



SharePoint Saturday and Cloud Saturday Combined Event

Sponsor Package

May 5th, 2018

Event Description

Thank you for your interest in sponsoring SharePoint Saturday and Cloud Saturday 2018. This year we are combining two events: “SharePoint Saturday” and “Cloud Saturday” into one event under one roof! The event is a community-focused event dedicated to educate and engage members of the local technical community. SharePoint Saturday and Cloud Saturday draws upon the expertise of local IT Professionals, Users of Technology, Developers and Solution Architects who come together to share their real-world experiences, lessons learned, best practices, and general knowledge with other like-minded individuals.

Twitter: @SPSChicagoBurbs – Please use the Twitter hashtag: #SPSChicagoBurbs

Official websites: www.spschicagosuburbs.com and www.CloudSaturday.com

SharePoint Saturday Events website: <http://www.spsevents.org/city/ChicagoSuburbs/Spring2018/>

Event Details

SharePoint Saturday and Cloud Saturday will be held on Saturday, May 5th, 2018 at the DeVry University building located at 1221 N. Swift Rd. in Addison, IL. The event will run from 8:30am to 2:30 pm.

All Sponsorship levels are encouraged to bring raffle prizes, and are encouraged to display these at your tables to attract attention to your product or service in order to derive the most value from sponsoring this event.

Lunch and snacks will be provided. All raffles items from sponsors will be drawn at the end of the day.

Sponsors will have access to the facility prior to the start of the event and after the end of the event.

Sponsorship Packages & Benefits

Sponsorships will be directed towards covering event costs such as but not limited to, Facilities, Event Lunch and Snacks, Speakers and event Crew identifications, Printed Materials, etc.

Listed below are the benefits each Sponsor will receive at a given Sponsor level. Please note that the number of Sponsors listed for each level is a total, and does not signify availability. Benefits that have an asterisk (*) placed at the end of the description have a detailed notes section following the summary table.

Sponsorship Packages & Benefits Summary

	Diamond Sponsor	Gold Sponsor	Web Sponsor
SharePoint and Cloud Saturday Chicago Suburbs 5/5/2018 Sponsorship	\$5000	\$2000	\$500
Availability	1	8	10
Your Logo on a giveaway item handed to every attendee*	✓		
Special call out as the Sponsor of Lunch on our printed materials and announcements.	✓		
Placed Speaker Spot A speaker from your company will be selected to give a presentation at our event.	2	1	
People allowed at Speaker Dinner ¹	4	2	0
Exhibitors allowed at table/event	5	2	0
Table location (Prime is our highest traffic area)	Prime	Outside classroom	No Table
Table Selection	First choice of location		
Demonstrate your product at an exclusive 30 minute "Lunch and Learn" Session.	1 st choice room location		
Logo placement on Event website	Prime & Largest Logo	Prime with Logo	✓
Logo placement on program schedule and all relevant collateral	Prime & Largest Logo	Prime with Logo	✓
Attendee Information** (See below)	✓	✓	

* We will make a good faith attempt to order sufficient quantity of the promotional item

Additional Sponsorship Opportunities:

Opportunity	Benefit	Cost
Lanyards Sponsor purchases and ships to event	Your branding around every attendee's neck!	Provided by Sponsor
Water Bottles Sponsor purchases and ships to event	Your branding on a giveaway water bottle	Provided by Sponsor
Attendee Bags Sponsor purchases and ships to event	Your branding on bags attendees use to carry brochures.	Provided by Sponsor
Speaker Shirt Sponsor Sponsor pays SPCS Chicago who buys shirts with Sponsor logo	Your Branding on Themed Speaker Shirts. Speakers wear during the event – Some consultant speakers have told us they wear the shirts to job sites.	\$2000
Speaker Dinner Sponsor Sponsor pays SPCS Chicago.	A great community builder event where you can mingle with speakers.	Paid for by Sponsor. We will work with you to pick a venue/cost that makes sense. Estimated budget is \$2000
Attendee event co-logo T-Shirt (Event logo + Sponsor Logo) Sponsor purchases and ships to event.	A great way to spread your brand!	Paid for by Sponsor
Raffle Prizes Sponsor purchases and brings to event.	Draw attention to your table.	Varies. (We've seen great results with larger items like TV/Xboxes)

Sponsorship Benefits

First Choice Table

Sponsor Tables will be outside of the classrooms insuring maximum expose to attendees.

Due to changes at DeVry, all Classrooms are now upstairs. Having sponsor tables outside the classrooms will allow for more sponsor-attendee interactions.

The Diamond Sponsor may then choose any table location prior to anyone else making a choice.

First the Diamond Sponsor picks their location, then Gold Sponsors will pick their locations. Sponsors are allowed to pick table placement upon full sponsorship payment, order of selection will be the in the order of payment received.

Guaranteed Speaker Slots

With Diamond Sponsorship level, you are guaranteed at least two of our "regular" (Non-sales) sessions will be taught/presented by a representative of your company.

People allowed at Speaker Social event

SPS Chicago Suburbs staff will host a Social / Dinner event during the evening prior to the event; this event is aimed to speakers, Diamond and Gold sponsors share and exchange experiences in a relaxed and friendly manner. All speakers are invited to this event and Sponsors will have extra allowance of people to this event according to the outlined summary above.

Make a 30 minute “Lunch and Learn”

During the lunchtime period, a room will be available for the Diamond Sponsor respectively to do a presentation or demo of their choice. Presentation titles and abstracts will need to be submitted and approved by SPS Chicago Suburbs staff prior to the event.

Custom Sponsor

Are you interested in sponsoring our event, but the existing levels aren't quite right? Talk with us about being a Custom Sponsor and we'll tailor a custom sponsorship level appropriate for you.

Attendee Information

Attendee information must be provided upon registration and this information will be made available to our sponsors depending on their level and contingent on the attendee election to opt-in for the release of such information.

Sponsors are permitted and encouraged to collect attendee information at their table or booth setup.

Sponsors may use this information for direct marketing purposes only; this information may not be sold, traded, given away or otherwise provided to any third-party not directly affiliated with the sponsor entity.

How to Sponsor SharePoint/Cloud Saturday Chicago Suburbs

Please return a signed copy of the Sponsorship Commitment Form. Once we have received your signed form, SharePoint Saturday Chicago Suburbs will send you an acceptance email to verify your sponsorship selection and we will send an invoice for payment. All invoices will be due 15 days from the invoice date. Some Sponsor benefits are determined in order based on the date we receive payment. Failure to pay on time may result in forfeiture of your sponsorship. We reserve the right to refuse any sponsor.

Event Coordinators

Tony Hotko, Craig Jahnke, and Jack Fruh.

All questions should be directed to: spschicagosuburbs@gmail.com



Sponsorship Commitment 2018

Sponsorship for SharePoint and Cloud Saturday Chicago Suburbs is on a first come first served basis. This SharePoint Saturday and Cloud Saturday Event is being held by Chicago Tech Ed, Inc.

To acknowledge your sponsorship commitment, please complete this form, sign it, and return it to spschicagosuburbs@gmail.com

My organization, _____ (company name), is committed to sponsor SharePoint Saturday Chicago Suburbs on May 5th 2018 with the following sponsorship package:

- Diamond Sponsor - \$5,000
- Gold Sponsor - \$2,000
- Web Sponsor - \$1,900
- (Optional) Add Extra (bags, shirts, etc): _____ Level: _____

All Sponsorship levels are encouraged to bring raffle prizes, and are encouraged to display these at your tables to attract attention to your product or service in order to derive the most value from sponsoring this event.

Confirmed by:

Signature: _____ Date: _____

Name (Please print or type): _____

Company Name: _____

Company Address: _____

Contact Phone Number: _____

The Sponsor submitting payment for this invoice agrees and acknowledges that Chicago TechEd, Inc. (including its officers, directors, employees, affiliates, subsidiaries, and representatives) is not responsible for any damages, whether direct, indirect, consequential, incidental, special, exemplary, punitive, or otherwise, which may result or which Sponsor may claim result from the cancellation of the event(s) for which Sponsor is submitting payment pursuant to this invoice, including without limitation, cancellation due to flood, fire, natural disaster, power outage, an Act of God and/or Nature, or any other reason, regardless of the foreseeability or the cause thereof.