



## **2020 SPONSORSHIP PROGRAM**

September 10, 2019

Dear Current or Prospective Sponsor:

The **Association of Corporate Counsel – Greater Philadelphia Chapter** is proud to serve as the In-house Bar Association<sup>SM</sup> for attorneys in corporate and other private sector organization legal departments in the greater Philadelphia area, including **Southern New Jersey, Delaware and the Lehigh Valley** areas. **With over 1,500 in-house members, we are one of the largest Chapters** of the Association of Corporate Counsel (ACC), the global organization dedicated solely to in-house attorneys, with members in over 85 countries, employed by over 10,000 companies, including the legal departments of every Fortune 100 company.

**We encourage past and prospective sponsors to consider supporting our Chapter for the 2020 programming year, which covers the period from January 1<sup>st</sup> through December 31<sup>st</sup>, 2020. Sponsorship payments are not due until January 6, 2020.** We did not make any pricing changes to the sustaining Sponsor Pricing for 2020.

**As always, there is no better way to show your support for the company law departments that you serve than supporting the ACC – and there is no better place to get direct access to the in-house legal decision makers in the Greater Philadelphia area.** We have exciting plans to engage our membership in 2020, including our **In-House Counsel Conference (IHCC)**, which offers a full day of CLE programs presented by our sponsors, was attended by almost 700 in-house counsel this year, and which in 2020 will again offer a General Counsel/Chief Legal Officer only track. We will also again offer a General Counsel/Chief Legal Officer Summit (half-day) in 2020. We will continue our **Institute Series**, with our various Practice Groups offering half-day CLE programs comprising two or more one-hour seminars presented by our sponsors. **These CLE events give our sponsors an unparalleled platform to display their firm's expertise to the in-house counsel of the Greater Philadelphia region.**

We will also continue our other signature offerings, including the **Spring Gala** (one of our social events that allows top-level sponsors the chance to network with our members), the **Corporate Counsel University**, the **Business Skills Institute** (which in 2020 will be an a la carte offering), and our family-friendly **Charity Softball Game and Member Appreciation Night** (held in either Wilmington or at the University of Pennsylvania and open to in-house counsel, all our sustaining sponsors, and their family and friends). **In 2020, we are looking forward to hosting the ACC Global Annual Meeting from October 4<sup>th</sup> to October 7<sup>th</sup>. The Chapter will be throwing a party for all ACC Annual Meeting participants (expected attendance is 800 plus ACC members) on Monday, October 5, 2020 at the Reading Terminal Market. Please see page 22 for exciting sponsorship opportunities. These opportunities are only open to ACC Global sponsors.** Because the Chapter is hosting the ACC Global meeting, in 2020 we will not be hosting a Fall Gala.

**We are excited to announce a new program in 2020—The Women Lawyers Summit.** This Summit will consist of substantive programming, and career and development workshops with a focus on **issues unique to women in-house counsel, concluding with a cocktail party.** Individual women lawyer events will continue to be available to the Chapter's Diamond and Emerald sustaining sponsors. Given the anticipated success of our 2019 **Golf Outing**, we will again have a Golf outing in 2020 where once more you will have the opportunity to impress your in-house clients or prospective clients with a new

skill. In order to strengthen the Chapter's programming reach, we will again be offering *Wilmington regional a la carte programming* in 2020.

**2020 sponsorship application packages are due by Monday, October 14, 2019.** All applications submitted by the filing deadline will be reviewed and evaluated based on responsiveness to the Sponsor Selection Criteria listed in these guidelines. Sponsorship packages are not awarded on a first come, first serve basis and we hope to announce sponsor awards by mid-late November. **We will host a Sponsor Reception Meeting on Tuesday, September 10, 2019 to answer any questions you may have and to offer tips from sponsors and ACC GP members on ways to engage with the Chapter.**

On behalf of the Officers and Board of Directors, **I look forward to working with you in the upcoming programming year.**



*President-Elect and Chair, Council of Practice Groups*

I.  
TABLE OF CONTENTS

<b>SPONSORSHIP LEVELS &amp; PRICING</b>	P. 5
<b>SPONSORSHIP PACKAGE SUMMARY</b>	P. 6
<b>SPONSORSHIP PACKAGE DESCRIPTIONS</b>	P. 8
<b>SPONSORSHIP PACKAGE DETAILS</b>	P. 12
<b>NON-PACKAGE (A LA CARTE) SPONSORSHIP OPPORTUNITIES</b>	P. 21
<b>GENERAL SPONSORSHIP GUIDELINES</b>	P. 30
<b>CONTINUING LEGAL EDUCATION (CLE) PROGRAMS</b>	P. 32
<b>PROGRAM CONTENT</b>	P. 34
<b>MARKETING AND PUBLICITY</b>	P. 35
<b>RULES OF CONDUCT</b>	P. 36
<b>EXHIBITOR GUIDELINES</b>	P. 37
<b>SPONSOR SELECTION CRITERIA</b>	P. 38
<b>SPONSORSHIP APPLICATION</b>	P. 39

## II. 2020 SPONSORSHIP LEVELS & PRICING

SPONSORSHIP LEVEL	NUMBER AVAILABLE	SPONSORSHIP FEE
SUSTAINING SPONSORSHIPS		
DIAMOND	1	\$50,000
EMERALD	2	\$35,000
GOLD	8	\$22,500
SILVER	14	\$15,000

### 1. Submission Due Date

**APPLICATION PACKAGES ARE DUE BY MONDAY, OCTOBER 14, 2019.** Please complete the application on page 39 and return to ACC Greater Philadelphia, c/o Ms. Christine Stewart, Chapter Administrator, P.O. Box 38, Fairless Hills, PA 19030 or email to [chrisstewart@accglobal.com](mailto:chrisstewart@accglobal.com) and [ccstewart@comcast.net](mailto:ccstewart@comcast.net).

### 2. Payment

**Accepted sponsors will be required to submit payment by January 6, 2020.** Sponsors who do not submit payment for their sponsorship by that date may be deemed to have forfeited their sponsor bid and the sponsorship may be reassigned to another interested sponsor. Please note that **sponsorship fees are not refundable.** Checks should be made payable to ACC Greater Philadelphia and submitted to ACC Greater Philadelphia, c/o Ms. Christine Stewart, Chapter Administrator, P.O. Box 38, Fairless Hills, PA 19030.

### III. 2020 Chapter Sponsorship Package Summary

Details for the sponsorship packages are contained on the following pages. There are four tiers: Silver, Gold, Emerald and Diamond sponsorships.

**SILVER sponsorships** are our base level sponsorship and provide various promotional opportunities, including your firm/company logo on the Chapter's website, and an opportunity to present two CLE seminars directly to Chapter members during the year (at the In-House Counsel Conference and at a Practice Group Institute), giving your firm/company **TWO opportunities** to be directly in front of the local in-house community. Silver sponsors also receive four tickets to both our Spring Gala and our Charity Softball Game and Member Appreciation Night.

**GOLD sponsorships** also provide an opportunity to present two CLE seminars and one webinar directly to Chapter members during the year (at the In-House Counsel Conference and at a Practice Group Institute), **plus** a Meet-Your-Counterparts networking event and a program or workshop at the Women Lawyers Summit, **giving your firm/company FIVE opportunities** to be directly in front of the local in-house community. In addition, Gold sponsors receive five tickets to the Spring Gala, our Charity Softball Game and Member Appreciation Night event, and the Women Lawyers Summit. **Gold sponsors** are also given enhanced promotion (larger/more prominent placements in Chapter materials).


**EMERALD sponsorships** also provide the opportunity to present four CLE seminars and one webinar directly to Chapter members during the year (at the In-House Counsel Conference – one general track program and one General Counsel/Chief Legal Officer only track program; at a Practice Group Institute; and, at the General Counsel/Chief Legal Officer Summit – and are given preference as to which committees/topics), plus one Meet-Your-Counterparts networking event, one Women Lawyers networking event, and a CLE presentation at the Corporate Counsel University, **giving your firm/company SEVEN opportunities to be directly in front of the local in-house community**. In addition, Emerald sponsors get eight tickets to both the Spring Gala, our Charity Softball Game and Member Appreciation Night, and the Women Lawyers Summit. Emerald sponsors are also given enhanced promotion (larger/more prominent placements in Chapter materials). Finally, Emerald sponsors also have one foursome (two firm lawyers and two In-House Counsel) in the Chapter's Golf outing.

**Our DIAMOND sponsorship provides the premier level of access/support**. Like Emerald sponsors, our Diamond sponsorship provides the opportunity to present three CLE seminars directly to Chapter members during the year (In-House Counsel Conference – one general track program and one General Counsel/Chief Legal Officer only track program (and are given top preference of practice group); a Practice Group Institute; and, at the General Counsel/Chief Legal Officer Summit, plus one Meet-Your-Counterparts networking event, one Women Lawyers networking event (with preference to the date/time), a CLE presentation at the Corporate Counsel University, and the opportunity to present a webinar to the Chapter's membership, **giving your firm/company EIGHT opportunities to be directly in front of the local in-house community**. Our Diamond Sponsor also gets ten tickets to the Spring Gala, our Charity Softball Game and Member Appreciation Night, and the Women Lawyers Summit. Our **Diamond sponsor** includes the Chapter's premier promotional opportunities (larger/more prominent placements in Chapter materials), including being the lead sponsor of the Charity Softball Game and Member Appreciation Night. Our Diamond sponsor will also have one foursome (two firm lawyers and two In-House Counsel) in the Chapter's Golf outing.


### SPONSORSHIP PACKAGE SUMMARY TABLE


	DIAMOND	EMERALD	GOLD	SILVER
<b>In-House Counsel Conference CLE Presentation</b>	• (+ Preferred Area of Law)	• (+ Secondary Preference)	•	•
<b>In-House Counsel/Chief Legal Officer Conference GC Track CLE Presentation</b>	•	•		
<b>CLE Practice Group Institute</b>	•	•	•	•
<b>CLE Webinar</b>	•	•	•	
<b>General Counsel/Chief Legal Officer Summit</b>	•	•		
<b>Corporate Counsel University</b>	•	•		
<b>MYC</b>	•	•	•	
<b>Spring Gala</b>	• 10 Tickets	• 8 Tickets	• 5 Tickets	• 4 Tickets
<b>Women Lawyers Summit</b>	• Preferred Time and Topic for Workshop or Program 10 Tickets	• Dedicated Time for Workshop or Program 8 Tickets	• Workshop or Program	
<b>Charity Softball Game and Member Appreciation Day</b>	• 10 Tickets Co-Sponsor	• 8 Tickets Co-Sponsor	• 5 Tickets	• 4 Tickets
<b>Chapter Golf Outing</b>	• (Foursome)	• (Foursome)		
<b>ACC Sponsor Logo</b>	•	•	•	•
<b>IHCC Promo</b>	• Full Page	• Half Page	• Quarter Page	• Quarter Page
<b>Charity Softball Game and Member Appreciation Night Promo</b>	• Signage (Premium)	• Signage (Premium)	• Signage	• Signage
<b>Membership Directory Promo</b>	• Full Page	• Half Page	• Quarter Page	• Listing
<b>Website Banner</b>	•	•	•	•
<b>Newsletter Article</b>	•	•		
<b>Logo in Newsletter</b>	•	•	•	•


## IV. Sponsorship Package Descriptions

 <p><b>ACC</b> Association of Corporate Counsel GREATER PHILADELPHIA <b>DIAMOND SPONSOR</b></p>	<b>SUSTAINING SPONSORSHIP</b> <b>DIAMOND SPONSORSHIP PACKAGE \$50,000</b> <b>(1 Sponsorship Available)</b>
<b>Programs</b>	<ol style="list-style-type: none"> <li>1. One (1) general CLE seminar at the <b>In-House Counsel Conference</b> (and Exhibitor Table)(and <b>first choice of topic and time slot</b>)</li> <li>2. One (1) <b>General Counsel/Chief Legal Officer track CLE</b> seminar at the In-House Counsel Conference (<b>first choice of topic and time slot</b>)</li> <li>3. One (1) <b>Practice Group CLE</b> seminar (Institute Series)(and Exhibitor Table)(and <b>first choice of Practice Group</b>)</li> <li>4. One (1) CLE seminar at the <b>Corporate Counsel University</b> (and Exhibitor Table)</li> <li>5. One (1) CLE seminar at the <b>General Counsel/Chief Legal Officer Summit</b></li> <li>6. One (1) CLE seminar or workshop at the <b>Women Lawyers Summit</b></li> <li>7. One (1) <b>Webinar</b></li> </ol>
<b>Networking Events</b>	<ol style="list-style-type: none"> <li>1. One (1) <b>Meet Your Counterparts</b> sponsorship (Philadelphia or your other geographic preference)(includes 4 tickets)</li> <li>2. <b>Spring Gala</b> (10 tickets)</li> <li>3. <b>Charity Softball Game and Member Appreciation Night</b> (10 tickets and Lead Sponsorship)</li> <li>4. One foursome (two firm lawyers and two In-House lawyers) to Chapter's Golf outing</li> <li>5. One (1) <b>Women Lawyers</b> Event Sponsorship (and preference as to date)</li> <li>6. <b>Women Lawyers Summit</b> Cocktail Party (10 tickets)</li> <li>7. <b>New to In-House</b> (Lead sponsorship)</li> </ol>
<b>Promotional</b>	<ol style="list-style-type: none"> <li>1. Use of ACC Diamond Sponsor Logo (see box above).</li> <li>2. One (1) article published in the <b>Chapter Newsletter</b></li> <li>3. A full-page promotion in the Program Book for the <b>In-House Counsel Conference</b> (or similar promotion)</li> <li>4. Chapter <b>website banner</b> promotion</li> <li>5. A <b>full-page premium promotion in Chapter Membership Directory</b> (or similar promotion)</li> <li>6. Logo in Chapter Newsletter</li> <li>7. Signage (premium) at Charity Softball Game and Member Appreciation Night</li> </ol>
<b>A full description of sponsorship details can be found starting on page 12.</b>	
<b>All items are subject to change. If an item changes, however, a substitute option will be provided.</b>	



	<p style="text-align: center;"><b>SUSTAINING SPONSORSHIP</b>  <b>EMERALD SPONSORSHIP PACKAGE \$35,000</b>  <b>(2 Sponsorships Available)</b></p>
<p style="text-align: center;"><b>Programs</b></p>	<ol style="list-style-type: none"> <li>1. One (1) general CLE seminar at the <b>In-House Counsel Conference</b> (with secondary preference as to practice group and time slot)(and Exhibitor Table)</li> <li>2. One (1) <b>General Counsel/Chief Legal Officer</b> track CLE seminar at the In-House Counsel Conference (with secondary preference as to practice group and time slot)</li> <li>3. One (1) <b>Practice Group CLE</b> seminar (Institute Series)(and Exhibitor Table)</li> <li>4. One (1) CLE seminar at the <b>Corporate Counsel University</b> (and Exhibitor Table)</li> <li>5. One (1) CLE seminar at the <b>General Counsel/Chief Legal Officer Summit</b></li> <li>6. One (1) CLE seminar or workshop at the <b>Women Lawyers Summit</b></li> <li>7. One (1) CLE <b>Webinar</b></li> </ol>
<p style="text-align: center;"><b>Networking Events</b></p>	<ol style="list-style-type: none"> <li>1. One (1) <b>Meet Your Counterparts Sponsorship</b> (Regional) (includes 4 tickets)</li> <li>2. <b>Spring Gala</b> (8 tickets)</li> <li>3. <b>Charity Softball Game and Member Appreciation Night</b> (8 tickets)</li> <li>4. One foursome (two firm lawyers and two In-House lawyers) to Chapter's Golf outing</li> <li>5. One (1) <b>Women Lawyers</b> Event Sponsorship</li> <li>6. <b>Women Lawyers Summit</b> Cocktail Party (8 tickets)</li> </ol>
<p style="text-align: center;"><b>Promotional</b></p>	<ol style="list-style-type: none"> <li>1. Use of ACC Emerald Sponsor Logo (see box above).</li> <li>2. One (1) article published in the <b>Chapter Newsletter</b></li> <li>3. A half-page promotion in the Program Book for the <b>In-House Counsel Conference</b> (or similar promotion)</li> <li>4. Chapter <b>website banner</b> promotion</li> <li>5. A half-page promotion Chapter <b>Membership Directory</b> (or similar promotion)</li> <li>6. Logo in Chapter Newsletter</li> <li>7. Signage (premium) at Charity Softball Game and Member Appreciation Night</li> </ol>
<p style="text-align: center;"><b>A full description of sponsorship details can be found starting on page 12.</b></p>	
<p style="text-align: center;"><b>All items are subject to change. If an item changes, however, a substitute option will be provided.</b></p>	

	<p style="text-align: center;"><b>SUSTAINING SPONSORSHIP</b>  <b>GOLD SPONSORSHIP PACKAGE \$22,500</b>  <b>(8 Sponsorships Available)</b></p>
<p style="text-align: center;"><b>Programs</b></p>	<ol style="list-style-type: none"> <li>1. One (1) general CLE seminar at the <b>In-House Counsel Conference</b> (and Exhibitor Table)</li> <li>2. One (1) <b>Practice Group CLE</b> seminar (Institute Series)(and Exhibitor Table)</li> <li>3. <b>Women Lawyers Summit</b> (substantive program or workshop)</li> </ol>
<p style="text-align: center;"><b>Networking Events</b></p>	<ol style="list-style-type: none"> <li>1. One (1) <b>Meet Your Counterparts Sponsorship</b> (Regional) (includes 4 tickets)</li> <li>2. <b>Spring Gala</b> (5 tickets)</li> <li>3. <b>Charity Softball Game and Member Appreciation Night</b> (5 tickets)</li> <li>4. <b>Women Lawyers Summit</b> Cocktail Party (5 tickets)</li> <li>5. One (1) <b>Webinar</b></li> </ol>
<p style="text-align: center;"><b>Promotional</b></p>	<ol style="list-style-type: none"> <li>1. Use of ACC Gold Sponsor Logo (see box above).</li> <li>2. A quarter-page promotion in the Program Book for the <b>In-House Counsel Conference</b> (or similar promotion)</li> <li>3. Chapter <b>website banner</b> promotion</li> <li>4. A quarter-page promotion Chapter <b>Membership Directory</b> (or similar promotion)</li> <li>5. Logo in Chapter Newsletter</li> <li>6. Signage at Charity Softball Game and Member Appreciation Night</li> </ol>
<p style="text-align: center;"><b>A full description of sponsorship details can be found starting on page 12.</b></p>	
<p style="text-align: center;"><b>All items are subject to change. If an item changes, however, a substitute option will be provided.</b></p>	

	<p style="text-align: center;"><b>SUSTAINING SPONSORSHIP</b>  <b>SILVER SPONSORSHIP PACKAGE \$15,000</b>  <b>(14 Sponsorships Available)</b></p>
<p style="text-align: center;"><b>Programs</b></p>	<ol style="list-style-type: none"> <li>1. One (1) general CLE seminar at the <b>In-House Counsel Conference</b> (and Exhibitor Table)</li> <li>2. One (1) <b>Practice Group CLE</b> seminar (Institute Series)(and Exhibitor Table)</li> </ol>
<p style="text-align: center;"><b>Networking Events</b></p>	<ol style="list-style-type: none"> <li>1. <b>Spring Gala</b> (4 tickets)</li> <li>2. <b>Charity Softball Game and Member Appreciation Night</b> (4 tickets)</li> </ol>
<p style="text-align: center;"><b>Promotional</b></p>	<ol style="list-style-type: none"> <li>1. Use of ACC Silver Sponsor Logo (see box above).</li> <li>2. A quarter-page promotion in the Program Book for the <b>In-House Counsel Conference</b> (or similar promotion)</li> <li>3. Chapter <b>website banner</b> advertisement</li> <li>4. Name listing in <b>Chapter Membership Directory</b> (or similar promotion)</li> <li>5. Logo in Chapter Newsletter</li> <li>6. Signage at Charity Softball Game and Member Appreciation Night</li> </ol>
<p style="text-align: center;"><b>A full description of sponsorship details can be found starting on page 12.</b></p>	
<p style="text-align: center;"><b>All items are subject to change. If an item changes, however, a substitute option will be provided.</b></p>	

## V. SUSTAINING SPONSORSHIP PACKAGE DETAILS

### A. PROGRAMS

PROGRAMS	DIAMOND	EMERALD	GOLD	SILVER
In-House Counsel Conference/ CLE Presentation	• (+ Preferred Area of Law)	• (+ Secondary Preference)	•	•
In-House Counsel Conference GC/Chief Legal Officer track CLE Presentation	•	•		
CLE Practice Group Institute	•	•	•	•
CLE Webinar	•	•	•	
General Counsel/ Chief Legal Officer Summit	•	•		
Women Lawyers Summit	•	•	•	
Corporate Counsel University	•	•		

#### In-House Counsel Conference (IHCC) – April 21, 2020

##### THE PHILADELPHIA CONVENTION CENTER

- Two (2) representatives from your firm/company, and one (1) or more in-house counsel of your choosing, will have the opportunity to present one CLE seminar topic at our very popular full day, multi-program event.
- Our Diamond Sponsor and Emerald Sponsors will have the opportunity to present (1) General Counsel/Chief Legal Officer track CLE topic at the IHCC
- Our Diamond Sponsor is given top preference for topics and time slot, followed by our Emerald Sponsors (selection remains at the discretion of the Chapter).

- An exhibitor table is available for up to two (2) marketing representatives to provide promotional materials to attendees.
- Company or law firm speakers are invited to attend all IHCC CLE sessions, as well as breakfast (for morning speakers), lunch and the post-program cocktail reception. (Your marketing representatives are invited to attend the breakfast, lunch, and the cocktail reception.)
- No more than four (4) representatives (exclusive of in-house panelists) may be present at the Conference (and attendees are not interchangeable).
- **All food and beverage costs are included in the sponsorship fee.**

***“The IHCC is one of the best legal education events I’ve ever attended.”***

### **Women Lawyers Summit (New in 2020)**

**Our Diamond, Emerald and Gold sponsors** have the opportunity to participate in the **new Women Lawyers Summit!** The Summit is planned as a full day event of programming to occur in the Fall of 2020. The Summit is planned to include both substantive (CLE) programming and workshops and seminars that are of special interest to women in-house lawyers, including career development. Our Diamond and Emerald sponsors will be given the opportunity to have a prominent role in the Summit with stand-alone programming. For our Gold sponsors, we are planning to provide a selection of workshop and program tracks our members can attend.

The sponsor is encouraged to suggest topics in their application that are current and relevant to women in-house counsel, in consultation with the Women Lawyers Committee.

- **All food and beverage costs are included in the sponsorship fee.**
- Our Diamond Sponsor is given top preference for topics and time slot, followed by our Emerald Sponsors (selection remains at the discretion of the Chapter).
- For the Summit, the sponsor may have up to four (4) attendees, inclusive of speakers, audience members and marketing representatives (in-house panelists do not count as one of the four sponsor attendees).

All of our Diamond, Emerald and Gold sponsors will be invited to a closing cocktail party with attendees (see the sustaining sponsorship packages for the number of tickets for each sponsor).

The General Counsel/Chief Legal Officer Summit for 2020 features General Counsel/ Chief Legal Officer programming available only to chief legal officers. The Summit will be a half day program featuring three (3) CLE programs presented by our Diamond and Emerald sponsors.

- **All food and beverage costs are included in the sponsorship fee.**
- Our Diamond Sponsor is given top preference for topics and time slot, followed by our Emerald Sponsors (selection remains at the discretion of the Chapter).
- The sponsor may have up to four (4) attendees, inclusive of speakers, audience members and marketing representatives (in-house panelists do not count as one of the four sponsor attendees).

The Institute Series consists of CLE programs with two or more one-hour panel seminars on a topic related to the Practice Group's substantive area of the law. The 2020 Chapter CLE Institutes are:

- Contracts & Commercial Law Institute
- Corporate & Securities Institute
- Employment & Labor Law Institute
- Ethics & Compliance Institute
- Health, Biotech & Pharma Institute
- Intellectual Property Institute
- International Law Institute
- IT, Privacy & e-Commerce Institute
- Litigation Institute
- Real Estate Law Institute
- Banking & Financial Services Institute
- Non-Profit & Higher Education Institute
- Gaming, Sports & Entertainment

- **All food and beverage costs are included in the sponsorship fee.**
- Our Diamond Sponsor is given top preference for topics and time slot, followed by our Emerald Sponsors (selection remains at the discretion of the Chapter).
- The sponsor may have up to four (4) attendees, inclusive of speakers, audience members and marketing representatives (in-house panelists do not count as one of the four sponsor attendees).
- An exhibitor table is provided for sponsors to provide promotional materials to attendees and sponsors have the option to offer a raffle prize (to collect business cards).



## **CLE Webinar**

**Our Diamond, Emerald and Gold sponsors** have the opportunity to present one webinar on a legal education topic during the sponsorship year. The webinar topic shall be in consultation with the Chapter's Programming Chair and at least one in-house counsel is expected to be included on the panel.

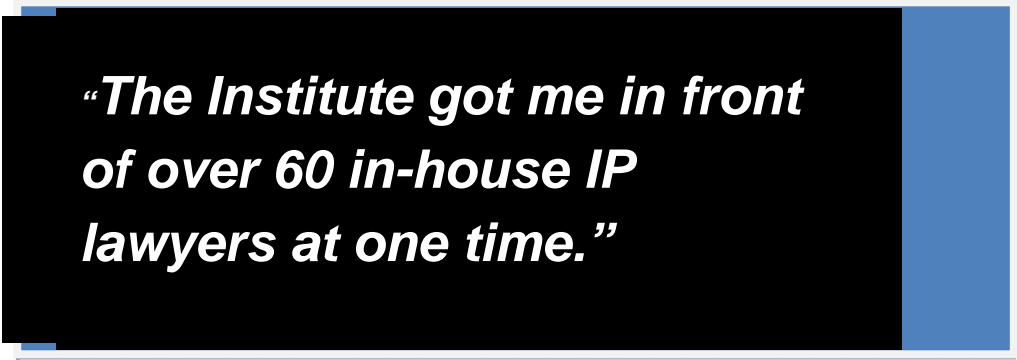
- The sponsor shall ensure that the seminar is approved by the Pennsylvania Continuing Legal Education Board to provide online PA CLE credit for the webinar to Chapter members. New Jersey and Delaware CLE credits should also be provided.
- All costs associated with the webinar are the responsibility of the sponsor and are not included in the sponsor fee.

## **CLE Seminar at Corporate Counsel University**

The Corporate Counsel University is a half-day program geared toward in-house counsel who are new to in-house practice, while also offering introductory programs in general practice areas that may be of interest to more experienced lawyers. The Corporate Counsel University consists of one-hour CLE seminars given by our **Diamond and Emerald sponsors**.

The seminar topics will be selected in consultation with the Chapter Practice Group co-chairs. In the past, CLE programs at this event included: Ethical Limitations on the Preparation of Corporate Clients and Witnesses, IP and the Marketing Department, Tips for In-House Counsel For Minimizing Antitrust Risk, Negotiating Skills for Lawyers, Contract Drafting Tips, Employment Law Basics, Litigation 101, Intellectual Property Portfolio Management, and Building and Running a Small Law Department

- All food and beverage costs **are included** in the sponsorship fee.
- A table will be available for up to two sponsor marketing representatives to provide promotional materials to attendees.
- Sponsors may have up to four (4) attendees inclusive of speakers, audience participants and marketing representatives (the in-house panelist does not count as one of the four (4) allowed attendees).



***“The Institute got me in front of over 60 in-house IP lawyers at one time.”***

## B. NETWORKING EVENTS

NETWORKING	DIAMOND	EMERALD	GOLD	SILVER
MYC	•	•	•	
Spring Gala	• 10 Tickets	• 8 Tickets	• 5 Tickets	• 4 Tickets
Individual Women Lawyers Event	• (+ Preferred Time)	•		
Charity Softball Game and Member Appreciation Night	• 10 Tickets Co-Sponsor	• 8 Tickets Co-Sponsor	• 5 Tickets	• 4 Tickets
Chapter Golf Outing	4 golfers (2 are in-house)	4 golfers (2 are in-house)		

### Meet Your Counterparts (MYC) Event (Philadelphia and Regional)

The Chapter facilitates regular networking opportunities for members to “meet their counterparts” (MYC) in a social setting at various locations throughout its region. A single **Diamond, Emerald, or Gold** sponsor is invited to host each MYC event to meet members at an exclusive social event.



- Diamond Sponsors have first choice of geographic location and date (specific venues are selected by the Chapter).
- Regional MYC receptions are held at venues in one of the Chapter's service regions: Southern New Jersey, Wilmington (See discounted Wilmington Opportunities on Page 28), Western Suburbs, Reading and the Lehigh Valley.
- The specific venue is chosen by the Chapter, in consultation with the sponsor.
- Sponsors may have up to four (4) attendees at the event.
- No exhibitor tables are provided, but a raffle prize is permitted (the sponsor may collect business cards for such raffles).
- **Food and beverage costs are included in the sponsor fee** (although if the Chapter agrees to hold the event at a more expensive venue at the Sponsor's request, the additional cost will be borne by the Sponsor).





## Spring Gala (Spring, 2020)

The Chapter's yearly premiere social event is the Spring Gala, which celebrates the Chapter's achievements throughout the year. **All sponsors who have a sustaining sponsorship package are invited** to join in the festivities and network with our membership (the number of tickets varies according to the sponsorship level; additional tickets may be available for purchase). The format of the Spring Gala varies, but previous locations have included the Philadelphia Museum of Art (2019), the Simeone Auto Museum (2016) and the Academy of Natural Sciences (2015).

## In-house Women Lawyers' Networking Reception

**March 13, 2019**  
**5:30 p.m. to 7:30 p.m.**

The Kalmar Nyckel Foundation  
1124 E. 7th St., 2nd Fl.  
Wilmington, DE 19801

Questions? Email us at [christystewart@accglobal.com](mailto:christystewart@accglobal.com).

Cancellation Policy: 48 hours notice to [christystewart@accglobal.com](mailto:christystewart@accglobal.com).

We thank our generous sponsor:

- Free for Chapter Members
- \$40 Non-member In-house Counsel
- Free Parking at The Foundation and Across the Street
- RSVP at <https://www.acc.com/chapters/del> by clicking on the red **REGISTER NOW** button.

## In-House Women Lawyers Events

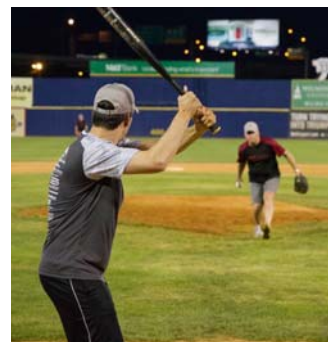
Our **Diamond and Emerald sponsors** have the opportunity to host a networking event with the Chapter's dynamic Women Lawyers Committee, either at sponsor's offices or another mutually agreed upon location. Women Lawyers events feature discussions of issues of special interest to women in-house lawyers.

The content or topic of discussion will be coordinated with the co-chairs of the Women Lawyers Committee.

**Food and beverage costs are included with the sponsorship fee (in certain circumstances, depending upon the venue chosen, a supplemental charge may be required).**

### **Annual Charity Softball Game and Member Appreciation Night**

The Chapter's Annual Charity Softball Game and Member Appreciation Night has been held at the Wilmington Blue Rocks Stadium in Wilmington, Delaware. For 2020, we are considering changing the venue to the University of Pennsylvania baseball field. This family-friendly event (**spouses/partners/children/guests are all welcome**) pits in-house attorneys against sponsor attorneys for some friendly competition on the diamond and provides a unique opportunity for Chapter members, our sustaining sponsors, and their respective families to mix and mingle in a wonderful environment, while simultaneously helping to support our Chapter's Diversity Internship Endowment Fund.



**All sponsors with a sustaining sponsorship package will be invited to attend and network with our membership. Complimentary tickets will be given to each sponsor** (with the specific number depending upon the sponsorship level). Additional tickets may be purchased by any sponsor and their invited guests or family members, with the proceeds of additional ticket and concession sales helping to support our Chapter's Diversity Internship Endowment Fund, which is managed by the Philadelphia Bar Foundation.

Additional sponsorship perks include the following:



All sponsors may designate one firm attorney to play on the Chapter Sponsor/Law Firm team.

All sponsors and their guests (especially including children) are encouraged to participate in all of the family-friendly activities that take place before and during the softball game (e.g., kids run the bases, meet the team mascot, etc.).

Event costs (exclusive of additional ticket/concession sales beyond the allotted complimentary tickets provided with each sponsorship) are included in the sponsor fee.

### **Chapter Golf Outing**

On September 23, 2019, the Chapter will have its inaugural Golf outing at the beautiful Radnor Valley Country Club. Details on the 2020 Golf outing are still being formulated. Our Diamond and Emerald Sponsors will each have one foursome as a part of their sponsor package. That foursome is to be made up of two (2) sponsor lawyers and (2) in-house lawyers.

### C. PROMOTIONAL

PROMOTIONAL	DIAMOND	EMERALD	GOLD	SILVER
ACC Sponsor Logo	•	•	•	•
IHCC Promo	• Full Page	• Half Page	• Quarter Page	• Quarter Page
Spring Gala Promo	• Full Page	• Half Page	• Quarter Page	• Listing
Charity Softball Game and Member Appreciation Night	• Signage (Premium)	• Signage (Premium)	• Signage	• Signage
Membership Directory Promo	• Full Page	• Half Page	• Quarter Page	• Listing
Website Banner	•	•	•	•
Newsletter Article	•			
Logo in Newsletter	•	•	•	•

### Use of ACC Sponsor Logo

In recognition of the importance of our sponsoring firms, is a non-exclusive license to use the appropriate ACC Sponsor Logo (Diamond and Silver logos are shown below), which you may use in your promotional materials during the term (only) of your sponsorship. Please note that this is a limited license that may be revoked at any time.



- **In-House Counsel Conference** – Sponsors receive a promo in the IHCC Program (or similar exposure), as listed above, as well as promos in the IHCC app.
- **Spring Gala** – Sponsors receive a listing in the Gala program (or similar exposure), as listed above.
- **Membership Directory:** Promotional pages in the Chapter Membership Directory. The directory is typically a professionally bound book, suitable for easy reference on our members' desks. Diamond and Emerald sponsors receive larger and more prominent placements in the directory, which is distributed to all Chapter members.
  - *Please note that under ACC policy the Chapter is unable to provide a copy of the directory because it contains proprietary membership data. We will, however, provide you with a copy of your promotional listing showing how it appeared in the directory (upon request).*
- **Chapter Website Banner Advertisement** - Prominent listing on Chapter's web page during the **entire twelve (12) month** sponsorship term, via a rotated banner advertisement with sponsor logo. Diamond sponsor banner promotions appear more frequently on the website than other sponsor promotions.
- **Newsletter** – The sponsor's logo is included in each of the Chapter newsletters, distributed by mail and/or e-mail to all Chapter members, and available on the Chapter webpage. Visit <http://www.acc.com/chapters/del/> to see samples of our previous newsletters

## VI. NON-PACKAGE (A LA CARTE) SPONSORSHIP OPPORTUNITIES

A LA CARTE	Type	# Available
ACC Annual Meeting Chapter Party	Marketing	Numerous
In-House Counsel Conference	Marketing	As available
CLE Program	CLE	As Available
Practice Group Roundtables	Substantive	Various
Business Skills Institute	CLE	Various
Arts Event	CLE/Networking	1
Career Management	Networking	Varies
Phillies Game	Networking	2
76ers Game	Networking	2
Chapter Golf Outing	Networking	Various
Diversity Summer Internship Program	Networking	1
Ethics Follies	CLE/Networking	1
Wilmington CLE and MYC Opportunities	CLE/Networking	UNLIMITED
INSERT YOUR IDEA HERE!		UNLIMITED

While the sustaining sponsorship packages are the keystone of the Chapter's programming, additional events may be available. The following lists some of our standard a la carte programs – and additional programs may be offered if they are in the benefit of the in-house community; **if you have an idea for an event/program, let us know.**

## **ACC Global Annual Meeting in Philadelphia in 2020!**

**IF YOU ARE AN ACC GLOBAL SPONSOR**, you can be a sponsor of the Greater Philadelphia Chapter's party at the Annual Meeting in 2020. The Chapter will be throwing a party for all ACC Annual Meeting participants (expected attendance is 800 plus ACC members) on Monday, October 5, 2020 at the Reading Terminal Market. The following sponsorship opportunities exist:

1. **ACC Annual Meeting Chapter Party Sponsor - \$20,000 (two title sponsors)**

As mentioned above, we expect over 800 ACC attendees at our Chapter party when the ACC Global Annual Meeting comes to Philadelphia in 2020. The Chapter Party sponsors will have signage throughout the event, will be featured on all advertising of the Party, and will be entitled to four (4) tickets to the party.

2. **Band Sponsor - \$7,500**

The ACC Global Annual Meeting Chapter party needs a good band. While the sponsorship fee will not cover all of the cost of the band, you will receive signage in front of the band and two (2) tickets to the party.

3. **Beverage Sponsor - \$7,500**

The ACC Global Annual Meeting Chapter party will be serving beverages to over 800 ACC member attendees. This sponsorship will include signage at all beverage stations and include two (2) tickets.

4. **Food Vendor Sponsors - \$2,500**

The Chapter is arranging for many of the food vendors to remain open during the Chapter party. Signage at your selected vendor is available, as well as two (2) tickets to the party. We will provide a listing of the food vendors for you to pick from as plans formalize late in 2019 and early in 2020.

### **In-House Counsel Conference (various)**

The In-House Counsel Conference attracts almost 700 in-house lawyers to the Pennsylvania Convention Center and various additional sponsorship opportunities for this event exist: **These additional sponsorships are available to VENDORS ONLY. No law firm may select these sponsorships:**

#### **Marketing Table:**

**Cost \$3,500**

#### **Vendor Receives:**

- 2 tickets to event (includes breakfast, lunch, breaks and cocktail reception)
- One 6' marketing table
- May have raffle to collect attendee business cards (all raffle items are awarded at the cocktail reception and winner must be present to win)
- Attendance for the past 3 years (respectively) 568, 650, 715, 750 {CHECK}.

#### **Program Book:**

**Cost: \$500** – 1/8 Page Ad (For Vendors who buy a table)

**\$1,500** – 1/8 Page Ad (For Vendors who do not buy a table)

#### **Keynote Speaker/Lunch Sponsor (plus See IHCC Keystone Speaker opportunity below):**

**Cost: \$5,000** (includes 2 tickets plus signage and recognized in program book)

#### **Cocktail Reception Sponsor:**

**Cost: \$7,500** (includes 2 tickets plus signage and recognized in program book)

#### **Badge Lanyards:**

**Cost: \$2,000** (includes 1 ticket)

#### **Breakfast Sponsor:**

**Cost: \$2,500** (tents on table and signage. Includes 1 ticket)

#### **Wi-Fi Sponsor:**

**Cost: \$2,500** (tents on table and signage. Includes 1 ticket)

### **In-House Counsel Conference – Keystone Speaker/Lunch Sponsor**

In recognition of the fact that many of our law firm sponsors or vendor sponsors may have relationships with interesting keynote speakers, the Chapter wishes to extend the invitation to law firm sponsors and vendor sponsors to propose a keynote speaker for our In-House Counsel Conference. The keynote speaker is expected to be someone of national prominence, have some relationship to the law and overall be an engaging speaker for our luncheon program. ***The selection of a keynote speaker will be at the sole option of the Chapter.***

In the event a law firm sponsor or vendor sponsor proposes a keynote speaker and that keynote speaker is accepted by the Chapter, all speaker costs must be borne by the proposing sponsor. In exchange, the Chapter will designate the proposing sponsor as the Keynote Speaker/Lunch Sponsor for the In-House Counsel Conference and waive the \$5,000 Keynote Speaker/Lunch Sponsor fee set forth above.

**Institute Series CLE Program (\$5,000) (three (3) or more sponsors participating at each Institute); except for the Gaming, Sports & Entertainment Institute (\$3,000 per sponsor, with a minimum of two (2) sponsors)**

There may be a few slots available for one-hour CLE's at our Chapter's Practice Group Institutes. *The Chapter has the sole discretion of accepting CLE programs based on need and availability of programming and sponsor interest through the sponsorship packages.* Sponsors electing this program option should provide multiple institute preferences on the request form in order of preference. **All venue, food and beverage costs are included in the sponsorship fee.**

Note: The Chapter continues its aim to increase participation by southern New Jersey sponsors and members in the Chapter's various events. In order to foster this initiative, the Chapter is offering a discount to the Gaming, Sports & Entertainment Institute as noted above. In 2018, the Chapter hosted a Gaming, Sports & Entertainment Institute in Atlantic City, New Jersey in mid-July, which included a cocktail hour. The Chapter is planning on hosting a similar institute this year in Atlantic City, subject to sponsor interest.

#### **Practice Group Roundtable - \$1,000**

Sponsor has opportunity to facilitate a legal discussion with the selected Practice Group at a roundtable at the sponsor's office. The roundtable provides a forum for the sponsoring firm to interact with a small group of in-house lawyers for a discussion of a particular practice area. **CLE credits are offered for these roundtables (new in 2019 and continuing in 2020).** The discussion topics are selected in consultation with the Practice Group Co-Chairs. Roundtables may be held at breakfast, lunch, or in the evening, provided that they do not conflict with another Chapter event. Appropriate refreshments are expected to be provided by the sponsor. Venue, food, and beverage costs are not included in the sponsorship fee.

#### **Business Skills Institute - \$3,500 per sponsor (Limit 3)**

To supplement Chapter's traditional substantive law Institute Series, the Chapter will again offer half day program consisting of seminars on topics aimed at helping in-house counsel develop business proficiencies, such as skills in finance, accounting, risk assessment, insurance basics, negotiation, budgeting and forecasting. Each sponsor will have an opportunity to present a single one-hour session.

- Food, beverage and venue costs **are included** in the sponsorship fee.
- An exhibitor table will be available to provide promotional materials to attendees.
- Sponsor may have up to four (4) attendees inclusive of speakers, audience participants and marketing people (the in-house counsel panelist does not count as one of the four allowed attendees).

#### **Arts Event - \$1,500 per sponsor (Limit 1)**

Sponsor has an opportunity to host a CLE/networking event of a one hour CLE presentation on an arts-related topic followed by an arts-themed social and networking event. Venue, food, and beverage costs are not included in the sponsorship fee.

#### **13<sup>th</sup> Annual Paralegal Forum (Fall, 2020) - \$1,500 per sponsor**

The Paralegal Forum is the Chapter's event targeted towards in-house paralegals. It is typically a full-day event at the Union League and the sponsor fee includes an exhibitor table at the event, four (4) event admissions and the sponsor's name is included in all event promotions. If sponsor is a law firm or a vendor that provides content relevant to paralegals, presenting a seminar at the event may be possible; a description of your proposed seminar topic should be included with your application on the application form.



### **Career Management / In-Transition Committee Programs - \$1,500**

Our Chapter's Career Management/In-Transition Committee has a dual focus – providing meaningful career management programming that can enhance every in-house lawyer's career path, as well as creating networking opportunities that connect in-house attorneys already in transition or otherwise looking to make a move with existing job openings and personnel and other recruitment firms and consultants. The Committee holds regular meetings to assist with all facets of the job search and career management guidance.

- The **sponsor is responsible for providing appropriate food and drinks** at this event at a mutually agreed venue (which is typically the sponsor's office).

- Sample past topics include: Tips from the Top: Career Advice from the Delaware Valley's Leading General Counsel; Interviewing Tips for Experienced In-House Counsel Looking to Make a Lateral Move; Media Relations Tips for Corporate Counsel; In-House Counsel Salary Surveys; How to Change Your In-House Practice Area; How to transition from an in-house position to a non-legal position; Legal Career Development Coaching; The Road to General Counsel; How to Effectively Mentor In-House Attorneys to Develop them as Future Department Leaders.

### **Charity Softball Game and Member Appreciation Night – (various)**

This family-friendly event has been held at the Wilmington Blue Rocks Stadium in Wilmington, Delaware. We are considering moving the venue to the University of Pennsylvania in 2020. Various sponsorship opportunities include:

**Concessions:**

**Cost: \$4,000**

**Vendor/Sponsor Receives:**

- 5 tickets to event
- Signage
- Name on wristbands

**Kid Zone:**

**Cost: \$3,000** (includes 4 tickets)

**Umpires:**

**Cost: \$2,000**

- Umps at home, first and third bases
- Must supply your own umpire shirts
- Includes 3 tickets

### **Phillies Game (Summer 2020) - \$5,000 (Limit: 2)**

This is an opportunity to sponsor a single Phillies game event, which includes reservation of a Bill Giles Party Suite, for Chapter members to socialize and network at the event with the sponsor. This Suite holds twenty-two (22) people, including sponsors (additional tickets can be purchased at an additional cost to the sponsor).

- Sponsors receive four (4) tickets to the event and have the opportunity to make welcoming remarks to the attendees, which can serve as a marketing opportunity to discuss the sponsor's company / firm and their areas of expertise.
- Sponsors may distribute a giveaway item with their logo on it as a take home item for attendees.
- Sponsors' logo and name will be promoted in all Chapter advertisements for the event.
- Sponsors receive two (2) preferred parking passes.
- Suite comes with a fully catered buffet menu, which includes beer, wine, soft drinks and bottled water, as well as a personal suite attendant.

### **76ers Games or Flyers Games - \$5,000 (Limit: 2)**

This is an opportunity to sponsor a single game event, which includes reservation of a Suite, for Chapter members to socialize and network at the event with the sponsor. This Suite holds 18 people, including sponsors. Two 2020 games are available, which may be either the 2019-2020 season or the 2020-2021 season.

- Sponsors receive three (3) tickets to the event and may make welcoming remarks to attendees, which can serve as a marketing opportunity to discuss the sponsor's company / firm and their areas of expertise.
- Sponsors may distribute a giveaway item with their logo on it as a take home item for attendees.
- Sponsors' logo and name will be promoted in all Chapter advertisements for the event.
- Sponsors receive two (2) preferred parking passes.
- Suite comes with a fully catered buffet menu, which includes beer, wine, soft drinks and bottled water, as well as a personal suite attendant.

## **Chapter Golf Outing**

Come play golf with our Chapter at our second annual golf outing. Our Diamond and Emerald sponsors will each have one foursome as a part of this sponsor package, consisting of two (2) members of the firm or company per foursome and two (2) Chapter members. A la carte sponsorships are available at the cost of \$2,000 per foursome. That a la carte foursome will also consist of two (2) members of the firm or company per foursome and two (2) Chapter members.

- Additional Chapter Golf Outing Sponsorships include:
  1. **Title Sponsor - \$7,500**
    - includes 2 foursomes
    - includes appropriate signage
  2. **Lunch Sponsor - \$3,500**
    - includes 1 foursome
    - includes appropriate signage
  3. **Beverage Cart/Station Sponsor - \$3,000**
    - includes 1 foursome
    - includes appropriate signage
  4. **Cocktail Sponsor - \$3,000**
    - includes 1 foursome
    - includes appropriate signage
  5. **Hole-In-One Sponsor - \$3,000**
    - includes 1 foursome
    - includes appropriate signage at hole-in-one hole
  6. **Longest Drive Sponsor - \$3,000**
    - includes 1 foursome
    - includes appropriate signage
  7. **Closest to the Hole Sponsor - \$3,000**
    - includes 1 foursome
    - includes appropriate signage
  8. **Golf Pro Clinic Sponsor - \$3,000**
    - includes 1 foursome
    - includes appropriate signage at hole-in-one hole
  9. Cocktails and dinner only at the outing is available for \$300 per person (cocktails and hors d'oeuvres are not included with any sponsorships other than foursomes).

### **Diversity Summer Internship - \$1,500**

The Diversity Summer Internship, in its tenth year, places area diverse law students in up to 15 corporate legal departments. The sponsor will have the opportunity to host programming for the Internship, including a kick-off Meet Your Counterpart event for the Chapter and a professional development panel for the Program participants. Venue, food, and beverage costs for events are not included in the sponsorship fee.

### **Ethics Follies Sponsor - \$3,500**

The ACC's South/Central Texas Chapter produces two hour musical parody films that are fun to watch and also qualify for two (2) ethics credits. The film will be shown at a Philadelphia Movie Theatre and will be followed by a cocktail event. All costs of this event will be included in the Sponsor fee of \$3,500.

### **Public Service Event (\$1,500)**

Join Chapter members in a volunteer community service event followed by a local Meet Your Counterparts. The volunteer community service event will be with an organization of the sponsor's selection, subject to approval by the Chapter. In 2018, the Chapter volunteered at Cradles to Crayons and then enjoyed a summer evening at Jaspers Backyard in Conshohocken. Food and beverage not included.

### **Wilmington CLE and MYC (Meet Your Counterparts) Opportunities**

The Chapter continues its aim to increase participation by Wilmington sponsors and members in the Chapter's various events. In order to foster this initiative, the Chapter is continuing to offer certain Wilmington CLE and Meet Your Counterparts events at a discounted price and as ala carte offerings. Preference will be given to Sponsors who have a presence in Delaware and develop interesting programs that are relevant to our Wilmington members. These opportunities are:

1. **Institute Series CLE Program (\$2,500 - 3 or more sponsors participating at each Institute)**

Sponsors electing this program should provide multiple institute topic preferences on the request form in order of preference.

2. **Meet Your Counterparts Events (\$1,500 – 4 available)**

See description of a Meet Your Counterparts Event on Page 16. Work together with the Chapter to design a networking event at an interesting location near Wilmington, Delaware.

3. **In-House Women Lawyer Event (\$1,500 – 3 available)**

See description of the event on Page 17.

4. **General Counsel/Chief Legal Officer Lunch (\$1,000 – 4 quarterly meetings available)**

This event is open to General Counsels/Chief Legal Officer's only and generally involves a lunch at a nice restaurant and a lively discussion of a pre-selected topic of interest to General Counsels. The Sponsor may have one (1) lawyer present who is encouraged to participate in the discussion as that person's legal capability permits.

### **Member Directory Promotional Materials**

Our Chapter's annual membership directory is distributed to all Chapter members. Because of the Association of Corporate Counsel's privacy rules, the directory is not distributed to sponsors, but it provides a means for Sponsors to remain in view of the Chapter membership on a continuing basis. The directory is typically approximately 125 pages (5.5" X 8.5"), comb bound, and contains member contact information along with your sponsorship advertisement. The following sponsor opportunities for directory advertisements are possible, subject to availability:

Full-page (Prime) - \$3,500.00 (up to four (4) available)

The prime full-page promotions will be in four of the following locations (excluding the option chosen by Diamond Sponsors):

- Across from the Table of Contents
- Across from Inside Back Cover
- Across from the President's Message
- Across from the list of Chapter Officers
- Across from the list of Chapter Practice Committees

Full-page promotion (non-prime) \$3,000

Half-page promotion \$2,000

Quarter-page promotions \$1,000

- **Firm/company logos should be submitted to the Chapter along with sponsorship payments.**

## **GENERAL SPONSORSHIP GUIDELINES**

These Sponsorship Guidelines have been developed by the Chapter Sponsorship Committee, with approval by the Chapter Board of Directors, to provide rules and procedures to be followed in connection with a successful sponsorship program.

1. Our Chapter attempts to select a diverse group of sponsors for its events to offer a variety of information, services, and products to its members.
2. Speaker fees and/or speaker-related expenses are not paid by the Chapter to or on behalf of the sponsor, for any program or event.
3. Our Chapter selects sponsors who are able to provide information, services, ideas and expertise that are valuable to our members and conform to Chapter content guidelines.
4. Advertising for all events is subject to the prior review and approval of the Chapter.
5. In the case where the sponsor is the presenter of the program, brief introductory comments about the services of the sponsor are permitted prior to commencement of the program. The information to be presented in the introduction should be reviewed in advance with the Chapter Board or Committee Co-Chair coordinating the event.
6. Chapter programs and events frequently include a reception/networking opportunity for members and sponsors (when time permits, at the discretion of the Chapter).
7. The Chapter will consider co-sponsorship or partnering opportunities with other associations, organizations or groups, subject to the express approval of the Board of Directors, when the Board determines that any such opportunity serves the interests of the membership and the Chapter.
8. Sponsors are expected to provide chairs and tables for CLE events that are held in their offices. Chapter networking events are generally standing events so our members can effectively move about the room to meet other attendees.
9. Admission prices for events, if any, will be set by the Chapter, based on several factors, including costs of the program, sponsor fees collected for a specific program or event, the number of projected attendees and the Chapter's overall expected expenses for the programming year.
10. Sponsorship fees and admission fees are used by the Chapter to subsidize the cost of a broad variety of Chapter programs throughout the programming year. All Chapter financial activity is subject to and part of an annual accounting audit process. The Chapter is a non-profit §501(c)(6) trade association and all sponsor fees paid through this Sponsorship Program are allocated to program and Chapter expenses as well as to fund our Chapter treasury reserves and an endowment fund for the benefit of the Chapter's diversity and law school initiatives.
11. **The Chapter reserves the right to cancel, change times, modify all aspects of the programming, including place of venue, for programs awarded prior to receipt of the sponsor payment. The Chapter may also change dates or alter topics, and change venue, as may be necessary to enhance member programming. Preference for the choice of**

month for all programs and events will be allocated to sponsors at higher levels. Indicate month of preference for programs without a set date (i.e. Institute programs, Meet Your Counterparts events) in your sponsor response.

12. In the event of a venue-driven cancellation or change, the Chapter reserves the right to reschedule any programming. **The Chapter does not guarantee a minimum level of attendance at any program.** Because promotion of an event cannot begin until the Chapter receives the details of the program, the names of the speakers (including in-house speakers, which the Chapter can help coordinate), and a summary of the topic, it is important to provide this information as early as possible, **but at least three (3) weeks prior to the event.** The longer an event is promoted to our membership with event details, the more likely event attendance will meet reasonable expectations.
13. Because of the popularity of some events, the Chapter reserves the right to limit attendance (close registration) or, alternatively, to give the sponsor the option to cover the increased costs of the additional attendance.
14. **ALL EVENTS HELD IN LOCATIONS THAT ARE NOT AT THE OFFICES OF YOUR COMPANY OR LAW FIRM SHALL BE BOOKED BY THE CHAPTER ADMINISTRATOR. NO SPONSOR SHOULD MAKE THEIR OWN BOOKING ARRANGEMENTS WITH ANY VENDOR OR CATERER, WITHOUT EXPRESS WRITTEN APPROVAL FROM THE CHAPTER PRESIDENT, PROGRAMING/SPONSOR CHAIRPERSON OR ADMINISTRATOR.**

## **CONTINUING LEGAL EDUCATION (CLE) PROGRAM GUIDELINES**

1. The Chapter is an approved CLE provider in PA, NJ and DE and will handle all the processing of all CLE applications as part of organizing any Chapter CLE seminar. The only exception shall be for CLE Webinars, for which Chapter is not an approved provider. CLE fees payable to the various state CLE boards for the seminar attendees are included in the sponsor fee.
2. All CLE programming shall be open to all attorneys and not just to in-house counsel (in order to meet PA, NJ and DE CLE requirements). However, outside counsel attendance fees will be significantly higher than in-house counsel attendance fees at Chapter programs in an effort to discourage sponsor competitors from attending these programs.
3. CLE programs shall be free to Chapter members (unless specifically noted); all other attendees will be charged an admission fee for all Chapter CLE programming (unless a specific membership promotion grants them free admission). Sponsors are able to invite their in-house counsel clients to attend a Chapter CLE program and such invited client guests of the sponsor, shall be welcome to attend the event at no fee. All such in-house counsel, non-Chapter member clients of any sponsor, that will be attending a CLE event under this paragraph as a sponsor invitee, must be registered specifically as sponsor client invitees with the Chapter Administrator.
4. Occasionally, CLE and event topics that have already been planned by the Chapter Board and committed to other sponsors may not be available for sponsorship through this sponsorship program.
5. All CLE topics will be reviewed for the subject, content, expertise, and relevance to in-house counsel. The Chapter will favorably consider a sponsor's proposed panel or speaker, topics, ACC affiliations, and methods of presentation that demonstrate not only substantive qualifications, but also the sponsor's commitment to diversity and the inclusion of in-house clients/speakers on any panel and presentation.
6. **All CLEs, discussion panels and presentations must include a minimum of one in-house counsel panelist.** It is the responsibility of sponsoring firms to provide an in-house counsel panelist for each presentation and it's a great opportunity to provide your clients with speaking opportunities. Note that In-house counsel panelists are not required to be members of the Chapter, but the Chapter will assist with selection of a panelist at the request of the sponsor, as circumstances warrant, or in the discretion of the Chapter.
7. The Chapter reserves the right to not accept program content, speakers or presenters at its sole discretion.
8. Sponsors that have adequate space at their office are requested to host CLE events through our Practice Committees at their office location. If there is not adequate at the sponsor's office, the event may be held in a conference room or reception room of a Chapter member's employer, if such a space is available. If neither of those options is available, then a room rental and audio visual rental will be necessary in a local hotel conference center or at another similar type of facility. Sponsors of practice committee CLE events are responsible for all such room rental and any audio visual rental fees. A preferred Chapter location in Philadelphia for events that are held outside of our sponsor and member offices has traditionally been the Union League of Philadelphia and may be requested for any Philadelphia-based Chapter CLE event.
9. Food and beverages are required to be provided for participants at all Chapter Practice Group CLE events. If the event was arranged through a sustaining sponsorship package, the food and beverages are included in the sponsorship fee. If the event was arranged through an a la carte CLE option, food and beverages are not included in the sponsorship fee and shall be the responsibility of the sponsor and shall be payable within 30 days after the event date to the Chapter. All menus for Chapter events are selected by our Chapter. Please also note that evening CLE events typically have an open bar and networking component combined with the CLE and all open bar costs are the responsibility of the sponsor.



10. At the beginning of all CLE programs, each sponsor will be introduced by the Board member or committee co-chair in charge of the program and will be thanked for the sponsorship. For other programs, the sponsorship will be clearly designated and the sponsors will be clearly promoted in any program hand out materials and in all event advertisement materials, in addition to any other discussion of sponsor's involvement at the program that is discussed in the sponsor guidelines.
11. The Chapter encourages all sponsors to promote Practice Group CLE events to their in-house counsel clients. The Chapter will review such promotions before they are published. Your clients can attend any Practice Group CLE event that you are the sole sponsor of at the Chapter member rate (the vast majority of events are free to Chapter members), as long as you register those non-member attorneys with the Chapter Administrator as in-house counsel client guests of you as the sponsor.
12. If a sponsor is unable to attend a scheduled CLE event on a given date, we expect that another qualified individual from the sponsor will fill in for that person. Otherwise, with enough advance notice of a cancellation, the Chapter may be able to find a replacement speaker at a CLE event. CLE events will not necessarily be canceled just because a sponsor chooses to withdraw from an event. In such a withdraw situation, the Chapter will not refund any sponsor fees. If a replacement sponsor is found, the original sponsor will be given a credit for a future CLE event. Withdraw and cancellation situations will be considered in regards to future sponsorship requests from the sponsor, with the Chapter.

## **PROGRAM CONTENT GUIDELINES**

1. For each specific program or event, a Chapter Board Member or Practice Group Chair ("Board Liaison") will be assigned as your primary point of contact for coordination and approval of all matters about the program, including without limitation, program content, delivery, and presentation. Program content should be prepared with particular thought given to providing insight to in-house counsel.
2. **Sponsors are expected to prepare and provide all attendees with useful, informative, and practical written educational materials on the topic** (which should at a minimum include a legible handout of any presentation slides), and to provide electronic versions to the Chapter for sharing on the Chapter website.
3. The use of visual presentation materials, such as a PowerPoint® presentation, are encouraged for all seminars, but creative formats are also encouraged as they tend to keep membership interested and generate positive feedback for the program and the sponsor. For example, one seminar included a mock trial of a general counsel for overlooking and misunderstanding intellectual property assets.
4. **Sponsors are strongly encouraged to provide forms, agreements, checklists, and other practical guidance and resources in connection with their programming.** By returning the signed Sponsorship Request Form, a sponsor agrees to this sharing, use and distribution requirement.
5. All program content must be approved in advance by the Board Liaison coordinating the event, or the respective practice committee chair, as the case may be.
6. **All promotional materials, hand out materials and presentation materials shall be approved by a Chapter Practice Group Chair, the President or the Chair of the Practice Group and must prominently display the Chapter logo and must clearly represent that the seminar is a Chapter event.**

## **MARKETING & PUBLICITY GUIDELINES**

1. The Chapter will advertise and seek publicity for all Chapter events at its expense. If the sponsor creates its own promotional materials (i.e. to send to the sponsors' clients and to post on the sponsors' website), any such promotional materials shall be submitted to the CHAPTER board or committee chairman appointed to oversee this event. Such promotional materials must be approved by such Chapter representative, before any promotion of the event occurs.
2. The sponsor's name and logo will appear along with the Chapter name and logo in all promotional material and advertisements for the program(s) that it is being sponsored ("Save the Date" promotional mailings not included). **SPONSOR EXPRESSLY GRANTS THE CHAPTER A NON-EXCLUSIVE LICENSE TO DISPLAY ITS LOGO (AND ANY OTHER PROMOTIONAL MATERIALS SUBMITTED) FOR USE IN CONNECTION WITH THE SPONSORSHIP PROGRAM.** New sponsors, or returning sponsors with new logos, should email their logo to the Chapter Administrator for review and approval, within five days of acceptance by the Chapter of the sponsorship (.jpg or .eps format is preferred). Note that certain size limitations apply for banner advertisements on the Chapter website. The size of sponsor logos is limited to 120 pixels width by 240 pixels height. The acceptable file types are gif, png, or jpeg. There is no required resolution, but 300 dpi is preferred. If sponsor would like to have a banner advertisement on the Chapter website that comes with the Jewel and Metal packages, sponsor must provide an advertisement in the above mentioned dimensions and in one of the acceptable file formats listed above.
3. All mailings to Chapter members are coordinated through the Chapter Administrator. You will not be given the list of Chapter members to send out your own mailing to our group. This is due to restrictions that have been provided to Chapter by the Association of Corporate Counsel.
4. **Diamond sponsors (only) may send "thank you" notes to program/event attendees.** These notes are sent in coordination with the Chapter Administrator.
5. All sponsors may obtain event attendee contact information by having a fish bowl style business card drawing for a door prize.
6. All Chapter CLE programs are subject to being recorded for later distribution to the membership in the form of an audio/data compact disc or Podcast (which will include the presentation's program hand-outs and PowerPoint® presentation, when applicable) at the Sponsor's expense. Sponsors who provide CLE programming are requested to execute the Consent to Publish agreement located at the end of this packet, extending copyright privileges to the Chapter.
7. See the Exhibitor Guidelines (below) for further information regarding promotion during Chapter events and programs.

## **RULES OF CONDUCT**

1. All Chapter programs and events follow ACC and Chapter Rules of Conduct, which *strictly prohibit* the following activities:
  - a) The direct solicitation of attendees to market and sell vendor's goods, services and/or products.
  - b) The targeting of any individual member(s) for such solicitation of services and/or products.
  - c) Attendance of firm or company marketing personnel at events for the express purpose of solicitation of members. Marketing personnel may be present to operate the sponsor display/exhibit table.
2. Each member of the Chapter is also governed by its own organization's code of ethics, and it is the Chapter's intent to establish guidelines for its programming and events that meet the best practices ethical considerations within the corporate and legal community.
3. Sponsorship of Chapter events by outside counsel and vendors is not intended to and will not result in a member's organization (or its in-house attorney) being obligated to purchase the services of any sponsor.
4. The sponsor's contribution is not intended as, and should not be considered as, an illegal, improper or unethical gift or gratuity to a specific organization or in-house attorney.
5. Other than for CLE programs, attendance at Chapter events is limited to Chapter members, sponsors, guests of Chapter members and prospective CHAP Chapter TER members.
6. **ATTENDANCE BY SPONSOR PERSONNEL, BEYOND THE ALLOTTED NUMBER OF INVITEES, IS NOT PERMITTED, UNLESS SPECIFICALLY APPROVED IN WRITING BY THE CHAPTER PRESIDENT.**
7. The Chapter reserves the right to refuse any sponsor, as well as the right to restrict or remove any presentation or exhibit that, in the opinion of the Chapter, detracts from the general character of the program. This reservation applies to displays, printed matter, promotional materials, noise, personal conduct, and method of operation. In the event of such restrictions, the Chapter will not be liable for any refunds or other program expenses.
8. Sponsors/Speakers should be advised to refrain from commentary that is discriminatory, harassing, or offensive based on race, religion, gender, age, disability, citizenship/nationality, LGBTQ status, or any other protected classification. Political impact of the topic at issue should be presented factually and without derisive or offensive comments. Materials should also be reviewed to ensure compliance with these guidelines.
9. Failure to comply with any provision of the Sponsor Guidelines may lead to any or all of the following penalties, at the discretion of the Board of Directors:
  - a) Official reprimand and warning to the sponsor;
  - b) Removal of the sponsor representatives from the program or event;
  - c) Permanent prohibition from attendance at any other Chapter program or event by the sponsor and all sponsor personnel;
  - d) Forfeiture of all fees paid by the sponsor

## EXHIBITOR GUIDELINES

The Chapter permits sponsors to set up table or booth exhibits in the areas immediately outside of the presentation room, subject to limitations of the venue and at the discretion of the Chapter. This is an opportunity for our sponsors to tastefully market their services and/or products. Sponsors who wish to exhibit shall comply with the following terms and conditions:

- 1) No direct solicitation of attendees to solicit the vendor's services is permitted at the events.
- 2) Tabletop exhibits must fit one 3 foot by 6 foot table.
- 3) Exhibit booths must not exceed 8 feet by 8 feet.
- 4) All exhibits must be arranged so as not to obstruct the general view or interfere with the event.
  - a) Backgrounds (including signs) must be no more than 8 feet in height.
  - b) Material extending into the exhibit area by more than 3 feet from the back wall cannot exceed 3 feet in height.
  - c) No partitions other than the side rails will be allowed, unless specifically approved by CHAPTER.
  - d) Exposed unfinished sides of exhibit backgrounds must be draped (or otherwise covered) to present an attractive appearance.
- 5) The Chapter may direct revisions of any exhibit that does not comply with these Exhibit Guidelines (at the exhibitor's expense).
- 6) The Chapter reserves the right to alter the location and/or layout of the exhibits in the best interests of the overall exhibition and meeting.
- 7) Exhibits must be completely installed at least **one-half hour prior** to the beginning of the program. The Chapter reserves the right to reassign any space not installed at that time. No packing or dismantling of exhibits will be permitted prior to the official closing of the program.
- 8) All sponsor booths must be open fifteen minutes prior to the start of the reception (since members may arrive early), and shall remain open during the program and until the conclusion of the program. The staffing of booths or display tables is at the discretion of the Sponsor.
- 9) All materials and activities must be confined to the limits of the exhibit booth(s) and may not impede traffic or interfere with other exhibits. Furthermore, all the following practices are *expressly prohibited, as determined by the Chapter in its sole judgment*:
  - a) the promotion of products or services other than the exhibitor's,
  - b) excessive noise that would interfere with other exhibitors or the program,
  - c) the solicitation for the participation in surveys run by the sponsor,
  - d) any form of harassment or other inappropriate conduct towards attendees,
  - e) the promotion of business by anyone other than the representatives of exhibiting organizations,
- 10) Sponsors are prohibited from publicizing or conducting of any activities that would attract attendees away from the speaker presentation.
- 11) Restrictions on Raffle Items – Sponsors shall not charge a fee for participation in any sweepstake (i.e., raffle or fish bowl drawing). All attendees at the event must also be eligible to participate in any sweepstakes or drawing. All applicable sweepstakes' laws apply and sponsor is responsible to ensure compliance with such laws.
- 12) The Chapter reserves the right to restrict or remove any exhibit that in the opinion of The Chapter, detracts from the general character of the program.

### **SPONSOR SELECTION CRITERIA**

The Chapter Board has adopted the following criteria for the selection of its Sponsors:

1. If there are more interested sponsors than available sustaining sponsorship opportunities at any level (i.e., two or more sponsors wish to be our Diamond Sponsor, etc.), the Chapter will give preference to prior sponsors who have helped our Chapter grow in the past and have been consistent and cooperative partners of our organization. We hope that if you are new to our sponsor program, that you will become a sustaining sponsor that we will look forward to having you return, year after year.
2. The applicant's history of working closely and effectively with the Chapter Board, the Chapter Administrator and Practice Group Chairs is also considered. Chapter sponsors who have experienced significant attendance at our prior events and who have received favorable feedback with respect to their programs will be favorably considered.
3. The Chapter Board places great value on its relationships with sponsors who have demonstrated a willingness to step in and assist the Board when sponsor assistance has been needed, such as when the Board has developed a program outside of these sponsor guidelines (such as a new networking event or membership recruitment event idea) and has sought support for the program.
4. Finally, in addition to any other factors deemed important by the Chapter, sponsor willingness to put on CLE and social programs in various areas of our Chapter region that might not be as convenient for you based on your primary office location, will also be considered favorably. As previously noted in these guidelines, the Chapter's membership area stretches from Allentown, Pennsylvania to Atlantic City, New Jersey, to Newark, Delaware, to Reading, Pennsylvania and our goal is to provide programming opportunities to our members throughout the region. Accordingly, preference is given to sponsors who express willingness in their application to be flexible as to where their event will be held and/or that they are willing to repeat a CLE event at a more distant location as an "On the Road" program.



## 2020 SPONSORSHIP APPLICATION

<b>FIRM/COMPANY NAME</b>	
<b>STREET ADDRESS</b> CITY, STATE, ZIP	
<b>PRIMARY CONTACT PERSON &amp; TITLE</b>	
PRIMARY CONTACT EMAIL & PHONE	
<b>SECONDARY CONTACT PERSON &amp; TITLE</b>	
SECONDARY CONTACT EMAIL & PHONE	

## AVAILABLE SUSTAINING SPONSORSHIP PACKAGES

Please place a check next to the sponsorship level mark you are requesting.

- ☐ **Diamond Sponsor (\$50,000 – limited to one sponsor)**
- ☐ **Emerald Sponsor (\$35,000 – limited to two sponsors)**
- ☐ **Gold Sponsor (\$22,500 – limited to eight sponsors)**
- ☐ **Silver Sponsor (\$15,000 – limited to fourteen sponsors)**

Note: All sponsors who request a higher level sponsorship that is unavailable may be offered the opportunity to drop down to the next level sponsorship package (assuming availability).

If your sponsorship includes a CLE seminar with a **Chapter Practice Group** (the “**Institute Series**”) and/or In-House Counsel Conference (“IHCC”), please rank the Practice Group with which you would like to participate in order of preference for EACH (1= first choice, 5 = last choice):

PRACTICE GROUP	CLE INSTITUTE (RANK)	IN HOUSE COUNSEL CONFERENCE (RANK)	GENERAL COUNSEL/ CHIEF LEGAL OFFICER SUMMIT (RANK)
Banking & Financial Svs			
Contracts & Commercial			
Corporate & Securities			
Employment & Labor			
Ethics & Compliance			
Health, Biotech & Pharma			
Intellectual Property			
International			
IT, Privacy & eCommerce			
Litigation			
Non-Profit & Higher Education			
Real Estate			
Gaming, Sports & Entertainment			



## A LA CARTE OPTIONS

- ☐ **In-House Counsel Conference (these a la carte options are not available to law firms)**
- ☐ **Marketing Table - \$3,500**
  - ☐ **Program Book - \$500 for vendors who purchase a table**
  - ☐ **Program Book - \$1,500 for vendors who do not purchase a table**
  - ☐ **Keynote Speaker/Lunch Sponsor - \$5,000**
  - ☐ **Cocktail Reception - \$7,500**
  - ☐ **Badge Lanyards - \$2,000**
  - ☐ **Breakfast Sponsor - \$2,500**
  - ☐ **Wi-Fi Sponsor - \$2,500**
- ☐ **In-House Counsel Conference Keynote Speaker Proposal (See description on Page \_\_\_\_). Proposed Speaker: \_\_\_\_\_.**
- ☐ **Institute Series CLE Seminar (with a Practice Group) - \$5,000. *Rank Institutes in order of preference below.***

PRACTICE GROUP	CLE INSTITUTE (RANK)
Banking & Financial Services	
Contracts & Commercial	
Corporate & Securities	
Employment & Labor	
Ethics & Compliance	
Health, Biotech & Pharma	
Intellectual Property	
International	
IT, Privacy & eCommerce	
Litigation	

Non-Profit & Higher Education
Real Estate
Gaming, Sports & Entertainment

- ☐ **Business Skills Institute - \$3,500 (Limit: 3)**
- ☐ **Arts Event - \$1,500 (Limit 1)** *Additional costs; see details above.*
- ☐ **13<sup>th</sup> Annual Paralegal Forum – Fall, 2020 - \$1,500**
- ☐ **Career Management/In-Transition Program - \$1,500** *Additional costs; see details above.*
- ☐ **Phillies Game - \$5,000 (Limit: 2)**
- ☐ **76ers - \$5,000 (Limit: 2)**
- ☐ **Diversity Summer Internship - \$1,500 (Limit 1)** *Additional costs; see details above.*
- ☐ **Chapter Golf Outing - \$2,000 per Foursome / Number of Foursomes**
- ☐ **Title Sponsor - \$7,500 (2 Foursomes)**
- ☐ **Lunch Sponsor - \$3,500 (1 Foursome)**
- ☐ **Beverage Cart/Station Sponsor - \$3,000 (1 Foursome)**
- ☐ **Cocktail Sponsor - \$3,000 (1 Foursome)**
- ☐ **Hole-In-One Sponsor - \$3,000 (1 Foursome)**
- ☐ **Longest Drive Sponsor - \$3,000 (1 Foursome)**
- ☐ **Closest to the Hole Sponsor - \$3,000 (1 Foursome)**
- ☐ **Golf Pro Clinic Sponsor - \$3,000 (1 Foursome)**
- ☐ **Cocktails only attendee - \$300**
- ☐ **Public Service Event and Meet Your Counterparts - \$1,500**

## **Membership Directory - Advertisement**

- ☐ Full Page (Prime) \$3,500 (limited availability)

Rank the following Prime advertisement locations (rank 1 through 5):

- \_\_\_ Across from the Table of Contents
- \_\_\_ Across from Inside Back Cover
- \_\_\_ Across from the President's Message
- \_\_\_ Across from the list of Chapter Officers
- \_\_\_ Across from the list of Chapter Practice Committees

- ☐ Full Page (non-prime)      \$3,000
- ☐ Half Page      \$2,000
- ☐ Quarter Page      \$1,000
- ☐ Upgrade to Larger Size      \$1,000 per increment



### **2020 WILMINGTON SPONSORSHIPS ADDENDUM**

ACC Greater Philadelphia is increasing the sponsorship opportunities available in the Wilmington, Delaware area and is pursuing these opportunities at attractive amounts in order to build greater awareness of the law firms that do business in Delaware to our over 300 Delaware In-House lawyers.

These opportunities include:

- |                          |                              |         |                                      |
|--------------------------|------------------------------|---------|--------------------------------------|
| <input type="checkbox"/> | CLE Practice Group Institute | \$2,500 | 1 (3 or more sponsors participating) |
| <input type="checkbox"/> | Meet Your Counterparts       | \$1,500 | 4                                    |
| <input type="checkbox"/> | Women Lawyers Event          | \$1,500 | 3                                    |
| <input type="checkbox"/> | General Counsel Lunch        | \$1,000 | 4 (4 quarterly meetings)             |

### **SPONSOR SUGGESTIONS**

Do you have any **unique or creative ideas** for a CLE program topic or format? If so, please list here:

Do you have any **interesting locations or venues** to suggest for a Chapter program or event that the Chapter could put on with your law firm / company?

Would you be willing and able to recruit any **influential and/or well-known speakers** or public figures who can appear or speak at a Chapter event that your firm/company would sponsor? If so, who?

For law firms that are requesting CLE event sponsorships - do you have **any in-house counsel alumni from your firm** who may be interested in providing an in-house counsel perspective on a panel discussion that your firm would be presenting? Please list these individuals, the company that they work for and their title.

### **SPONSOR COMMITMENT**

By signing below, you represent that you are authorized to sign this sponsor application form on behalf of the sponsor applicant named below, that the applicant agrees to abide by the terms and conditions of the 2020 ACC Greater Philadelphia Sponsorship Program & Guidelines and that the applicant agrees to pay the sponsorship fee for the sponsor package, events or other a la carte items that you have chosen, to the Chapter, on or before **January 6, 2020**. Applicant also agrees to pay venue rental, food, beverage and audio/visual rental costs, when such costs are applicable to the sponsorship as per these guidelines, within 30 days of invoicing for such costs.

Name of Applicant:

Authorized Signature:

Print Name:

**After completing this Sponsorship Application, please either e-mail, or mail the form to:**

**ACC Greater Philadelphia**

**Attn: Ms. Christine Stewart, Chapter Administrator**

**P.O. Box 38**

**Fairless Hills, PA 19030**

**Phone: 215-295-0729**

**E-mail: [chrisstewart@accglobal.com](mailto:chrisstewart@accglobal.com) and [ccstewart@comcast.net](mailto:ccstewart@comcast.net)**

**If you have any questions about the Sponsor Guidelines or Sponsorship Packages, you may contact Jackie Meredith-Batchelor at [jacklyn.meredith@amtrak.com](mailto:jacklyn.meredith@amtrak.com) or 215.349.1398.**

