Sponsor Prospectus

Conference Dates: September 12, 2019
Exhibit Hall Dates: September 12, 2019
Location: National Geospatial-Intelligence Agency - Springfield, VA

About the Conference
In addition to the Intelligence & National Security Summit on September 4 and 5, INSA and AFCEA International will host a series of classified sessions at the TS//SI//TK//NOFORN level on Thursday, September 12 at the National Geospatial-Intelligence Agency.

Sponsorship Opportunities

__Platinum Sponsor - $8,000__
Expand your company recognition by sponsoring the Summit Classified Day. This package includes the following benefits:

- Full-page, four-color ad (you provide the artwork) in the Summit Classified Day program guide.
- Eight (8) complimentary Summit Classified Day registrations (attendees must have a Top Secret SI/TK/NOFORN clearance).
- Banner Ad (that you provide) on Summit Classified web page.
- Company provided PowerPoint slide featured in the Summit Classified Day slide presentation and viewed before event begins and during breaks.
- Company logo listed in the Summit Classified Day program guide.
- Company logo featured in the Summit Classified Day slide presentation that attendees will see before the event begins and during breaks.
- Company logo on the Summit Classified website with a link to corporate homepage.
- Company logo on Summit Classified Day promotional emails that are sent to over 30,000 potential attendees.
- Company logo listed on Summit Classified Day signage.
- Sponsor Indication on Summit Classified Day name badges.
**Gold Sponsor - $5,000**

Expand your company recognition by sponsoring the Summit Classified Day.

This package includes the following benefits:

- Half-page, four-color ad (you provide the artwork) in the Summit Classified Day program guide.
- Five (5) complimentary Summit Classified Day registrations (attendees must have a Top Secret SI/TK/NOFORN clearance).
- Company logo listed in the Summit Classified Day program guide.
- Company logo featured in the Summit Classified Day slide presentation that attendees will see before the event begins and during breaks.
- Company logo on the Summit Classified website with a link to corporate homepage.
- Company logo on Summit Classified Day promotional emails that are sent to over 30,000 potential attendees.
- Company logo listed on Summit Classified Day signage.
- Sponsor Indication on Summit Classified Day name badges.

**Silver Sponsor - $3,500**

Expand your company recognition by sponsoring the Summit Classified Day.

This package includes the following benefits:

- A quarter-page, four-color ad (you provide the artwork) in the Summit Classified Day program guide.
- Three (3) complimentary Summit Classified Day registrations (attendees must have a Top Secret SI/TK/NOFORN clearance).
- Company logo listed in the Summit Classified Day program guide.
- Company logo featured in the Summit Classified Day slide presentation that attendees will see before the event begins and during breaks.
- Company logo on the Summit Classified website with a link to corporate homepage.
- Company logo on Summit Classified Day promotional emails that are sent to over 30,000 potential attendees.
- Company logo listed on Summit Classified Day signage.
- Sponsor Indication on Summit Classified Day name badges.

**Bronze Sponsor - $2,500**

Expand your company recognition by sponsoring the Summit Classified Day.

This package includes the following benefits and is ONLY available to Small Business Members:

- A quarter-page, four-color ad (you provide the artwork) in the Summit Classified Day program guide.
- Two (2) complimentary Summit Classified Day registrations (attendees must have a Top Secret SI/TK/NOFORN clearance).
- Company logo listed in the Summit Classified Day program guide.
- Company logo featured in the Summit Classified Day slide presentation that attendees will see before the event begins and during breaks.
- Company logo on the Summit Classified website with a link to corporate homepage.
- Company logo on Summit Classified Day promotional emails that are sent to over 30,000 potential attendees.
- Company logo listed on Summit Classified Day signage.
- Sponsor Indication on Summit Classified Day name badges.
Your Company is liable for contracted funds based on the following payment schedule. Late payments (where funds have not cleared bank) can result in sponsored items not being ordered. While still contractually liable for amounts due, any exhibitor not paid at event set up will not be allowed to set up their booth. If payments are not received within the terms listed below, show management reserves the right to re-sell and/or re-assign the exhibit space or re-sell sponsored items with the contracting organization remaining liable as stated in the contract terms and conditions.
## Instructions

**Step 1:** Mark your selections below under Payment Amount & Method (select exhibit booth space, partnerships and sponsorships).

**Step 2:** Fax completed form to (703) 740-1940 or email to LPowell@eventPower.com.

**Step 3:** Register personnel through the conference Website.

**Notes:**
- Sponsor instructions are emailed and posted on the event Website. Program guide information will be requested via email.

## Company & Contact Information

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<th>Company Name:</th>
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## Contract Acceptance (signature is required)

This contract is accepted as binding by the following Exhibitor Representative:

**Signature:**

**Printed Name:**

**Date:**

## Invoicing Policy, Payment & Cancellation Terms & Conditions

**Invoicing:**  Invoices will be sent by email. If you wish to receive a printed copy please check the box below:

- [ ] Please send a printed invoice to our company billing contact (contact 2 above).

**Payment:**  50% payment is due at 180 days prior to the program start date with the remaining 100% due at 90 days prior to the program start date. Companies are 100% liable for contracted funds at 180 days prior to the program.

**Cancellation:**  Cancellations must be received by email from a representative of the company signing this contract and confirmed as accepted by email from eventPower. Cancellations received at or after 180 days of the event start date will be 100% liable for contracted funds.

## Payment Amount & Method

| Sponsorship: | $ |
| Kiosk Exhibit Space: | $ |
| Advertising: | $ |
| Total Contracted Amount: | $ |

**Payment Method:**

- [ ] Check
- [ ] Credit Card
- [ ] Wire Transfer

**Payable to:** AFCEA
**Mail to:** AFCEA International, Accounting, 4400 Fair Lakes Court, Fairfax, VA. 22033

**A confirmation email will be sent with an Invoice attachment. A link to a secure online credit card payment portal will be provided at the bottom of the invoice.**

**A confirmation email will be sent with an Invoice attachment. Wire transfer information will be provided on the invoice. Send wire transfer confirmations to SComer@eventPower.com**

## Send Check Payments To:

**Payable to:** AFCEA
**AFCEA International**
**4114 Legato Road**
**Suite 1000**
**Fairfax, VA 22033**

## Event Production Company:

**Laurie Powell, Director of Business Development**
**Telephone:** (703) 740-1940
**Fax:** (703) 740-1940
**Email:** LPowell@eventPower.com
**Website:** www.eventPower.com
Intelligence & National Security Summit 20120 Sponsorship and Exhibit Rules

THIS AGREEMENT is entered into by and between AFCEA International (AFCEA), the Intelligence and National Security Alliance (INSA) and Sponsoring or Exhibiting Company and shall become a contract upon execution.

The individual executing this Contract represents and warrants that he/she is duly and fully authorized to execute this binding contract on behalf of the Company.

IN CONSIDERATION of the mutual undertakings and promises of the parties as set forth below, the parties agree as follows.

1. SPONSORSHIP
1.1 AFCEA/INSA and Sponsor will develop and execute the sponsorship in accordance with the terms and conditions set forth in this Agreement and as set forth in any Attachments and/or Exhibits to the Agreement. AFCEA/INSA and Sponsor agree they will perform their duties and responsibilities in a professional manner consistent, at all times, with industry standards and in accordance with applicable laws and regulations.
1.2 In consideration of the rights granted in the Agreement, Sponsor agrees to pay AFCEA/INSA a Sponsorship Fee as defined on page one of this Agreement and a 100% deposit is to be included with this Agreement. For the Sponsorship Fee, AFCEA/INSA agrees to provide Sponsor services as outlined in the Official Sponsorship Prospectus. The sponsorship plan will not be implemented until the required deposit is received by AFCEA.

2. INTELLECTUAL PROPERTY
2.1 Each party is granted a nontransferable, non-exclusive license to use the other party’s materials, marks and logos (collectively “Intellectual Property”) solely for the promotion and execution of the Sponsorship at the Event as set forth herein and only during the agreed upon period.
2.2 Upon expiration or termination of the Sponsorship, each party will cease using the other party’s Intellectual Property and to the extent possible will, at the request of the other party, either destroy or return such Intellectual Property to the other party.

3. EFFECTIVE DATE, TERM, AND TERMINATION
3.1 Effective Date and Term: Unless the Agreement is terminated earlier in accordance with its terms and conditions, the term of this Agreement shall commence on the Effective Date and terminate at the conclusion of the parties obligations pertaining to the Event.
3.2 In the event either party commits a material breach of any provision contained within the Agreement, and such breach remains uncured after thirty (30) days written notice specifying the breach, the non-breaching party may terminate the Agreement. Upon expiration or termination of this Agreement each party agrees to timely comply with the terms of Section 2.2 above. In the event this Agreement is terminated for material breach of a party following the commencement of the Event and/or Sponsorship activities, the parties agree nonetheless to cooperate to the extent necessary to avoid interruption of the Event. Such cooperation shall
not be construed to waive any claim or defense a party may have.

3.3 In the event of cancellation by Sponsor, AFCEA/INSA shall determine an assessment covering the resale of sponsorship, prior services performed, and other damages related to the cancellation, according to the following schedule. Cancellations received from the date of execution:

- 50% of total and exhibit sponsorship fee will be forfeited by the Sponsor/exhibitor if cancelled less than 180 days but more than 90 days prior to the Summit;
- 100% of total sponsorship/exhibit fee will be forfeited by the Sponsor/exhibitor if cancelled less than 90 days prior to the Summit.

AFCEA/INSA must receive notification of the cancellation by email or mail. The date the cancellation notice is received by AFCEA/INSA will determine the above assessment charges. In the event of either a full or partial cancellation of space by a sponsor, AFCEA/INSA reserves the right to resell the canceled sponsorship, regardless of the cancellation assessment. Subsequent resale of canceled sponsorship does not relieve the canceling sponsor of the obligation to pay the cancellation assessment.

3.4 In the event that the Intelligence & National Security Summit is cancelled in its entirety for any reason, including due to circumstances beyond the control of AFCEA and/or INSA, any liability to the Sponsor is limited to a refund of all fees paid to AFCEA/INSA by the Sponsor. Cancellation or substitution of a particular session, panel, or program at the Intelligence & National Security Summit will not be deemed a cancellation hereunder.

4. LIMITATION OF LIABILITY

In no event shall either party be liable to the other party for any indirect, incidental, consequential, special, or exemplary damages (even if that party has been advised of the possibility of such damages), arising from breach of this Agreement, or any provision of this Agreement, such as, but not limited to loss of revenue or anticipated profits or lost business.

5. FORCE MAJEURE

Neither party shall be liable to the other in the event its failure to perform its obligations under the terms of the Agreement results from: (i) compliance with any law, ruling, order, regulation or order of any court or government decision or action of competent jurisdiction; (ii) acts of God or other circumstances beyond the reasonable control of the parties; (iii) acts or omissions of the other party; (iv) fires, strikes, embargoes, war, acts of domestic terrorism, civil insurrection or riot, (v) a weather event or curtailment of transportation facilities preventing or unreasonably delaying at least 25% of attendees and guests from attending the Event, or (vi) other emergency beyond the party’s control making it inadvisable, illegal or impossible to hold the Event or which materially affects a party’s ability to perform its obligations hereunder. Any delay resulting from any of said causes shall extend performance accordingly or excuse performance, in whole or part, as may be reasonable under the circumstances. The terminating party shall endeavor to give notice of termination to the other party as soon as reasonably practicable in an effort to minimize the impact of termination.

In the event of a termination as a result of a Force Majeure event as defined above, neither party will have any liability to the other party hereunder.
2020 Intelligence and National Security Summit Exposition Rules

1. PURPOSE
The objective of the Intelligence & National Security Summit 2020 is to further AFCEA/INSA objectives by providing a forum through exhibits and technical panels. Exhibitors are limited to firms, organizations and agencies whose exhibits are in harmony with the purpose of this Exposition. Active selling or order taking is NOT permitted.

2. SUBLÉASING
Exhibitor may not sublet his exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor’s display, in which case identification shall be limited to the manufacturer’s normal regular nameplate. Exhibitor may not permit non-exhibiting company representatives to operate from his booth.

3. OCCUPANCY DEFAULT
Any exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by AFCEA/INSA, and re-assigned or reassigned for such purposes or use AFCEA/INSA may see fit.

4. ELIGIBILITY
AFCEA/INSA has the sole right to determine the eligibility of any company or product for inclusion in the Exposition.

5. CANCELLATION OR CHANGE OF EXPOSITION
In the event that the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of AFCEA/INSA or its agents, the Exposition may be canceled or moved to another appropriate location, at the sole discretion of AFCEA/INSA. AFCEA/INSA shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of AFCEA/INSA. Causes for such action beyond the control of AFCEA/INSA shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Gaylord Hotel & Convention Center, municipal, state or federal laws, or act of God. Should AFCEA/INSA terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising therefrom. Refunds of “Paid Exhibit Space Fees” in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of AFCEA/INSA and in any case, will not exceed the amount of each exhibitor’s paid exhibit space fee less any prorate adjustments based on non-reimbursable direct and/or indirect event costs or financial
obligations incurred by AFCEA/INSA through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

6. EFFECTIVE DATE, TERM, AND TERMINATION
7.1 Effective Date and Term: Unless the Agreement is terminated earlier in accordance with its terms and conditions, the term of this Agreement shall commence on the Effective Date and terminate at the conclusion of the parties obligations pertaining to the Event.
7.2 In the event either party commits a material breach of any provision contained within the Agreement, and such breach remains uncured after thirty (30) days written notice specifying the breach, the non-breaching party may terminate the Agreement. Upon expiration or termination of this Agreement each party agrees to timely comply with the terms of Section 2.2 above. In the event this Agreement is terminated for material breach of a party following the commencement of the Event and/or Sponsorship activities, the parties agree nonetheless to cooperate to the extent necessary to avoid interruption of the Event. Such cooperation shall not be construed to waive any claim or defense a party may have.
7.3 In the event of cancellation by Sponsor or Exhibitor, AFCEA/INSA shall determine an assessment covering the resale of sponsorship or exhibit, prior services performed, and other damages related to the cancellation, according to the following schedule listed in the terms of the contract.

AFCEA/INSA must receive notification of the cancellation by email or mail. The date the cancellation notice is received by AFCEA/INSA will determine the above assessment charges. In the event of either a full or partial cancellation of space by a sponsor or exhibitor, AFCEA/INSA reserves the right to resell the canceled sponsorship or exhibit, regardless of the cancellation assessment.

Subsequent resale of canceled sponsorship or exhibit does not relieve the canceling sponsor/exhibitor of the obligation to pay the cancellation assessment. In the event of cancellation by the Sponsor or exhibitor prior to May 2, 2019, the 50% refund of the paid fee will be refunded within 30 days of the cancellation date.
7.4 In the event that the Intelligence & National Security Summit is cancelled in its entirety for any reason, including due to circumstances beyond the control of AFCEA and/or INSA, any liability to the Sponsor and/or Exhibitor is limited to a refund of all fees paid to AFCEA / INSA by the Sponsor or Exhibitor. Cancellation or substitution of a particular session, panel, or program at the Intelligence & National Security Summit will not be deemed a cancellation hereunder.

8. LIMITATION OF LIABILITY
Exhibitor agrees to make no claim for any reason whatsoever against AFCEA/INSA, its employees, agents, or representatives for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the Exposition as scheduled; nor for any action or omission of AFCEA/INSA. The exhibitor is solely responsible for his own exhibition material and products, and should
insure exhibit and products from loss or damage from any cause whatsoever. It is understood all property of an exhibitor is in his care, custody, and control in transit to, or from, or within the confines of the exhibit hall. AFCEA/INSA shall bear no responsibility for the safety of the exhibitor, its personnel, employees, agents or representatives or personal property.

9. EXHIBITOR INSURANCE
The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than minimum $1,000,000 per occurrence/$2,000,000 aggregate coverage. Such insurance shall name AFCEA, INSA, eventPower, and Brede Exposition Services as an additional insured. During the term hereof, the exhibitor shall maintain Workers’ Compensation and Occupational Disease insurance in full compliance with all federal and state laws, covering all of exhibitor’s employees engaged in the performance of any work for exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the confines of the hall. Proof of such insurance, including a Certificate of Insurance, shall be provided to eventPower or its agent or representative as soon as practical but in no event more than three (3) calendar days after request, time being of the essence. Failure to remit such proof shall be a material breach of this agreement.

10. UNION LABOR
Exhibitor shall employ only union labor, as made available by official contractors in the setting up and dismantling of the exhibits and in the operations when required by union agreements. Exhibitors planning to build special displays should employ union display companies in their fabrication, carpentry and electrical work.

11. INSTALLING, EXHIBITING AND DISMANTLING
Hours and dates for installing, exhibiting, and dismantling shall be those specified by AFCEA/INSA Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exposition before the specified conclusion of the dismantling period set by AFCEA/INSA.

12. DAMAGE TO PROPERTY
Exhibitor is liable for any damage caused by exhibitor, exhibitor’s agents, employees or representatives to building floors, walls, or columns, or to standard booth equipment, or to other exhibitor’s property. Exhibitor may not apply paint, lacquer, adhesive or other coatings to building columns, floors or walls, or to standard booth equipment.

13. FLOOR LOADING
Under no circumstances may the weight of any equipment or exhibit material exceed the specified floor load limit of the exhibit hall. Exhibitor accepts full and sole responsibility for injury or damage to property or persons resulting from failure, knowingly or otherwise, to
distribute the exhibit material and products in conformity with the maximum floor load specifications.

14. ALCOHOLIC BEVERAGES
The dispensing, distribution or use of alcoholic beverages in the Exposition hall is prohibited without the express prior approval of AFCEA/INSA.

15. FLAMMABLE MATERIALS
No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national, state, or city fire regulations may be used in any booth.

16. LOTTERIES OR CONTESTS
The operation of games of chance or lottery devices, or the actual or simulated pursuit of any recreational past time is permitted only on written approval from AFCEA/INSA.

17. NOISE AND ODORS
Noisy or obstructive work will not be permitted during open hours of the Exposition, nor will noisily operating displays, nor exhibits producing objectionable odors. AFCEA/INSA shall have sole discretion in determining what is noisy, obstructive or objectionable.

18. MUSIC
Any exhibitor using music must ensure that licensing fees have been paid to the appropriate agency, i.e., ASCAP or BMI. AFCEA/INSA is not responsible for any licensing fees for music played in exhibitor’s booth.

19. OBSTRUCTION OF AISLES AND/OR BOOTHS
Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby exhibitor’s booth shall be suspended for any periods specified by AFCEA/INSA.

20. ATTENDANCE
Admission policies shall remain, at all times, the prerogative of AFCEA/INSA and may be revised or amended to suit unforeseen conditions.

21. BOOTH PERSONNEL
Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company’s product or services. Booth personnel shall wear “exhibitor” badge identification furnished by AFCEA/INSA at all times while they are in the exhibit area. All other employees and representatives of the exhibiting companies must register as Show Attendees. AFCEA/INSA reserves the right to restrict or limit the number of booth representatives. All exhibits must have personnel present during show hours.

22. HEIGHT AND NON BLOCKING RESTRICTIONS
All exhibit display construction design must conform to the regulations set forth in the “Display Rules and Regulations,” a copy of which is supplied to each exhibitor by AFCEA/INSA. “Display
Rules and Regulations” provides details as to what is allowed for exhibitor’s booth so as to enable use of the space without detriment to neighboring exhibitors or the Exposition.

23. ELECTRICAL SAFETY
All wiring on booths or display fixtures must meet underwriters’ rules and standard fire department inspection. This applies to booth construction only and not to pre-wired radio and electronic equipment.

24. USE OF SPACE
Displays and demonstrations are limited to the confines of an exhibitor’s own booth, as is the distribution of literature or other items.

25. DISPLAY
AFCEA/INSA shall have full authority for approval or arrangement and appearance of items displayed. AFCEA/INSA may, at its discretion, require replacement, rearrangement, or redecoration of any item or any booth, and no liability shall attach to AFCEA/INSA for the costs that may evolve upon exhibitor thereby. Exhibitors with special backgrounds or side dividers must make certain that such material is furnished in such a manner as to not be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished at twelve noon of the day before the scheduled opening of the show, AFCEA/INSA shall authorize the official decorator to effect the necessary finish and the exhibitor must pay all charges involved thereby.

26. EXHIBITOR REPRESENTATIVE’S RESPONSIBILITY
Neither the conference/exhibition sponsor, nor its show management company or other agents or representatives, or their shareholders, officers, directors, employees or contractors shall be responsible for any injury, loss, or damage that may occur to exhibitor or to exhibitor’s agents, employees, affiliated personnel, officers, directors, shareholders, contractors or representatives or any of their property, businesses, or other activities from any cause whatsoever, prior to, during or subsequent to the conference or exposition event. By signing this Agreement, exhibitor expressly and voluntarily and knowingly assumes all such risk and expressly agrees, and hereby does, indemnify, defend and hold harmless the conference/exhibition sponsor, its show management company and other agents and representatives, and their shareholders, officers, directors, employees and contractors, from and against all claims and liabilities arising out of, or in any way related to, the acts or negligence of exhibitor, exhibitor’s agents, employees or representatives.

27. WAIVER OF RIGHTS
Any rights of AFCEA/INSA under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of AFCEA/INSA.

28. RELOCATION AND FLOOR PLAN REVISIONS
AFCEA/INSA retains the exclusive right to revise the exhibition hall floor plan and/or move assigned exhibitors as necessary.
29. AMENDMENT AND ADDITIONAL RULES
Any matters not specifically covered by the preceding rules shall be subject solely to the
decision of AFCEA/INSA. AFCEA/INSA may, at any time, amend or add further rules to these
rules, and all amendments made shall be binding on exhibitor equally with the foregoing rules
and regulations.

30. AGREEMENT TO RULES
Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees
to abide by the foregoing rules and those provided and contained in the Exhibitors Manual, and
by any amendments and additional rules that may be put into effect by AFCEA/INSA.