

# Ventura Rental

PARTY CENTER

WWW.VENTURARENTAL.COM | (805) 644-4496

## 2018 SPONSORSHIP GUIDELINES

### GENERAL INFORMATION:

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

Name of Organization \_\_\_\_\_ Contact Person \_\_\_\_\_

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

Email: \_\_\_\_\_ Tel No. \_\_\_\_\_

### THE EVENT:

Name of Event \_\_\_\_\_ Estimated # of Attendees \_\_\_\_\_

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

Venue Name \_\_\_\_\_ Address \_\_\_\_\_

### SPONSORSHIP:

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

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

Please indicate how Ventura 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 Ventura Rental a table or attendee tickets equal to the sponsorship value or portion of. (Agreed upon by Ventura Rental & Organization)

\_\_\_\_\_ Recognize Ventura Rental from the podium during your event.

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

Ventura Rental offers in-kind sponsorships. Will in-kind benefits reduce event sponsorship? \_\_\_\_\_

### 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 \_\_\_\_\_

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

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

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

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