



3337 FORTUNA DRIVE, AKRON • 330.645.0555

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## SPONSORSHIP GUIDELINES

### **General Information:**

Today's Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_

Email & Phone Number \_\_\_\_\_

### **The Event:**

Name of Event \_\_\_\_\_

Location \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Estimated # of attendees \_\_\_\_\_

### **Sponsorship:**

Type of equipment needed/quantities requested \_\_\_\_\_

**If more space needed, please attach additional sheet.**

Please indicate how Sully's Rental will be promoted within the event if sponsorship/donation is provided?

\_\_\_\_\_

\_\_\_\_\_ Website/Address \_\_\_\_\_

\_\_\_\_\_ Print Media-List locations \_\_\_\_\_

Media Specifics \_\_\_\_\_

\_\_\_\_\_

Do you have a major or presenting sponsor? \_\_\_\_\_

Is camera-ready artwork needed? If yes, format requested? Due date? \_\_\_\_\_

\_\_\_\_\_

In exchange for approved sponsorship/donation, please list action(s) below

\_\_\_\_\_ Provide Sully's Rental a table or attendee tickets equal to the sponsorship value or portion of. (Agreed upon by Sully's Rental & Organization)

\_\_\_\_\_ Recognize Sully's Rental from the podium during your event.

\_\_\_\_\_ 3x8 Banner or Feather Banner displayed at event. (Provided by Sully's Rental)

Has your organization previously requested a sponsorship/donation from Sully's Rental? If yes, when? \_\_\_\_\_

### **Organization:**

If applicable, please enclose a copy of your organization's IRS 501 Tax Exempt Status

Non-profit Taxpayer's I.D. Number \_\_\_\_\_

Legal Name of Organization \_\_\_\_\_

\* Sully's Rental Sponsorship requires a 50% deposit 15 days prior to event. \_\_\_\_\_ Initial

\* Sully's Rental Sponsorship requires a 15 day pay for all outstanding invoices. \_\_\_\_\_ Initial

\* All event Photos must be sent to Sully's Rental no later than 15 days after the event. \_\_\_\_\_ Initial

Please sign & date Sponsorship Form \_\_\_\_\_

Sponsorships are awarded on rental items only. Linen, labor and sale items are not included.