

CONFERENCE SPONSORSHIP CONTRACT

Complete and return this form to CML Marketing and Communications Specialist Kharyl Jackson at kjackson@cml.org; CML, 1144 Sherman St., Denver, CO 80203-2207. Sponsor by **Feb. 1** to be included in early marketing materials or by **April 1** to be included in the conference program available on-site.

Company _____ Contact Name _____
Street Address _____ City _____ State _____ Zip Code _____
Phone _____ Email _____

WILL YOU BE EXHIBITING? (not applicable for Bronze sponsors) ☐ Yes ☐ No, not exhibiting

SPONSORSHIP TERMS AND CONDITIONS

For terms and conditions read pages 6-8 of the *CML Sponsor Guide*

☐ I understand and agree to the Terms and Conditions.

Signature _____ Date _____

Select sponsorship. Member price is in bold.
If selecting a platinum or diamond sponsorship,
please check one box indicating your preferred
event or product option.

- ☐ **BRONZE (\$800 / \$1,500)**
- ☐ **SILVER (\$3,500 / \$5,000)**
- ☐ **NON-EXHIBITOR GOLD (\$4,000 / \$5,500)**
- ☐ **GOLD (\$4,500 / \$6,500)**
- ☐ **PLATINUM (\$8,000 / \$10,500)**
 - ☐ Conference Tote Bag
 - ☐ Conference Lanyard
 - ☐ Elected Officials Breakfast
 - ☐ Wednesday Continental Breakfast
 - ☐ Thursday Continental Breakfast
 - ☐ Directional Signage
 - ☐ Host Hotel Key Card
- ☐ **DIAMOND (\$12,000 / \$15,000)**
 - ☐ Wednesday Opening Session
 - ☐ Wednesday Welcome and Sam Mamet Awards Luncheon
 - ☐ Thursday Opening Session
 - ☐ Thursday Meeting of the Minds Luncheon
 - ☐ Conference Golf Cart
 - ☐ Coffee for Attendees Only
- ☐ **PRESENTING (\$20,000)**

Presenting sponsor will select from one of the following options: Alpenrock Speakeasy, conference water bottles, or transportation between venues.
- ☐ **TITLE (\$30,000)**

Title sponsor receives equal marketing with CML for sponsorship of the conference and will be the sponsor of the Tuesday Reception, Beaver Run Resort's Networking Lounge, and Wi-Fi.

LUNCHEON AND EVENT TICKETS

Luncheon and event tickets must be purchased in advance — no exceptions, and no on-site ticket sales. Luncheon tickets tend to sell out quickly, so purchase early. Sponsors may purchase additional name badges if more than those included with sponsorship are needed. All sponsor guests (only a spouse or significant other and child(ren) qualify) must be registered to access the Exhibit Area.

Date	Meals & Events	Qty	Cost	Total
6/24	Mobile Tour		Free	
6/25	Yoga		Free	
6/25	Sam Mamet Awards Presentation & Luncheon		\$50	\$
6/25	Wednesday Box Luncheon		\$25	\$
6/26	Meeting of the Minds Luncheon		\$50	\$
6/26	5K Fun Run/Walk		\$25	\$
6/27	Elected Officials Breakfast		\$40	\$
6/27	Managers Breakfast		\$40	\$
6/27	Attorneys Luncheon		\$50	\$
Meal & Event Fee Total				\$
Additional Attendee Registration (CML Associate Members)			\$295	\$
Additional Attendee Registration (Nonmembers)			\$450	\$
Sponsor Guest Registration			\$50	\$
Sponsorship Amount				\$
GRAND TOTAL				\$

☐ If you are not purchasing boxed or ticketed lunches for your attendees, please check this box to acknowledge you understand that your attendees will not receive boxed lunches or be admitted to the ticketed lunches.

PAYMENT INFORMATION (Note: Sponsorship payment is nonrefundable. CML reserves the right to refuse sponsorship for any reason.)

Sponsorship Level _____ Payment Amount \$ _____

Payment Type (payment must be received by CML by **April 1**.)

CHECK IN MAIL ☐ **VISA / MASTERCARD** ☐

Name on credit card _____

Visa/MC number _____ Exp. Date _____

Street Address _____ City _____

State _____ Zip Code _____ Phone _____

Email _____ Organization name _____

Signature _____

CONFERENCE SPONSOR ATTENDEES

COMPANY _____

SPONSOR ATTENDEE REGISTRATION

Number of name badges depends on sponsor level (see Sponsorship Overview chart).

PRIMARY ATTENDEE (required) _____

Name for badge (optional) _____

Title (required) _____

Email (required) _____

Lunch accommodations (if any) ☐ Gluten-free ☐ Vegetarian

ATTENDEE NAME 2 _____

Name for badge (optional) _____

Title (required) _____

Email (required) _____

Lunch accommodations (if any) ☐ Gluten-free ☐ Vegetarian

ATTENDEE NAME 3 _____

Name for badge (optional) _____

Title (required) _____

Email (required) _____

Lunch accommodations (if any) ☐ Gluten-free ☐ Vegetarian

ATTENDEE NAME 4 _____

Name for badge (optional) _____

Title (required) _____

Email (required) _____

Lunch accommodations (if any) ☐ Gluten-free ☐ Vegetarian

ATTENDEE NAME 5 _____

Name for badge (optional) _____

Title (required) _____

Email (required) _____

Lunch accommodations (if any) ☐ Gluten-free ☐ Vegetarian

ADDITIONAL ATTENDEE REGISTRATION

For more than two additional attendees, use a separate sheet of paper and include all required information.

ATTENDEE NAME _____

Name for badge (optional) _____

Title (required) _____

Email (required) _____

Lunch accommodations (if any) ☐ Gluten-free ☐ Vegetarian

ATTENDEE NAME _____

Name for badge (optional) _____

Title (required) _____

Email (required) _____

Lunch accommodations (if any) ☐ Gluten-free ☐ Vegetarian

5K FUN RUN/WALK T-SHIRT INFORMATION

Complete this section ONLY if you registered for the 5K Fun Run/Walk. If you have additional registrants, please use a separate sheet of paper and include all required information. Registrations received after **May 23** will not receive a T-shirt.

Name _____

T-shirt size: ☐ S ☐ M ☐ L ☐ XL

T-shirt style:

☐ M ☐ F

SPONSOR RECOGNITION IN PROGRAM

Not applicable to Bronze sponsors. All other sponsor levels, complete the information below. Information provided will be included in the conference program if received by **April 1**.

Email your logo to CML Marketing and Communications Specialist Kharyl Jackson, kjackson@cml.org, by **April 1**. PDF, TIF, AI, EPS, and JPG are all acceptable formats at a resolution of 300 DPI or higher.

Company _____

Contact Name _____

Title _____

Address _____

City, State, ZIP Code _____

Phone _____

Email _____

Website _____

Additional Contact (optional)

Contact Name _____

Title _____

Phone _____

Email _____

Business type (check more than one if applicable):

- | | |
|--|--|
| <input type="checkbox"/> Association | <input type="checkbox"/> Insurance/risk management |
| <input type="checkbox"/> Construction/code services | <input type="checkbox"/> Legal services |
| <input type="checkbox"/> Consulting services | <input type="checkbox"/> Planning/economic development |
| <input type="checkbox"/> Engineering/architecture | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Equipment/supplies | <input type="checkbox"/> Technology/communications |
| <input type="checkbox"/> Executive search | <input type="checkbox"/> Utilities/energy |
| <input type="checkbox"/> Financial services | <input type="checkbox"/> Water/wastewater & waste |
| <input type="checkbox"/> Government | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Human resources/
employee benefits | _____ |

SPONSOR GUEST REGISTRATION

Sponsor guest (spouse, significant other, and/or child(ren)) registration provides access to Exhibit Area and its refreshments, conference educational sessions, and non-ticketed events. For more than two guests, please use a separate sheet of paper.

GUEST NAME _____

Name for badge (optional) _____

Relation (required) _____

Email (required) _____

Lunch accommodations (if any) ☐ Gluten-free ☐ Vegetarian

GUEST NAME _____

Name for badge (optional) _____

Relation (required) _____

Email (required) _____

Lunch accommodations (if any) ☐ Gluten-free ☐ Vegetarian



2025 CML ANNUAL CONFERENCE

TERMS AND CONDITIONS

1. Character of Exhibit: CML reserves the right to decline or prohibit any exhibit, part of an exhibit, or prohibit or restrict any activity or conduct within the Exhibit Area which in the opinion of CML is not suitable or appropriate or is detrimental to CML, its members, or other exhibitors. Exhibit days, hours, and locations will be determined by CML.

2. Name Badges and Check-in: All exhibitors/sponsors receive name badges and sponsor ribbons, which permits entry to all non-ticketed events/sessions and the Exhibit Area. All exhibitor/sponsor guests [spouse or significant other and their child(ren)] must be registered guests to attend conference educational sessions and to access Exhibit Area and its refreshments. At conference check-in, each organization will receive one packet containing name badges for all the organization's registered attendees, additional attendees, and sponsor guests and any purchased meal and event tickets. All registered attendees and guests must wear their name badges at all times; no one will be admitted to any function without a badge. At check-in, be sure to mention that you are a sponsor.

3. Conduct: All exhibitors/sponsors and their registered attendees, additional attendees, and guests will comply with CML's code of conduct or other standards applicable to other attendees. Exhibitors/sponsors will comply with the instructions of CML staff and laws, rules, and regulations applicable to the host facility.

4. Shipping and Receiving: Shipping and receiving arrangements must be made directly with the host facility.

5. Audio/Video and Electricity: Audio/video equipment and electricity requests must be made directly with the host facility.

6. Conference Program Recognition: To be included in the conference program, sponsors (Fun Run and Bronze sponsors excluded) must complete the Sponsor Conference Program Recognition section of the sponsor form and email their logos by the deadline stated in sponsor brochure. Email your logo (300 DPI or greater) to CML Marketing and Communications Specialist Kharyl Jackson, kjackson@cml.org. AI, EPS, PDF, TIF, and JPG are all acceptable formats.

7. Payments: Sponsorship costs and deadlines are shown in the brochure. A completed sponsorship application and full payment

must be received by CML by deadline stated in sponsorship brochure to obtain the benefits of sponsorship, including inclusion in marketing materials and confirmation of exhibit space. Requests for exhibit space will be considered only after a signed application has been received. All applications received after the deadline must be accompanied by full payment and are not guaranteed exhibit space or inclusion in marketing materials. Sponsorship payments are not divisible or subject to reduction or rebate for any reason. CML reserves the right to refuse sponsorship for any reason. Any person, partnership, or organization sponsoring who shall fail to make the payment as herein provided or fails to occupy exhibit space, whether such person, partnership, or organization desires to exhibit or not, shall forfeit all rights to the use of the selected exhibit space and inclusion in any marketing materials, and CML shall have the right to dispose of such exhibit space without any liability.

8. Cancellation: Sponsorship may not be canceled by the sponsor for any reason, and any outstanding amount remains due and payable to CML. Sponsorship payments are non-refundable. If CML is prevented from holding the Conference for whatever reason in CML's sole and absolute discretion, CML may terminate this Contract at any time prior to the Conference by giving written notice to exhibitor/sponsor.

9. Installation and Dismantling of Exhibits: Setup time, Exhibit Area hours, and dismantling times will be provided to exhibitors ahead of the conference. Each exhibitor must deliver to the Exhibit Area all equipment, apparatus, goods, materials, etc., and there erect and completely install the display in the space contracted by such exhibitor no later than fifteen (15) minutes prior to the published opening time of the Exhibit Area. Exhibits will not be permitted to be packed or removed from Exhibit Areas at any time after installation until the final closing of the Exhibit Area unless special permission in writing is obtained from CML.

10. Consent to Use of Images: Registration and attendance at, or participation in (including sponsorship), the CML annual conference constitutes an irrevocable agreement by the exhibitor/sponsor and any registrant to CML use and distribute their image,

logo, and marks in photographs, videotapes, and electronic reproductions of such events and activities for advertising, commercial, promotional, or other purposes, without limitation and for no additional compensation.

11. Hospitality Events and Suites **Hospitality Events:** No hospitality suites are allowed in the host hotel conference facilities. Outside events are not allowed to conflict with CML's educational conference schedule. CML annual conference sponsors at the Silver level and above wishing to host a public/private hospitality suite at the conference host hotel during the conference may do so, as long as the hospitality suite does not open until after scheduled CML events have concluded. CML requires that the host copy CML on any invitations or materials distributed to conference attendees 30 days in advance of the conference. Final booking of host hotel hospitality suite is contingent on CML approval.

12. Prizes and Gifts: No prizes consisting of cash or a cash equivalent (e.g., gift card, casino tokens) shall be offered by an exhibitor at the CML annual conference. In addition, public Colorado Municipal League advertising rates officials and employees are subject to Amendment 41 "Ethics in Government" of the Colorado Constitution (codified at Colo. Const. Art. XXIX), which prohibits money or gifts exceeding \$65 received, subject to numerous exceptions. A government official or employee shall not accept any money or forgiveness of indebtedness without receiving lawful consideration of equal or greater value in return. Additionally, a government official or employee shall not, directly or indirectly (via gift to spouse or dependent child) accept from any person any gift or thing valued at more than \$65 per year without receiving lawful consideration of equal or greater value in return. The most common exceptions include but are not limited to unsolicited items of less than \$65 per year; a gift from a personal friend or relative on a special occasion; and admission, food, and beverage at a scheduled program where the recipient speaks or answers questions. The remaining exceptions can be found in CML's Knowledge Now on Amendment 41 and in the text of Amendment 41 itself. For more information, visit www.cml.org.

13. Indemnification: To the extent authorized by law, the exhibitor/sponsor will indemnify, save and hold harmless CML, its officers, employees, volunteers, and agents against any and all claims, damages, liability, and court awards, including costs, and expenses (including reasonable attorney fees) incurred as a result of exhibitor's/sponsor's breach of these Terms and Conditions or exhibitor's/sponsor's (or its agent's) willful misconduct, fraud, negligence or gross negligence at or in connection with the CML annual conference.

14. Liability Waiver & Release: Exhibitor/sponsor, for itself and its officers, employees, agents, successors and assigns, and each of their registrants, guests, heirs, successors, and assigns, waive, release,

covenant not to sue, and discharge CML, its officers, employees, volunteers, and agents from any and all liabilities, claims, damages, costs, and expenses (including attorney's fees) arising out of or related to the CML annual conference, personal injury or property damage suffered by any of them or others arising from or related to the CML annual conference. Exhibitor/sponsor and all registrants, attendees, and guests are solely responsible for any loss or theft of or damage to their personal property. CML does not accept responsibility or assume risk for lost, stolen, or damaged properties.

15. Use of Space: Exhibitor promotional materials must be distributed from within the confines of exhibitor's contracted space. Materials bearing any name or form of advertisement may not be displayed anywhere other than the space contracted. No exhibitor shall sublet space allotted. Each exhibitor is responsible for keeping the aisle or aisles near contracted space free of congestion resulting from demonstrations or promotions.

16. Title and Presenting Sponsor Additional Costs for Event Activities: As part of the Title Sponsor and Presenting Sponsor Packages ONLY and, if included in the sponsorship tier, CML will provide the space for the sponsored event. The sponsor of the event(s) is responsible for extra expenses related to specific activities or features within the event, beyond the cost of sponsorship. These additional activities are not mandatory. The event sponsor can contribute to unique experiences like entertainment, contests, and food stations for a more engaging and memorable experience for attendees. The additional activities offer exclusive opportunities for promotional benefits like branding or exposure and to directly interact with attendees during the sponsored activity. Sponsorship, including events and use of space, are subject to the terms and conditions of the agreement between CML and the host facility. Additional agreement between the host facility and the sponsor may be required.

17. Assignment and Relocation of Exhibits: Exhibitor/sponsor understands and agrees that CML has sole discretion on the assignment of booths and space. CML is under no obligation to assign exhibitor/sponsor any of the booths or space preferred by exhibitor/sponsor. CML reserves the right to alter exhibitor/sponsor's assigned location at any time in its sole discretion if deemed in the best interest of the exhibit program as a whole. Before exercising its discretion, CML will contact exhibitor/sponsor.

18. Amendments to Terms and Conditions: Any and all matters or questions not specifically covered by the terms and conditions contained herein shall be subject to the sole discretion of CML. CML may, in its sole discretion, make reasonable changes, amendments, or additions to these terms and conditions. Any such changes, amendments, or additions shall be binding on exhibitor equally with the other terms and conditions contained herein.