



AWP CONFERENCE: NORTH AMERICA

General

Sponsors Guide & Agreement

In-Person and On-Demand

HOUSTON, TEXAS
October, 2023



GROUP ASI, INC
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AWP Conference 2023: North America

General Sponsorship Agreement

*An In-Person and On-Demand event for the North American Construction Industry
Houston, Texas • October 2023 (Venue TBD)*

The Advanced Work Packaging conferences are supported by the Construction Industry Institute (CII) and the Construction Owners Association of Alberta (COAA). Since 2009, this has been the premiere forum for thought leadership in Advanced Work Packaging (AWP) and WorkFace Planning (WFP). Register as a sponsor today and reserve your spot at this unique owner-driven information-sharing and networking event. As a sponsor, you will join the construction industry's leading thinkers and doers in project performance and construction productivity. You will connect with clients and high-level decision-makers from the owner, contractor, supplier, consultant and academic communities.

Invitation-Only Capital Projects Leadership Forum Opportunity

In alignment with the AWP Conference, Group ASI will host an invitation-only Capital Projects Leadership Forum for a smaller group of selectively invited senior managers representing owners and builders (architects, engineers, constructors and EPCs) in a safe environment to discuss some of the key topic areas in front-end planning and field execution for the industrial, commercial, vertical, infrastructure and renewables sectors. We'll brainstorm potential solutions to current challenges and the findings of this discovery workshop will help inform future developments in project performance and construction productivity initiatives. All AWP Conference sponsors are invited to sponsor the Leadership Forum. The fee is **\$3,500 USD**.

Sponsorship Fee and Available Opportunities

Platinum-Level Sponsorship

- **Sponsorship fee:** \$16,000 USD

Gold-Level Sponsorship

- **Sponsorship fee:** \$12,000 USD

Platinum-Level Sponsorship Features & Benefits

- ✓ **Full-access conference passes** as follows:
 - 8 Physical Passes
 - 4 On-Demand Passes
- ✓ **Sponsorship booth** (optional): available to sponsors is a booth space (10 ft X10 ft) with basic equipment provided (6-foot table, 2 chairs, power, and INTERNET connections, divided by pipe and drape)
- ✓ **Opportunity to speak to full conference audience** (participation in the plenary sessions)
- ✓ **One-hour breakout track session** -featuring your sponsored speaker or speakers. (If you choose to do a joint presentation with another company which would allow for 2 or 3 sessions)
- ✓ **Breakout session preview** to full conference, delivered by the conference organizer
- ✓ **Option to provide materials in conference bags** or distribute materials direct to each attendee's seat

Gold-Level Sponsorship Features & Benefits

- ✓ **Full-access conference passes** (in-person reserved seating or virtual event passes) as follows:
 - 4 Physical Passes
 - 2 On-Demand Passes
- ✓ **Sponsorship booth** : available to sponsors is a booth space (10 ft X 10 ft) with basic equipment provided (6-foot table, 2 chairs, power and INTERNET connections, divided by pipe and drape)
- ✓ **One-hour breakout track session** - featuring your sponsored speaker or speakers. (If you choose to do a joint presentation with another company which would allow for 2 or 3 sessions)
- ✓ **Breakout session preview** to full conference, delivered by the conference organizer
- ✓ Option to provide materials in conference bags or distribute materials direct to each attendee’s seat

Additional Benefits:

- ✓ Recognition in all printed materials, electronic materials, and official conference slideshows
- ✓ Sponsor recognition announcement on conference kickoff (both days)
- ✓ Periodic features in conference social media / professional network messaging prior to the event
- ✓ Receive contact information for all attendees (Name, Company & Email)

Individual Ticket Cost	Early Bird Rate (Ends September, exact day TBD)	<i>\$ 1195 USD</i>
	Regular Rate	<i>\$ 1395 USD</i>
	On-Demand Pass	<i>\$ 150 USD</i>

*** On-Demand Pass will show all presentation in the main ballroom & will be sent out with in one month of the conference.*

Notes regarding sponsorship benefits:

- i. Sponsor booth location and conference attendees’ table selection and breakout schedule placement (where applicable) are prioritized in order of sponsorship payment and any sponsorship credits.
- ii. As a feature of sponsorship, full-access conference passes are included as outlined in the *Features & Benefits* list (in this document). If you require additional passes above and beyond those provided as part of your sponsorship package, you may purchase them at a discount using an ID Code that will be provided to you.
- iii. Sponsorship includes a booth. Power supply, INTERNET connection, pipe and drape (if applicable), chairs and tables (if applicable) will be provided by Group ASI; additional supplies and services are the financial responsibility of the sponsor (e.g., special lighting, banners and booth decorations, unique chairs and table setups, et cetera). Sponsors may bring in their own equipment and forego any provided supplies, provided their displays fit within the allocated space and meet the venue requirements. Group ASI will provide a sponsors and exhibitors guide with information about ordering, shipping / receiving, setup and breakdown times and more.

- iv. All conference presentation content is intended to align with the conference theme(s) and must directly serve the interests of the conference attendees (which, in general, is to learn more about the theory and practice of AWP & WFP and related systems and to receive information that is usable and applicable to their business). The AWP Conference organizers work with the AWP Conference Advisory Board to determine annual themes and programming goals and will communicate this information to all presenters as it becomes available.
- v. All sponsors with multimedia presentations (i.e., slideshows, videos, etc.) must provide electronic copies of their materials to Group ASI prior to the conference, providing us with sufficient time to complete review activities for confirmation of alignment with conference goals (see *item iv* above), as well as to test and troubleshoot (i.e., confirm files are consistent with required screen dimensions, file formats, etc.) and make any recommendations to ensure seamless delivery of the end product. This timeline will be defined in the *Sponsors and Exhibitors' Information* document and by the AWP Conference Advisory Board.
- vi. All sponsors delivering presentations (solo or part of a team) agree to follow a production schedule identified by the conference organizer, executive steering committee, and advisory board. The production schedule includes milestones and deadlines for presentation development, informal walkthrough, formal rehearsal, and live delivery.
- vii. All breakout session rooms are similar in size and layout; capacities may vary.
- viii. Milestones that will need to be met for Plenary and Keynote presentations;
 - a) *Initial meeting* of Presentation Team week of **April 21st**
 - b) *Title and Description* handed in by **April 28st**
 - c) *Speakers Head Shot and Bios* handed in by **April 28st**
 - d) Draft Programs to be handed in by **July 21st**
 - e) *WalkThrough* completed the week of **August 25th**
 - f) *Dry Runs* must be completed by the week of **September 8th**
 - g) *Final Presentation* must be handed in by **September 15th**

****Note:** *If any changes to final copy of presentation are made MUST be handed in by **September 22**. Please ensure all presentations, head shots, and short bio is sent to Brianne (Brianne@groupasi.com)*

Full terms, conditions, and signature field on following page(s).

Sponsorship Agreement

Yes, my company will sponsor the AWP Conference 2023 at the Platinum Level
(*\$16,000 USD*)

Yes, my company will sponsor the AWP Conference 2023 at the Gold Level
(*\$12,000 USD*)

Yes, my company will sponsor the Capital Projects Leadership Forum: North America
(*\$3,500 USD*)

Payment notes:

- *Full payment (100% of the total sponsorship fee) is due within 30 days of invoice date, or prior to the start of the conference (whichever is sooner).*
- *50% of the total sponsorship fee is refundable due to sponsor's cancellation up to 90 days prior to the event start date. No refunds will be made if cancellation falls within 90 days of the start of the event.*
- *Please see full terms and conditions on the following page for details.*

Contact Information

(* Required)

Company Name*:

Company contact (Name)*:

(Title)*:

Street address:

City:

Province/State:

Postal/Zip Code:

Country:

Phone (Office)*:

Phone (Mobile):

Email address*:

Upon receipt of signed sponsorship agreement, an invoice will be provided; payment can be made via credit card using our online payment system (link to be provided).

Please Sign Here

Date (Mont/Day/Year)

Please sign the Acceptance of Sponsorship Agreement section at the end of this document.

Terms & Conditions

- i. All applications are reviewed by Group ASI and vetted by the AWP Conference Advisory Board to ensure the prospective sponsor has goods or services that could provide value to companies or individuals interested in Advanced Work Packaging and related information.
- ii. Group ASI reserves the right to refuse content submitted for presentation; each presentation must be relevant to conference themes and goals.
- iii. 100% of the total sponsorship fee is due within 30 days of invoice date, or prior to the start of the conference (whichever is sooner). If the sponsor cancels (in writing) more than 90 days prior to the start of the conference, 50% of the total sponsorship fee is refundable. No refunds will be made for cancellations made within 90 days of start of conference.
- iv. The sponsorship fee does not include additional conference passes beyond those specifically defined as a sponsor benefit. However, additional passes can be purchased at a discount using an ID Code that will be provided to you.
- v. Company logos, preferred URLs and other sponsorship materials and files must be submitted within the production schedule, the details of which will be made available to the sponsor(s) by Group ASI.
- vi. Sponsors may not sublet, assign, or apportion any part of the item(s) sponsored nor represent, advertise or distribute literature or materials for the products or services of any other firm or organization except as approved in writing by Group ASI.
- vii. Group ASI will not be liable for damage or loss to sponsors' properties by fire, theft, accident, or any other cause.
- viii. If extenuating circumstances (including, but not limited to, acts of God, war, government regulation, terrorism, extreme weather events, disaster, strikes, civil disorder, a pandemic, a travel restriction issued by a governmental agency, curtailment of transportation facilities, or any other emergency of a comparable nature beyond our control) require Group ASI to reschedule or reformat the conference (for example, delaying the event start date or converting to a fully virtual event), and sponsors are unable to accommodate a change, or if a change results in reduced sponsorship rates, any sponsorship monies paid or overpaid will be applied (or transferred) as credit toward sponsorship of another Group ASI event. All sponsors will be notified prior to any change.
- ix. If the conference is canceled or curtailed for any reasons beyond the control of Group ASI, Group ASI will not be responsible for any loss of business, loss of profits, consequential or special damages or expenses of whatever nature that the sponsor may suffer.
- x. No part of an exhibit and signage or other materials may be pasted, nailed, or otherwise affixed to walls, doors, or other surfaces in a way that mars or defaces the premises or equipment and furnishings. Damage from failure to observe this notice is payable by the sponsor.
- xi. Sponsors are responsible for safeguarding their own equipment, displays, and materials.
- xii. Sponsors will agree to comply with the Antitrust Statement contained within this document.

Antitrust Statement

The Conference will take place in full compliance with applicable antitrust, trade sanctions, and export controls laws. The Conference Organizer (Group ASI) will:

- Ensure that the agenda does not include any topics improper under antitrust law;
- Include an antitrust reminder on the agenda and in the conference documentation, which will highlight that competition law compliance also applies during breaks, meals and other social activities; and
- Request that presenters at the conference have their presentations reviewed by legal counsel prior to submission and instruct them not to discuss topics that would be improper under antitrust law during their presentation.

Conference Organizer will provide the draft agenda to The Sponsor; should The Sponsor identify any topics that The Sponsor believes to be legally inappropriate, Conference Organizer will review the draft agenda and – as necessary – modify or remove topics in order to comply with antitrust law.

Conference Organizer represents that it has not offered, paid, promised to pay, authorized the payment of, or transferred, money or anything of value to a Foreign Official or other person to secure any improper advantage or benefit in relation to the conference, either directly or indirectly through a third party. Without limiting the generality of the above, and in recognition of the principles of the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the United States Foreign Corrupt Practices Act, and the United Kingdom Bribery Act 2010, the conference organizer represents and agrees that it will not, directly or indirectly, in connection with the conference and the matters resulting therefrom, offer, pay, promise to pay, or authorize the giving of money or anything of value to a Foreign Official, or to any other person while knowing or being aware of a high probability that all or a portion of such money or thing of value will be offered, given or promised, directly or indirectly to a Foreign Official or to any other person, for the purpose of improperly influencing the act, decision or omission of such Foreign Official or other person to obtain or retain business, to direct business to any person, or to obtain any improper advantage or benefit.

Sponsorship of the conference and/or The Sponsor’s review of the conference agenda do not imply any responsibility from The Sponsor for competition law compliance during or relating to the conference.

The Sponsor will not be required to take any action or refrain from taking any actions that would constitute a violation of or be penalized by applicable U.S. laws and regulations.

Acceptance of Sponsorship Agreement

On behalf of _____, I hereby agree to the terms & conditions of the contract for sponsorship of the Advanced Work Packaging Conference 2023: North America.

Name	Title	Date
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Please Sign Here

Date (Month/Day/Year)

Please complete this form and return to info@groupasi.com