



SPONSORSHIP CONTRACT

COMPANY INFORMATION

Company Name

Address

City, State, Zip

Website Phone

Event Contact

Email Phone

PAYMENT METHOD

☐ CHECK
Make check payable to:
Business Information Group, Inc.
1150 N. Sherman St., STE. 100
York, PA 17402

☐ ACH/Bank Transfer

☐ Credit Card (3% Processing Fee)

SPONSORSHIP LEVEL [View Sponsorships](#)

☐ Diamond (Casino Luncheon Sponsor) - \$10,000

☐ Hearts (Registration Sponsor) - \$5,000

☐ Exhibitor Table - \$1,500

☐ Clubs (General Session Sponsor) - \$7,500

☐ Afternoon Coffee Break - \$3,000

EXHIBITOR REPRESENTATIVE DETAILS

REPRESENTATIVE 1

First Name

Last Name

Email

Mobile

REPRESENTATIVE 2

First Name

Last Name

Email

Mobile

AUTHORIZATION

Sponsor agrees to abide by the Business Information Group Sponsor & Exhibitor Rules and Regulations, made a part of this application and contract by reference, and fully incorporated herein. If this application and contract has not been received, properly signed, and accompanied by required payment, this application and contract may be declared null and void so that space may be reassigned. The undersigned is empowered to enter into the contract on behalf of their company.

Registration will be accepted on a first come, first assigned basis, once payment has been received.

Please send approved logo to Kim Keesler,
kkeesler@businessinformationgroup.com.

Signature

Name (Print)

Title

Date

SPONSOR AND EXHIBITOR RULES AND REGULATIONS

SPONSOR RULES AND REGULATIONS

BIG University (the "Event") is organized and managed by Business Information Group, Inc. ("BIG"). Any matters not covered in these Rules and Regulations are subject to the interpretation of BIG, and all Sponsors must abide by their decisions. The signing of this contract indicates agreement by the sponsoring company ("Sponsor") to comply with the regulations, instructions and conditions of the contract published below with all the conditions under which facilities at The Ware Center are provided to BIG. This contract becomes binding when signed by the Sponsor and accepted by BIG.

EVENT SITE AND TIME

BIG University will be held on Thursday, September 18, 2025, at The Ware Center (42 N Prince St, Lancaster, PA 17603). The Event will begin at 9:00 AM and will end at 3:30 PM. BIG reserves the right to make changes to the Event location, hours and dates; however, any such changes will be made known as far in advance of the Event as possible and Sponsors will be notified accordingly.

BOOTH SPACE

BIG agrees to provide the Sponsor with booth space at the event. The location and dimensions of the booth will be determined by BIG. Sponsor agrees to setup and maintain their booth in a professional manner throughout the duration of the event.

SETUP AND TEAR DOWN

Sponsors are allowed one (1) hour prior to the start of the event for setup. All booths must be completely setup by 9:00 AM.

Absolutely no tear-down before 3:30 PM - no exhibits shall be dismantled, packed, or removed, in whole or in part, during networking hours. Exhibits must remain intact and in place until after 3:30 PM. Booths must be removed, and exhibitor tables must be clean, except for linens provided, no later than 5:30 PM.

PAYMENT

In consideration for the booth space and other benefits outlined in this agreement and the Sponsor Packet, the Sponsor agrees to pay BIG the sponsorship fee upon receipt of invoice. Make all checks payable in U.S. currency to Business Information Group, Inc.

CANCELLATION/NON-PAYMENT

In the event a company needs to relinquish its sponsorship prior to August 15, 2025, and informs BIG in writing by this date, said company will be responsible for 50% of the sponsorship or exhibiting fees. Cancellation for any reason on or after August 15, 2025, sponsorship or exhibiting fees are nonrefundable.

ELIGIBILITY

Participation at the Event is limited to those companies that have products and solutions that complement the BIG University theme. Inclusion in the Event is at the sole discretion of BIG, which reserves the right to reject or cancel any Sponsor contract (with full refund) at any time, if BIG feels the business nature of that company comes in conflict with the goals of the Event. Please contact BIG at: hello@businessinformationgroup.com for more detailed information regarding this policy.

ARRANGEMENT OF LOGOS

BIG reserves the right in its sole discretion to make changes in the placement and size (but not content) of any Sponsor or exhibitor logo.

CONTRACT FOR SPONSORSHIP

The Contract for Sponsorship shall be considered a binding contract between the two parties and subject to the rules and regulations as set forth by BIG. By submitting an application for sponsorship, the Sponsor releases BIG from any and all liabilities to Sponsor, its agents, licensees, or employees that may arise or be asserted as a result of submission of an application or of participation in this event other than liabilities that may arise from the breach of contract or negligence or willful misconduct of Sponsor, its agents, licensees or employees.

EXPOSITION BADGES

Sponsor personnel must wear event approved identification badges, or another BIG approved form of identification, while at the Event.

USE OF BUSINESS INFORMATION GROUP AND THE EVENT NAME

Participation by a Sponsor in the Event does not entitle the Sponsor to use the name Business Information Group, BIG or the name of the Event without permission of BIG. Participation at the Event does not imply endorsement or approval by BIG of any product, service or participant and none shall be claimed by a participant.

COMPLIANCE WITH APPLICABLE LAWS

Sponsors, Exhibitors, and their agents, assume all responsibility for compliance with federal, state and local codes and all laws related to public safety, as well as facility regulations. Sponsor is responsible to meet all requirements of the American with Disabilities Act. Wiring and decorating materials must all conform to local codes and fire regulations. Sponsor assumes the responsibility to ascertain that all such codes and laws have been met, including issues related to facility services.

GENERAL LIABILITY, SECURITY & INSURANCE

Each Sponsor must make provisions for the safeguarding of his or her goods, materials, equipment and display at all times. BIG and The Ware Center will not be liable for loss or damage to the property of Sponsor or their representatives or employees from theft, fire, accident, act of God, war or any other causes unless caused by the willful misconduct or gross negligence of The Ware Center or BIG. BIG will not be liable for injury to Sponsor or their employees or for damage to property in their custody, owned or controlled by them, which claims for damages, injury, etc., may be incident to or arise from, or be in any way connected with their use or occupation of display space, and Sponsors will indemnify and hold BIG harmless against such claim unless caused by the willful misconduct or gross negligence of The Ware Center or BIG. Sponsor assumes all liability for any damage to the facility's floor, walls, lighting fixtures, etc. as a result of Sponsor negligence. Sponsor will abide by and observe all laws, rules, regulations and ordinances of any government authority and of the contracted facility. Sponsor will pay and hold BIG, its staff, and representatives, The Ware Center harmless from any and all damages, loss or liability of any kind whatsoever resulting from injuries to persons or property occurring within The Ware Center or property adjacent thereto occasioned by any act, neglect, or wrongdoing of the Sponsor or any of its officers, agents, representatives, guests or employees, invitees or other persons permitted by the Sponsor upon the premises, and the Sponsor will at its own cost and expense defend and protect BIG, and The Ware Center against any and all such claims or demands.