

Sponsorship/Advertising Agreement



Thank you for becoming a MCPD partner. Please complete the information below and review the Terms & Conditions on the back, and sign both pages. If you have any questions, or would like further information, contact Rebecca Phetteplace at (708) 390-2416 or Rphetteplace@mokenapark.com.

Company Name: _____

Address: _____

City/State/Zip Code: _____

Contact Person/Title: _____

Phone: _____ Email: _____

Please specify below how MCPD should list your name or company name for all recognitions:

EVENT: _____	Sponsorship Level: _____	\$ _____
EVENT: _____	Sponsorship Level: _____	\$ _____
EVENT: _____	Sponsorship Level: _____	\$ _____
EVENT: _____	Sponsorship Level: _____	\$ _____
BANNER ADVERTISING—OPTION: _____		\$ _____
BROCHURE ADVERTISING—OPTION: _____		\$ _____
TOTAL		\$ _____

PAYMENT INFORMATION

Please charge my credit card: Visa MC Discover \$ _____

Card Number: _____

Expiration Date: _____ Security Code: _____

Cardholder Name, please print: _____

Cardholder's Signature: _____

Check \$ _____
(payable to Mokena Park District)

Cash \$ _____
(please do not mail cash)

Please send me an invoice

Sponsorship/Advertising Terms and Conditions



- 1) **Sponsorship Purpose:** Sponsorship and advertising with MCPD positively promotes and financially supports the mission, vision, and values of the District.
- 2) **First-come, first-served:** Sponsorship opportunities will be extended to any business, non-profit agency, governmental agency, organization, or individual that wishes to have a presence with MCPD on a first-come, first-served basis, provided that the proposed sponsorship otherwise conforms with the policies as stated herein.
- 3) **Conflict of Interest:** MCPD reserves the right, at its discretion, to refuse any sponsorship or advertising from an organization, agency, business, or individual.
- 4) **Rescheduling:** As deemed necessary, MCPD holds the right to cancel or reschedule an event, publication, or project at its discretion.
- 5) **Refunds & Cancellations:** In the case of event cancellation, rain dates are not scheduled unless specified. If MCPD deems it necessary to cancel an event, program, or advertisement and the event is not rescheduled, the Sponsor will have the option to choose another event/program in the same tier in place of the event that was canceled. No Refunds will be given.
- 7) **Payment & Invoice Terms:** Sponsors will be invoiced within one week of agreement completion. Unless otherwise agreed upon in writing by MCPD, all sponsorships or advertising invoiced must be paid in full by the deadlines listed. Payments not received by the deadline will incur a \$25 late fee and may result in agreement termination.
- 8) **Event Day:** Sponsorships including on site benefits must arrive on time as scheduled with the MCPD. Sponsors who arrive late may be denied entrance to the event. Sponsors who do not show up will incur a \$50 no show fee, unless otherwise agreed upon with the MCPD in writing.
- 9) **Logos and Print Ad Files:** Submit ads with the following specifications:
 - Full color pdfs with the fonts outlined or full color, (minimum resolution 300 dpi jpeg).
 - Ads saved as .doc, .xls, .ppt, or .pub will not be accepted.
 - If an ad is received and is unusable due to format, design, or content, corrected artwork may be submitted prior to the deadline. All ads are subject to final approval. Please send ads to Rebecca at rphetteplace@mokenapark.com.
- 10) **Banners:** For banners brought to events by the sponsor, a size of W: 6'x H: 4' is recommended. Please be sure all banners are prepared for the weather as MCPD is not responsible for any torn or damaged banners.
- 11) **Certificate of Insurance:** At times, MCPD may require a Certificate of Insurance from the Partner naming the Mokena Community Park District as additional insured. The certificate must be endorsed and coverage must be adequate to be consistent with MCPD policy.
- 12) **Indemnification:** Mokena Community Park District, employees, related event providers of goods and services, or any other participating sponsors will NOT be responsible for any injury, loss, or damage that may occur to the sponsor or their property from any cause whatsoever prior to, during or subsequent to the period covered by the contract; and the representative signing this contract expressly releases all of the foresaid from, and agrees to indemnify each of them against any and all claims from such loss, damage or injury from participation in the event. A Hold Harmless agreement and Statement of Independent Contractor must be signed and turned in prior to the performance.

AGREEMENT

I agree to the Sponsorship/Advertising Terms and Conditions stated above, and the sponsorship/advertising opportunities that are listed on this agreement, and the total amount due.

Signature: _____ Date: _____

EMAIL, MAIL OR FAX FORMS to

Mokena Park District, Attn: Rebecca Phetteplace, 10925 W. La Porte Road, Mokena, IL 60448

Email: rphetteplace@mokenapark.com Fax: 708-479-5381