



## Membership Meeting Sponsorship Program

There is no better way to get your name out to the members than sponsoring a CMBA General Membership Meeting. There are only seven meetings available in 2017 to sponsor. The meeting will be held at Eagles Club, 730 41<sup>st</sup> Ave., St. Cloud MN. This unique marketing opportunity is available to members of the CMBA. It provides you, the sponsoring business, with an opportunity to inform other members about your firm or organization. Sponsorship also allows the company to showcase their products/services during the social hour, and the chance to speak for 5-10 minutes during the dinner portion of the meeting. The sponsorship includes two membership meeting dinner tickets. The sponsorship fee is \$500.

### 2017 Dates – Previous sponsors have first right of refusal

- Wednesday, January 11<sup>th</sup>: Tri-County Abstract and Title Guaranty, Inc.
- Wednesday, February 8<sup>th</sup>: Heartland Security
- Wednesday, April 12<sup>th</sup> (Casino Night) Mark J. Traut Wells, Inc.
- Wednesday, May 10<sup>th</sup> (Meeting location TBD)
- Wednesday, September 13<sup>th</sup>: H & S Heating
- Wednesday, October 11<sup>th</sup>: Liberty Bank MN
- Wednesday, November 8<sup>th</sup>

Once the fee has been received the CMBA will then:

- Upon request, supply you with mailing labels (approximately 430) to the membership. Please allow five working days for the labels to be printed.
- Promote your sponsorship:
  - An announcement in the *On the Level* on the main events page and front cover mention if available.

### Date and Time

Above is a list of available dates. The social hour is from 5:30-6:30 p.m. The dinner is served at 6:30 with the program to follow. Meeting is over around 8:30-

### Location

Eagles Club

730 41<sup>st</sup> Ave N, St. Cloud MN 56303

### Set-Up, Promotions

Here are some ideas. Do not feel limited to the following; we are open to creative ideas.

- Incorporate the display into the meeting room setting
- Have handouts available at all the dinner tables
- Display a company truck in front of the building
- Decorate the podium with company products
- Build a display around the podium
- Give away door prizes.

### Sponsorship Commitment

Sponsors are requested to provide greeters for the social hour and ticket sellers to help the CMBA staff with the registration. A minimum of two people will be needed to sell tickets. Ticket sellers /greeters should be there by 5:15 p.m.

### **The Budget Considerations/Suggestions**

- ❖ Cost of appetizers/beverages – this is not included in the sponsorship fee and is not required.
- ❖ Displays of your business
- ❖ Mailings/invitations (optional)
- ❖ Prizes, gifts, or other give-a-ways

### **Time Line**

Immediately	Call the CMBA office at (320) 251-4382 to reserve your month. Send in your \$500 reservation fee.
4 months in advance	Choose a theme (optional).
2 months in advance	Order invitations (optional).
1 month in advance	Order mailing labels from the CMBA (if you are sending a special invite). Let CMBA know if you are providing any door prizes. If you will be offering appetizers/beverages, please contact the CMBA (251-4382) one month prior to the event.
3 weeks in advance	Mail invitations (optional) – Make sure that CMBA has proofed the invitation prior to it being mailed.



## Central Minnesota Builders Association **General Membership Meeting** Contract / Invoice

*Please read, sign and return one copy to the C*

\_\_\_\_\_ has reserved the month of \_\_\_\_\_  
name of company/organization month

for sponsoring the CMBA Membership Meeting. Includes two dinners.

***As a sponsor of the CMBA Membership Meeting, I:***

...understand that I must be a member in good standing of the CMBA.

...understand that all of the costs associated with the sponsorship, such as hors d'oeuvres, invitations, postage, and any other fees will be the responsibility of my company.

...agree to be the only sponsor for the month I have reserved and understand that I can not sell booth space or any other type of co-sponsorship to other companies, organizations or individuals, unless agreed on with CMBA.

...understand that my sponsoring a membership meeting will not be confirmed until after the \$500, non-refundable reservation fee is received by the CMBA office.

**I understand all of the above rules and regulations, and will abide by them.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

Enclosed is the reservation fee of **\$500**.

**Payment Type** (please check one):

**Check** \_\_\_ **Visa** \_\_\_ **MC** \_\_\_ **Discover** \_\_\_ **American Express** \_\_\_

(Payable to CMBA)

Cardholder's Name \_\_\_\_\_

Cardholder's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Card # 

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Exp. Date: \_\_\_\_\_ Security Code \_\_\_\_\_

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**Signature (required):** \_\_\_\_\_

If you have any questions, contact Bonnie Moeller, at the CMBA (320) 251-4382.  
 Please sign one copy of this contract and return it to:  
 CMBA, 1124 West St. Germain Street  
 St. Cloud, MN 56301  
 Fax (320) 251-3754

## Membership List/Label Agreement

The undersigned hereby agrees to the following conditions with respect to the utilization of the membership labels or list provided by the Central Minnesota Builders Association (CMBA):

- **Labels/Lists are to be used for one mailing only and are available to members only. Please return the signed agreement with payment and a copy of the materials you will be mailing to the members.** Agreements returned without such copy will not be processed. CMBA may, at its sole option, refuse any order for labels or a list for any reason.
- This agreement precludes user and purchaser from reusing or reselling lists and/or labels to other parties.
- CMBA prohibits members from purchasing the labels for non-member's use.
- The CMBA will attempt to provide labels/lists within a reasonable time frame, however the CMBA does not guarantee receipt of this information by any particular date.
- CMBA makes no warranty as to the accuracy of its mailing labels/lists or the effectiveness of any mailing.
- CMBA will not provide membership labels/lists to firms deemed to be in competition with companies with which CMBA has an existing relationship.

### **Label Options (select printed or electronic and sorted by):**

#### **Printed Labels**

All Members    ~~\$100~~ No Charge

#### **Sorted By**

Contact Last Name    \_\_\_\_\_

Company Name    \_\_\_\_\_

Zip Code    \_\_\_\_\_

Other    \_\_\_\_\_

### **Delivery Options (select one):**

Mail Labels \_\_\_\_\_

*(If address is different than below)*

Pick Up Labels \_\_\_\_\_

*(Date needed by)*

### **Requested By:**

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Agreement approved by Board 3/15/06.