

Sponsorship Details & Deadlines

Items must be received by the Administrative Committee by the following dates in **red**.

Sponsorship Packages (Gold, Silver and Bronze)

Print your organization's logo on the Commissioner Tote Bags, provide:

- Logo as .eps or .ai (illustrator) in **Vector format**
- Convert all graphics and fonts to outline
- Submit artwork by **March 24**

Large Screen Advertisement

The Administrative Committee must approve the large screen ad artwork - email artwork for approval by **May 5**

- Provide PowerPoint slide as:
 - Wide-screen format – 16:9 ratio
 - Text needs to be 28-point font or larger, include any special fonts
 - Slide remains on screen 8-10 seconds
- Any presentations with embedded special fonts should also have the fonts saved in a separate file in case there are any issues with the embedding
- Submit artwork by **May 15**



Tote Bag Insert

The Administrative Committee must approve the insert artwork - email or mail artwork for approval by **May 5**

Provide Tote Bag inserts:

- 3,000 printed inserts
- **We must receive inserts between May 23rd – May 31st**. Inserts received before May 23rd or after May 31st are not guaranteed to be stuffed in the Tote Bags

Sponsors of Assembly-wide Seminar, Fellowship Seating Area, Signage, Welcome Reception, Water Station, Regular Seminar, Power Station

Provide your organization's logo for signage:

- Submit in .eps or .ai (illustrator) formats
- Submit artwork by **May 5**

Refunds:

Please note the following refund deadlines:

- Through **May 12** – Full refund available.
- **May 13 - 22** – Half-refund available.
- After **May 22** - except for extraordinary circumstances, no refund will be considered.

For all refunds, a \$25 cancellation fee applies.

Send logos, inserts and advertisement artwork to:

Ashley Davis | events@pcanet.org | 1700 N Brown Rd, Suite 105, Lawrenceville, GA 30043-8143

You will receive approval notification by email.