



COMPLETE FULLY ▶

NAME OF COMPANY	WEBSITE	
ADDRESS		
CITY	STATE	ZIP
PHONE		
CONTACT	TITLE	
EMAIL		
AUTHORIZED REPRESENTATIVE SIGNATURE		DATE

Webinar Sponsorship Cost: **\$1,500** Webinar Title: _____

ARTWORK REQUIREMENTS

Advertiser to provide a logo with a minimum resolution of 72 DPI.

TERMS AND CONDITIONS

1. NCIA reserves the right to review and reject any material submitted for webinar sponsorship.
2. NCIA does not guarantee any given level of attendance for a webinar sponsorship.
3. NCIA reserves the right to change or modify the webinar's content or topic.
4. Sponsors and their agents assume full liability for all content of submissions to be utilized on the webinar. The sponsor assumes responsibility for any claims made against NCIA or arising there from. Sponsor agrees to indemnify, defend, and hold NCIA harmless from any and all liability of such advertisements.
5. Cancellations, changes, or corrections must conform to published deadlines and will not be accepted unless presented in writing and signed by both parties. No cancellation of contracted space will be deemed valid unless received in writing by NCIA at least 30 days prior to the webinar. Failure to comply with this condition will result in the sponsor being billed accordingly.
6. No conditions printed or otherwise appearing on the space order, billing instructions, or copy instructions which conflict with NCIA stated policies will be binding on NCIA.
7. No contract is valid unless it is signed by NCIA's authorized agent on behalf of NCIA.
8. The advertiser warrants that the representative executing the contract has the legal authority to create a binding agreement with NCIA.
9. Payment terms are net 30 days from the date of the invoice. Any unpaid balance over 30 days on invoices will be charged an additional 1.5% per month.
10. NCIA reserves the right to change or modify the policies, terms, and rates set forth herein at any time.
11. NCIA does not render commissions to advertising agencies.
12. NCIA membership must be current at the date of reservation.

▶ **NOTE:** This is a *legally binding contract*. In signing this document, the advertiser agrees to abide by all of the contract terms and conditions stated within this document and warrants that the representative executing the contract has the legal authority to create a binding agreement with NCIA.

PLEASE SEND CONTRACTS TO
.....
memberservices@nationalcia.org

NCIA OFFICE USE ONLY

Check/Credit Card Authorization # _____ Date Paid _____

SIGNATURE OF AUTHORIZED NCIA REPRESENTATIVE DATE