 2017 ANNUAL MEETING SPONSORSHIP GENERAL SPONSORSHIP CONTRIBUTION FORM

- Friends of ILMA: \$500 – \$1,499                       Bronze Level: \$1,500 – \$4,999  
 Silver Level: \$5,000 – \$9,999                       Gold Level: \$10,000 – \$16,999  
 Platinum Level: \$17,000 & Up

\$ \_\_\_\_\_ (General Contribution Amount)

Sponsoring Company: \_\_\_\_\_  
(Please print your full company name as you would like it to appear in acknowledgements)

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**By signing, I agree to the sponsorship contribution listed above and to abide by the Guidelines listed on the next page.**

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

ILMA is no longer able to accept Credit Card information in paper form. General sponsorships must be paid in full in advance. Please use one of the following options to submit payment with this form:

- Call the ILMA Office at (703) 684-5574 and give your Credit Card information over the phone to an ILMA Staff member.
- Mail this form and a check to: Tim Mack, ILMA ,400 N Columbus Street, Suite 201 Alexandria, VA 22314
- An online option will be available soon. Check <http://www.ilmma.org> for updates.

**Please return this form to Tim Mack at the ILMA office no later than Friday, May 12 to be included in June *Compoundings*. Thank you!**

Fax: 703-836-8503      Email: [tmack@ilmma.org](mailto:tmack@ilmma.org)

## **Hospitality Guidelines for Private Functions**

Out of respect for our sponsors and activities organized by ILMA, the ILMA Board of Directors promotes the following hospitality guidelines:

- Excluding the tabletop displays in ILMA/Petro-Canada Base Camp, private signs, sales displays and distribution of sales literature in public areas are not allowed.
- Hospitality suites and private entertaining may not conflict with scheduled business or social functions open to all registered meeting participants.
- Companies hosting hospitality suites or private functions for groups of 10 or more must inform ILMA of the planned event by August 31, 2017.
- For groups of 10 or more, buses or other transportation cannot depart before 7:15 pm on Saturday and Sunday, October 14 & 15.
- ILMA reserves the right to require that companies move their entertainment time if there is a conflict with these guidelines.

If you have any questions, please contact Tim Mack,  
Member Services/Marketing Manager at 703-684-5574 or [tmack@ilma.org](mailto:tmack@ilma.org).