



Capital Area Purchasing Association  
 P.O. Box 26821 | Richmond, VA 23261  
[www.capavirginia.org](http://www.capavirginia.org) | [info@capavirginia.org](mailto:info@capavirginia.org)

## 2018 CAPA Sponsorship Registration Form

### **Business Meeting Sponsorship:**

CAPA Business Meeting Sponsor \$100 per Meeting- Limited to 1 Sponsor per Meeting- From 12:00pm-1:00pm The Business Meeting luncheons are held once each month from January through June and October through November, this is where CAPA members come together to plan, educate, enjoy an educational speaker, go over budgets and other agenda. Sponsors will have the opportunity to speak (5-10) minutes at the beginning of meeting to the attendees about their company, products or services. The sponsor will enjoy a full meal, a motivational speaker and a table will be provided for company materials. Cost covers (1) Rep (additional Reps \$20 each). Company Logo and Rep Picture or Business Card, Mission statement (1-2 Sentences), Line Card and Link posted on sponsor page for 1 month (30 days) and be listed on the calendar meeting page leading up to event if reserved before start and posted month of meeting.

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| <input type="checkbox"/> January 9, 2018   | <input type="checkbox"/> March 21, 2018 | <input type="checkbox"/> May 15, 2018  | <input type="checkbox"/> October 16, 2018  |
| <input type="checkbox"/> February 13, 2018 | <input type="checkbox"/> April 17, 2018 | <input type="checkbox"/> June 20, 2018 | <input type="checkbox"/> November 14, 2018 |

### **Website Sponsorship:**

#### **CAPA Website Sponsor(s) \$50 per Month- 30 Days (Linked to Facebook and Twitter & Other Chapter Websites)**

Company Logo, Rep Picture or Business Card, Mission statement (1-2 Sentences), Information about Company Services or Products, Link on sponsor page for 1 month, (Beginning 30 days from Receipt of Purchase).

### **December Networking Meeting Sponsorship:**

This is the last Business Meeting of the year for the CAPA members. The December Networking Meeting lasts a little longer than the regular meetings, set in a more relaxed atmosphere with the members. During this meeting, the installation of the 2018 Board of Directors will take place. We will also enjoy a full meal or heavy hors d'oeuvre, an educational speaker, presentation of awards, entertainment and other activities. ***Sponsors are not obligated to stay entire event time.***

#### **CAPA Award Title Sponsor \$150.00- Limited to 1 Sponsor-From 11:00am-3:00pm December 21<sup>st</sup>, 2018**

The Title Sponsor of this event will also be recognized and have an opportunity to speak (5-10) minutes to the attendees about their company, products or services. A separate Table will be provided for the Title Sponsor's company materials. Cost will cover (2) Reps (additional Reps \$20 each). Company Logo and Rep Picture or Company Picture and Business Card, Mission Statement (1-2 Sentences), Short Bio (3-4 Paragraphs), Line Card and Link posted on sponsor page until March 31, 2019 and be listed on the calendar meeting page leading up to event if reserved before start and posted month of meeting.

#### **CAPA Award Sponsor(s) \$125.00 - Limited to 4 Sponsors- From 11:00am-3:00pm December 21<sup>st</sup>, 2018**

Sponsor will be recognized and have an opportunity to speak (5-10) minutes about their company, products or services. Tables will be provided for sponsors company materials. Cost covers (1) Rep (additional Reps \$20 each). Company Logo and Rep Picture or Business Card, Mission Statement(1-2 Sentences), Line Card and Link posted on sponsor page for 1 month (30 days) and be listed on the calendar meeting page leading up to event if reserved before start and posted month of meeting.

\* All other CAPA sponsorship opportunities will be posted with that event

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| Contact Name: _____<br>Company: _____<br>Address: _____<br>Telephone: _____ Fax: _____<br>Email: _____ Website: _____<br>Payment: <input type="checkbox"/> Check or Money Order (enclosed, made payable to CAPA) or<br>Charge: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover<br>Credit Card#: _____ Exp. Date: _____/<br>Signature: _____<br><p style="text-align: center; font-size: small; color: blue;">(Credit Card Information Will Not Be Retained)</p> | <p><b>If paying by check or money order, please make payable to CAPA and send with form by Mail.</b></p> <p style="text-align: center;">CAPA Treasurer<br/>         P.O. Box 23261<br/>         Richmond, VA 23261</p> <p><b>Or Fax or Email this form to:</b><br/>         Fax: 804-674-2697<br/>         Email: <a href="mailto:info@capavirginia.org">info@capavirginia.org</a></p> <hr/> <p style="font-size: x-small;">CAPA will need information as listed above to post to website, Logo can be an image, excel, word or pdf file. Send to email address above.</p> |
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**Website Sponsorship:**  
 \$50  (30 Days from Receipt of Payment) x \_\_\_\_\_ Months= **Total Due \$** \_\_\_\_\_

**Business Meeting Sponsorship:**  
 \$100  (Indicate Month Above) | Additional Rep(s) \$20 x \_\_\_\_\_ = **Total Due \$** \_\_\_\_\_

**December Meeting Sponsorship:**  
 \$150 Title Sponsor  | \$100 Meeting Sponsor  | Additional Rep(s) \$20 x \_\_\_\_\_ = \$ \_\_\_\_\_ **Total Due: \$** \_\_\_\_\_

**( The number and type of sponsorships available are limited and will be offered on a first-come, first-served basis. Please call or email to confirm availability of sponsorships. Call: Melissa at 804-674-6720 or Email: [info@capavirginia.org](mailto:info@capavirginia.org).)**