



PNNL DISCOVERY HALL | August 2, 2024

Charting  
Your  
Course



## Exhibitor & Sponsorship Prospectus

**Summit and Exposition Date:** August 2, 2024

**Hosting Organizations:** IEEE, Pacific Northwest National Laboratory (PNNL)

### About the IEEE Women in Engineering International Leadership Summit:

PNNL was chosen to host this Summit once again, along with nine other global locations.

Join us for an inspiring day focused on inclusion, leadership, mentorship, and more! The Institute of Electrical and Electronics Engineers (IEEE) Women in Engineering (WIE) International Leadership Summit 2024 is hosted by the WIE affinity group of the Richland chapter of the IEEE. The Summit is for anyone seeking

- Greater empowerment
- Leadership development
- Networking and collaboration opportunities

This day-long Summit includes Keynote Speakers, Panel Discussions, Poster Sessions, and a number of Interactive Sessions by outstanding speakers. We anticipate participation from academia, industry, and national laboratories, representing a wide breadth of technical fields. The event will bring together engineers, scientists, students, researchers, problem solvers, and project managers from across the region, providing unique opportunities for cross-cutting partnerships.

We genuinely believe that "**Charting Your Course**" empowers today's trailblazers to be tomorrow's change makers!

Attendees will include women engineers, scientists, technical problem solvers, technical project managers, research, academia, and industry in areas such as Engineering, Computer Sciences and Information Technology, Physical Sciences, Biological and Medical Sciences, Nuclear, Construction, Mathematics, Technical Communications, Education, Management, and Law and Policy.



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### Exhibiting Opportunities

#### Opportunities and Pricing:

__Platinum Exhibitor Package:	\$4,995.00
__Gold Exhibitor Package:	\$2,695.00
__Silver Exhibitor Package:	\$1,295.00

#### Platinum packages include (3 Available):

- Premium exhibit space on end-caps closest to summit sessions and break stations
- Four summit passes for company personnel
- Private, closed door meeting with summit VIP
- Premium signage near food and seating areas
- Opportunity to introduce keynote speaker
- Eighty-word company description in exhibitor guide
- Literature drop at attendee seats during the conference
- Speaking opportunity (subject to approved topic and availability)
- Whitepaper included in pre/post attendee emails (subject to approved topic and availability)
- First stop on VIP walkthroughs
- One-page company advertisement in exhibitor guide
- Logo placement on summit webpage

#### Gold Packages include (6 Available):

- Premium exhibit space near summit sessions and break stations
- Three summit passes for company personnel
- Premium signage near food and seating areas
- Speaking opportunity or whitepaper included in pre/post attendee emails (subject to approved topic and availability)
- Sixty-word company description in exhibitor guide
- Company logo in exhibitor guide
- Company logo on summit webpage

#### Silver Packages include (8 Available):

- Exhibit space with access to conference sessions and attendees
- Two conference passes for company personnel
- Forty-words company description in exhibitor guide
- Company logo on summit webpage



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### Additional Sponsorship Opportunities

#### Opportunities and Pricing:

##### \_\_Lunch Sponsor: (\$4,000, \$7,500 for exclusive)

- Posters thanking your company located near catering and attendee traffic
- Company representative will be allowed to welcome everyone to the reception
- Special recognition given to you during the opening remarks
- Three summit passes for company personnel
- Company logo on the summit website
- One full-page ad in summit guide

##### \_\_Reception Sponsor (\$4,000, \$7,500 for exclusive)

- Reception will be held on the opening night of the summit.
- Posters thanking your company located near catering and attendee traffic
- Company representative will be allowed to welcome everyone to the reception
- Three summit passes for company personnel
- Special recognition given to you during the opening remarks
- One full-page ad in summit guide

##### \_\_Morning Coffee Break (\$2,500)

- Posters thanking your company located near catering and attendee traffic
- Special recognition given to you during the opening remarks
- Two summit passes for company personnel
- Company logo on the summit website
- One full-page ad in summit guide

##### \_\_Afternoon Coffee Break (\$2,500)

- Posters thanking your company located near catering and attendee traffic
- Special recognition given to you during the opening remarks
- Two summit passes for company personnel
- Company logo on the summit website
- One full-page ad in summit guide

## Exhibitor and Sponsor Reservation Contract

\*Completed contracts should be sent to: [contract@federaltrainingpartnership.com](mailto:contract@federaltrainingpartnership.com) or faxed to 800-858-3950

\*An invoice will be emailed to the company point of contact after the signed reservation contract is received

**Conference Name:** IEEE Women in Engineering International Leadership Summit

**COMPANY NAME:** \_\_\_\_\_

Please invoice \$ \_\_\_\_\_ for \_\_\_\_\_ Exhibitor Package.

Please invoice \$ \_\_\_\_\_ for \_\_\_\_\_ Summit Sponsorship.

Contact Name: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

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

CC Billing Address: \_\_\_\_\_

Street City State Zip

**Binding Contract.** This contract when signed by industry partner and accepted and executed by Federal Training Partnership, constitutes a legally binding agreement and is binding to their perspective representatives.

**Payment Terms.** Advance payment is required for any partnership packages and/or sponsorship.

**Cancellation by Partner.** Cancellations must be in writing and shall become effective when received by Federal Training Partnership. In order to receive a refund of any funds, written notice must be received by Federal Training Partnership no later than 60 days prior to the conference date. Industry Partner will receive no monies refunded within 60 days of conference date.

**Attendance.** Federal Training Partnership makes no representations or warranties with respect to the demographic make-up, volume of exhibitors and/or number of attendees at this conference.

**Displays, Decorations, Conduct.** Displays, decorations, signage may not damage any part of the conference venue. Industry Partner shall be solely responsible for all damage resulting from any of the above actions.

**Security.** Industry Partners are responsible for securing the safety of their exhibits, marketing materials, and electronics.

**Liability.** Industry Partner agrees that Federal Training Partnership, the government hosting organization, the venue, its owners and its management company, and their respective employees are not liable for any theft, damage or loss to property or for any injury that may occur to the partner, its agents, employees. The Industry Partner assumes the entire responsibility and liability for losses, damages, and claims arising out of activities in the venue premises or at the conference and will indemnify, defend, and hold harmless Federal Training Partnership and its employees from any such losses.

**Conference Cancellation and Postponement.** Federal Training Partnership, the government, the sponsoring/hosting organization, in their sole individual discretion, reserve the right to cancel or postpone this event at any time without any liability for the fulfillment of this contract and all fees paid by Industry Partner shall, in the sole discretion of Federal Training Partnership, be either credited to a future conference or refunded on a prorated basis (minus any direct costs and overhead expenses). If the conference or part thereof is cancelled or postponed for any reason beyond the control of Federal Training Partnership such as, but not limited to, damage or destruction to venue buildings, war, riots, strikes, fire, floods, weather, termination by sponsoring/hosting organization, acts of government, terrorism, or acts of God, or the breach or termination of the venue contract, then Federal Training Partnership is not obligated to refund any fees. In any such case, credits from the event postponement or cancellation must be used within 12 months of the original postponement/cancellation dates. After 12 months a credit on account will be considered earned by Federal Training Partnership and non-refundable.

**No Show.** Any Industry Partner that fails to erect and staff a display in their assigned space by the designated set up time of the Showcase shall be considered a no-show and shall forfeit any fees paid.

**Billing.** The Industry Partner is responsible for making payment(s) when due and Federal Training Partnership is not responsible for collecting payments from third parties or payment processing services. This contract and reservation may be cancelled by Federal Training Partnership for failure to make payment in full when due.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_