



Contact (please type or print clearly)

Last name	First	Middle initial	
Member number	Phone number	Fax	
Email			
Company name (as you would like it to appear)			
Address	City/State/Province	Zip/Postal code	Country

Vendor Opportunities: Exhibit table sponsorship U.S.\$750. Space is limited.

Multi-show discounts are available.

- ICT Forum – South-Central, Thursday, 5 December 2024 | Albuquerque, NM**
- ICT Forum – North-Central, Thursday, 27 March 2025 | Warren, MI**
- ICT Forum – Southeast, Thursday, 24 April 2024 | Tampa, FL**
- ICT Forum – Southeast, Tuesday, 6 May 2025 | Raleigh, NC**

Vendor Table Benefits:

- Company logo featured in event promotions, including 2-3 emails
- Thank you email with sponsor contact information to all those who attended
- Space for a tabletop display, 6-foot table, chair in/near meeting room
- One complimentary registration per event
- “What’s New, What’s It Do?” presentation included – Introduce a fresh and innovative product during a brief 5-minute presentation

Sample Agenda

- 7:30 a.m. Registration, Continental Breakfast, and Vendor Displays
- 8:00 a.m. Welcome, Introductions, and BICSI Overview
- 8:15 a.m. Roundtable discussion – Installer/Technician/Designer
- 9:15 a.m. Technical Presentation
- 10:15 a.m. Break and Vendor Displays
- 10:45 a.m. Technical Presentation*
- 11:45 a.m. “What’s New, What’s It Do?” Presentations
- 12:30 p.m. Lunch and Vendor Displays
- 1:30 p.m. Technical Presentation
- 2:30 p.m. Break and Vendor Displays
- 3:15 p.m. Technical Presentation
- 4:15 p.m. Q&A and Closing Remarks

**Please contact Courtney Best Nalls
for more details at
+1 813.352.0660 or email cnalls@bicsi.org.**

*Technical presentations must comply with BICSI guidelines.

Cancellation Policy: If you must cancel, please notify BICSI in writing immediately. Cancellations received 30 days or more prior to the ICT Forum will be reimbursed minus 25% of the sponsorship indicated on this contract. If payment was not received, you will be charged 25% of the sponsorship amount indicated on this contract. Cancellations received within 30 days of the ICT Forum will not be reimbursed. If payment was not received, you will be charged the full amount of the sponsorship(s) indicated in this contract.

Disclaimer: The relationship between BICSI and the sponsoring organizations/corporations of an event or an event-related item does not represent exclusive agreements between BICSI and the specific organizations/corporations, nor does it suggest that BICSI endorses the programs, products, or services of the organizations/corporations. Sponsor agrees that this sponsorship contract cannot be cancelled at any time.

Right to Refuse Sponsor: BICSI shall reserve the right to reject a potential sponsor on such factors as questionable business practices, those having a mission conflict with BICSI or those who desire to assume control of an event through sponsorship.

Authorized signature

Date

Payment Section

Please make all checks payable to BICSI in U.S. dollars, drawn from a U.S. bank (call BICSI's Accounting Department at +1 813.979.1991 for instructions on wiring funds). For your protection, BICSI does not accept emailed credit card numbers. If paying by credit card, please mail or fax your payment information instead.

Total to be paid

\$ _____

Check or Money Order Enclosed

Visa MasterCard American Express Diner's Club Discover

Internal use only

Cardholder name (as it appears on the credit card)

Cardholder signature

Credit card number

Expiration date

Card billing zip code (required)

CVV