



ASSOCIATION OF
WORKPLACE INVESTIGATORS®



SPONSORSHIP PROSPECTUS
2019 ANNUAL CONFERENCE

**SEPTEMBER 26-28 | MARINA DEL REY MARRIOTT
MARINA DEL REY, CALIFORNIA, US**

About AWI



DON'T MISS YOUR CHANCE TO MARKET TO OUR PROFESSIONALS

The Association of Workplace Investigators is a professional membership association for attorneys, human resource professionals, private investigators, and many others who conduct, manage, or have a professional interest in impartial workplace investigations. Our mission is to promote and enhance the quality of impartial workplace investigations.

The AWI Annual Conference offers a diverse audience in terms of geographical reach, experience level, and industry sector. No matter your end goal, you are sure to make valuable new connections.

Learn more at www.awi.org

Sponsorship Opportunities

Be part of an exceptional marketing opportunity at this premier annual gathering of workplace investigators. This robust conference will focus on interaction between our AWI members and you, our sponsors, and is full of networking opportunities.

- Connect with your best clients and meet promising new prospects
- Garner goodwill among your target audience by supporting the advancement of their profession
- Elevate your profile and stand out from your competition
- Maximize your marketing dollars

Sign up online at awi.org. Register by July 19 to receive full benefits.

EVENT SPONSOR – \$5,000 (1 available)

- Exclusive recognition as the event sponsor. Verbal recognition during the program.
- Sign indicating your sponsorship near registration and in general session with company name and logo.
- Two full conference registrations including attendance to evening receptions.
- Full-page advertisement in the onsite program and banner ad on the conference website.
- Exhibitor table included in sponsorship.
- Logo recognition in the conference onsite program and AWI website.
- Company profile on the conference website and onsite program. Includes logo, 50-word description, contact name, email, phone number, and address.
- Recognition in AWI publications.

All Sponsors in this section receive the following in addition to their specific sponsorship benefits (continues on next page)

- One full conference registration (*does not include evening receptions*).
- Logo recognition in the conference onsite program and AWI website.
- Logo recognition on conference signage.
- Company profile on the conference website and onsite program. Includes logo, 50-word description, contact name, email, phone number, and address.
- Recognition in AWI publications.

WI-FI SPONSOR – \$2,500 (1 available)

- Includes signage placed with Wi-Fi information and company name as the password.

BAG SPONSOR* – \$2,500 (1 available)

- Company logo displayed on the conference tote bag.

LANYARD SPONSOR* – \$2,500 (1 available)

- Company logo displayed on conference lanyards.

KEYNOTE SPONSOR – \$2,500 (1 available)

- Opportunity to introduce keynote speaker.

THURSDAY DINNER RECEPTION SPONSOR – \$2,500 (1 available)

- Signage recognition at the event and a brief introduction of your company or door prize presentation (door prize to be provided by sponsor).
- 1 ticket to the reception.

FRIDAY COCKTAIL RECEPTION SPONSOR – \$2,500 (1 available)

- Signage recognition at the reception and a brief introduction of your company or door prize presentation (door prize to be provided by sponsor).
- 1 ticket to the reception.

HOTEL KEY CARD – \$2,500 (1 available)

- Recognition with logo on hotel key cards.

*AWI will provide vendor resources.

BREAKFAST SPONSOR – \$2,000 (2 available)

- Signage recognition during breakfast either Friday or Saturday.

BREAK SPONSOR – \$2,000 (4 available)

- Signage recognition during two designated breaks.

LUNCH SPONSOR – \$2,000 (1 available)

- Signage recognition during Friday lunch.

HYDRATION STATION SPONSOR

– \$2,000 (1 available)

- Signage recognition at water station.
- Recommend providing branded reusable water bottles for attendees to utilize.

SCHEDULE-AT-A-GLANCE SPONSOR

– \$2,000 (1 available)

- Company logo displayed on schedule-at-a-glance.

WORKSHOP PENS AND NOTEPADS SPONSOR

– \$2,000 (1 available)

- Sponsor provides company branded pens and notepads which will be provided to attendees in sessions.

Additional Sponsorship Opportunities

PHOTO BOOTH SPONSOR – \$1,500*(1 available)*

- Sign indicating your sponsorship at the photo booth. Logo recognition on individual printed photo strips during the Friday evening reception.

SUPPORTING SPONSORSHIP – \$1,250*(unlimited)*

- Logo recognition in the conference onsite program and AWI website.
- Company profile on the AWI website and onsite program. Includes logo, 50-word description, contact name, email, phone number, and address.
- Logo recognition on conference signage.

Exhibitor Booth Fees

EXHIBIT ONLY – \$750 (unlimited)**EXHIBITOR TABLE ADD-ON – \$150***(add to sponsorship)*

Exhibitor Information

Booth Fees

EXHIBIT ONLY – \$750 (*unlimited*)

EXHIBITOR TABLE ADD-ON – \$150
(*add to sponsorship*)

Included with Your Booth Space

- Exhibit booth includes an 8' table and chair.
- One exhibitor registration representative.
- Pre and post conference registrant list.
- A table top exhibitor sign.
- All refreshment breaks and Friday luncheon (RSVP required).

NOT Included

- Conference registration or Continuing Education credits.
- Thursday dinner and Friday cocktail reception (*tickets can be purchased separately*).
- Electricity (must be ordered through hotel).
- Pipe and drape.
- Receiving or handling costs of exhibit materials.

Assignment of Space

The date your application is received, sponsorship, and your preferences will be taken into consideration during the assignment process. AWI will accommodate your requests as much as possible, but cannot guarantee that

you will be assigned to any of the spaces requested or near a competitor. Exhibit space is available on a first-come, first-served basis. A confirmation email with your booth number will be sent once an assignment has been made.

Balance Due Deadline

All invoices for booth spaces, sponsorships, and membership must be paid in full by September 4, 2019. Failure to meet this deadline may result in a termination of exhibit/sponsorship application or a reassignment of the space at the discretion of AWI. No company will be allowed to set up at the Conference with an unpaid balance.

Booth Personnel Registration

Registration for booth personnel will open in August. AWI does not register your booth personnel. Each booth purchased includes one exhibitor registrations. Additional registration may be purchased.

Additional Representative Registration Rates

\$150 (maximum of 2 per booth).

Booth Registration

Exhibitor registration must be received by September 1, 2019 for inclusion in convention materials.

Hotel Information:

Marina del Rey Marriott
4100 Admiralty Way | Marina Del Rey, CA 90292

Rates:

\$239/night for single and double

Cut Off Date:

Friday, September 6, 2019

**The room block and conference rates will be available until September 6, 2019, or until the block has been exhausted, whichever comes first.*

Room Block Rates are available:

September 22 - October 2, 2019

Check In Time: 4:00 PM

Reservations:

1 (800) 228-9290 or (310) 301-3000 | Online Reservations available at <https://tinyurl.com/awi2019hotel>.

Reference the Association of Workplace Investigators (AWI) Room Block

MARINA DEL REY MARRIOTT
4100 ADMIRALTY WAY, MARINA DEL REY, CALIFORNIA 90292 | UNITED STATES

Sign up online at awi.org. Register by July 19 to receive full benefits.

We are pleased to discuss customized sponsorship and recognition opportunities that meet your individual needs. Please contact office@awi.org for more information.

Payment MUST accompany form to guarantee sponsorship and booth location.

EXHIBITOR/SPONSOR INFORMATION

Contact Name: _____

Title: _____

Organization (as you want it listed on promotional materials): _____

Organization Website: _____

Address: _____

City/State/Province/Zip: _____

Country: _____

Phone: (_____) _____

Email: _____

Brief description of product or services (as you would like it listed in the program and website): _____

The Friday luncheon is included with your registration fee, but please RSVP:
 Yes, I plan to attend No, I will not attend

Optional Add-Ons:

- Thursday Dinner Banquet Ticket(s) _____ @ \$75 = \$ _____
- Friday Cocktail Reception Ticket(s) _____ @ \$50 = \$ _____

REQUIRED: By registering as a sponsor or exhibitor, I agree to the terms and policies on the following page.

PAYMENT INFORMATION

Total Payment Enclosed: \$ _____

Method of Payment: Check enclosed, payable to AWI

VISA MasterCard American Express Discover

Card Number _____

Exp. Date _____ 3/4-digit Security Code (req.): _____

Cardholder Name (print) _____

Cardholder Phone _____

Billing Address _____

City _____

State/Zip/Country _____

Cardholder Signature _____

PLEASE INDICATE EXHIBITOR/SPONSOR SELECTION:

- Event Sponsor — \$5,000
- Wi-Fi Sponsor — \$2,500
- Bag Sponsor — \$2,500
- Lanyard Sponsor — \$2,500
- Keynote Sponsor — \$2,500
- Thursday Dinner Reception Sponsor — \$2,500
- Friday Cocktail Reception Sponsor — \$2,500
- Hotel Key Card Sponsor — \$2,500
- Breakfast Sponsor — \$2,000
Select one: Friday Saturday
- Break Sponsor — \$2,000
Select one, each timeslot includes 2 breaks
 Thursday Friday A.M. Friday P.M. Saturday
- Lunch Sponsor — \$2,000
- Hydration Station Sponsor — \$2,000
- Schedule-at-a-Glance Sponsor — \$2,000
- Workshop Pens and Notepads Sponsor — \$2,000
- Photo Booth Sponsor — \$1,500
- Supporting Sponsor — \$1,250
- Exhibitor Only — \$750
- Exhibitor: Add-On to Sponsorship — \$150
- Additional Exhibitor Representative** — \$150
Maximum of 2 additional representatives. QTY: _____

TOTAL \$ _____

AWI requests that high-resolution logos from sponsors be sent to annualconference@awi.org.

Mail or Fax form to:

AWI
1000 Westgate Drive, Ste 252
St. Paul, MN 55114 USA
Fax: +1 651.290.2266

(For office use only)

initials		fin.
date		
CK/CC		
amt. paid		
bal. due		comm.

OR REGISTER ONLINE AT WWW.AWI.ORG

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POLICIES

Cancellation Policy

To receive a 100% refund less a \$50 processing fee, all cancellations must be received by May 23. After May 23, there will be no refunds offered for sponsors or exhibitors.

PCI Compliance

Please do not email forms with credit card information. To protect your data and to comply with PCI standards, the AWI office will not accept emailed credit card information.

Conference Modification or Cancellation

AWI reserves the right to modify the course's schedule or program as necessary. AWI also reserves the right to cancel this conference, in which case a full refund of the registration fee will be provided. We are unable to refund any travel costs (flight, hotel, etc.) in the case of AWI cancellation.

Data Privacy/GDPR

We host events throughout the year, including our annual conference, webinars, and trainings (collectively "events"). If you are a member and register for one of our events, we will access the information in your member account to provide you with information and services associated with the event. If you are not a member and you register for one of our events, we will collect your name and contact information, which we will store in our database and use to provide you with information and services associated with the event. If you are a presenter at one of our events, we will collect information about you including your name, employer and contact information, and photograph, and we may also collect information provided by event attendees who evaluated your performance as a presenter. As an attendee, speaker, or sponsor/exhibitor, we will keep a record of your participation to provide you with post-event information including details on upcoming events you may be interested in. Your contact information may be shared via an event mobile app or attendee list as part of your participation in the event. Your hotel reservation information may be shared between AWI and the hotel.

Photo/Audio/Video Release

As part of our mission to provide education, best practices and other information from leaders in their fields, speakers, panelists, and audience members should be aware that we may record all or part of the events we organize, including comments from speakers, panelists, and audience members. The resulting raw and edited materials, including still photographs, video and audio recordings, and associated verbatim transcripts, may be used by AWI, without restriction, in press releases, white papers, conference collateral, websites, and other publications.

By attending our events, you acknowledge that you are in a public place, and that attendees (including AWI volunteers) may capture your image in photos and videos. Nevertheless, AWI encourages event attendees to exercise common sense and good judgment, and respect the wishes of other attendees who do not wish to be photographed at the events.

AWI uses photos and videos taken at its events for a variety of purposes, including publication on the AWI website. If you see any photos or profiles about yourself on the site that you would like removed, please contact us at 1+ (844) 422-2294.