



## 2018 Conference Sponsorship Agreement

This agreement is between Men Having Babies, Inc. (“MHB”) and the exhibitor named in this agreement (the “Exhibitor”) for participation by the Exhibitor in the Men Having Babies Surrogacy Seminar and Gay Parenting Expo (the “Seminar”) taking place on said date and at said location by (the “Host”). Exhibitor agrees to the tabling/sponsorship fee (and the optional breakout sessions, office space or optional underwriting opportunities fees, if applicable), Costs for Sponsorships (the “Fees”), and a table space will be assigned by MHB and provided by the Host at least two days before the event date. MHB reserves the right to refuse space to any applicant subject to space availability and/or compliance with [MHB best practice policies](#)

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### Terms & Conditions

The Exhibitor agrees that the rules for the Seminar, set forth below, will be strictly complied with by the Exhibitor and by its employees, staff, agents, and guests.

1. Exhibitor shall pay the Fees in full in advance of participation in the Seminar by the invoice's due date, but no later than 90 days before the event day. If Exhibitor's Fees are not received by this date, MHB reserves the right to modify placement within the Expo and program or cancel any reservation by Exhibitor, including table and sponsored sessions. The 10% deposit is non-refundable at any time and all fees are non-refundable 45 days prior to the event date and will be retained by MHB should the Exhibitor cancel or be unable to participate in the Seminar for any reason. Please note that cancellation on the part of the Exhibitor may not excuse full payment of sponsorship fees (see cancellation policy schedule below). Non-payment of sponsorship fees may result in Exhibitor not being allowed back at future conferences held by MHB. If the Seminar is canceled by MHB or the Host, the Exhibitors will be refunded for all amounts paid excluding the 10% deposit. Exhibitor will receive a credit in the amount of the 10% deposit for a future MHB conference, unless Exhibitor chooses to donate the funds to MHB.
2. Exhibitor's table will be cleared and all materials removed no later than 30 minutes past the exhibit/expo closing time on the final day of the event.
3. MHB, their co-sponsors or the Host will not be held liable for damages to, or loss of property belonging to Sponsor and its employees, staff, agents, and guests.
4. Sponsor agrees not to host or promote any independent event or client consultations during the official conference hours without prior approval from MHB.
5. For a period of 10 days before the commencement of the event date, providers will not participate (sponsor) or host any marketing event(s) for IPs (excluding private consultations or alumni events) in the host city.
6. MHB reserves the right to refuse space to any applicant subject to space availability and/or compliance with MHB best practice policies.

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## Cancellation Policy / Schedule:

- More than 90 days prior to the event date, full refund minus 10% deposit and \$100 service and processing fee.
  - 90 days prior to the event date, 75% refund minus 10% deposit and \$100 service and processing fee.
  - 60 days prior to the event date, 50% refund minus 10% deposit and \$100 service and processing fee.
  - 45 days prior to the event date, no refund.
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## Payment process:

**A credit card deposit of 10% will be required to hold your reservation.**

**You will receive an invoice for the balance 4 months (120 days) prior to each conference. It will reflect any additional discounts you may be eligible for (such as frequency and Advisory Circle discounts).**

**The final balance is due 90 days prior to the conference date. For sponsorships signed within 90 of the conference, balance will be due within 14 day.**

*Please note:*

**You may send us a check or wire transfer for the balance. However, should we not receive the payment by the due date, we will debit your credit card for the full amount, **plus a 3% processing fee.****