



SASKATCHEWAN BUILDING OFFICIALS ASSOCIATION INC.

www.sboa.sk.ca

10.11 Sample Conference and Meeting of Members Sponsorship Letter

on SBOA letterhead with contents in red replaced or deleted, as appropriate

Address

Date

Dear Partner,

Saskatchewan Building Officials Association (SBOA) is pleased to announce that the **2018** Spring Conference and **Annual** Meeting of Members will be held in **location** at the **conference facility** on **dates**.

The SBOA Conference attracts its members, who include building inspectors, Building Officials, Certified Building Officials, fire prevention officers, and fire officials, and others in the Saskatchewan building construction industry. This conference is a great opportunity for attendees to expand their professional knowledge, develop industry networks and take in many of the attractions offered in and around **location**. For more information, check out the Agenda and Registration Package at www.sboa.sk.ca.

SBOA wishes to invite your organization to participate in our conference by participating in the **2018** Conference Sponsorship Program **and the 2018 Conference Trade Show Program**. This is a great opportunity to promote your organization's services or your company products and services to SBOA members and governments across Saskatchewan. You will find an application for the Sponsorship Program **and the Trade Show Program** attached.

The registration form should be completed and returned as soon as possible. We do appreciate your participation and thank you for your continued support. Should you have any questions, do not hesitate to contact me directly at **phone** or **email** address.

I look forward to seeing you at the Conference.

Yours truly,

Name

SBOA Host Committee Chair

Att.

2018 Conference Sponsorship Program

Sponsors are acknowledged on signs throughout the Conference, in the final Conference agenda, by the MC or announcer at the sponsored event, and in the SBOA Newsletter that contains the Conference report. Sponsors are encouraged to display company banners and/or information at the sponsored event.

Sponsors receive one Conference registration (includes sessions, breaks and meals) at no charge. Additional registrants from the company or organization are welcome. Conference registration forms are available at www.sboa.sk.ca.

Donations for door prizes are graciously accepted.

Please note that SBOA will not endorse products or provide exclusivity, sell sponsor's products to its members, ask members to sell sponsor's products, provide direct access to individual members or members contact information, and similar limitations.

Please complete the following form and return it to SBOA Host Conference Chair name by date. Make cheques payable to "Saskatchewan Building Officials Association Inc."

We would like to (check all that apply):

_____ Be a Major Conference Sponsor for \$2,500

_____ Sponsor Conference Banquet for \$1,500

_____ Sponsor a Lunch for \$1,000

_____ Sponsor a Coffee and Refreshment Break for \$500

_____ **Book a Trade Show space for \$500 (see next page)**

_____ Be a general sponsor for \$_____ (any denomination gratefully accepted)

_____ Become an Associate member of SBOA (applications forms are available at www.sboa.sk.ca)

Company / Organization Name _____

Representative Name _____

Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Fax _____ Email _____

_____ Submit electronic Company / Organization logo to be used on promotional materials to **email address**.

If you have any questions, please contact name at (306) 555-1234 or email address. Refunds will only be issued for cancellation requests received no later than date.

2018 Conference Trade Show Program

The Conference Trade Show will be located adjacent to the Conference room(s) and will have the following agenda:

Thursday (*date*) 8:00 am - 10:00 am – display set up

Thursday (*date*) 10:00 am - 4:00 pm – show open

Friday (*date*) 8:00 am - 12:00 noon – show open

Friday (*date*) 12:00 noon - 2:00 pm – display tear down

Trade show spaces are available for \$500.00. Each 3m x 2.4m (10' x 8') space includes: 2.4m (8' skirted table, 2 chairs, and power (optional)

Trade show participants are acknowledged in the final Conference agenda or Trade Show layout, and in the SBOA Newsletter that contains the Conference report.

Trade show participants receive one Conference registration (includes sessions, breaks and meals) at no charge. Additional registrants from the company or organization are welcome. Conference registration forms are available at www.sboa.sk.ca.

Donations for door prizes are graciously accepted.

Please note that SBOA will not endorse products or provide exclusivity, sell sponsor's products to its members, ask members to sell sponsor's products, provide direct access to individual members or members contact information, and similar limitations.

Please complete the form on the previous page and return it to SBOA Host Conference Chair *name* by *date*. Make cheques payable to "Saskatchewan Building Officials Association Inc."

If you have any questions, please contact *name* at (306) 555-1234 or *email* address. Refunds will only be issued for cancellation requests received no later than *date*.