Sponsorship Details & Deadlines

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

Gold, Silver, and Bronze Sponsors logos - due by March 22

Gold Sponsor Logo Requirements:

- Logo as .eps or .ai (illustrator) in vector format (Convert all graphics and fonts to outline) – for signage and Commissioner Tote Bags.
- Logo in a high-res.png format - for Social Media posts.

Silver & Bronze Logo Requirements:

- Logo as .eps or .ai (illustrator) in vector format – for signage.
- Logo in a high-res.png format - for Social Media posts.

Large Screen Advertisement - due by May 3

The Administrative Committee must approve the large screen ad artwork

- File type high res .jpg or .png file.
- Slide size is 16:9

Commissioner Tote Bag Insert

The Administrative Committee must approve the insert artwork - email artwork or mail sample for approval by May 3.

- Provide 2,500 printed tote bag inserts.
- **We must receive inserts between May 20 – May 28, 2024.**
- Inserts received before May 20 or after May 28 are not guaranteed to be stuffed in the Tote Bags
- If you're shipping your materials from your printer or another organization, instruct them that deliveries must be hand-carted into our building. We are unable to accept pallet deliveries.

Sponsors of **Assembly-wide Seminar, Fellowship Seating Area, Signage, Welcome Reception, Water Station**, **Regular Seminar, Power Station –** due May 3

Provide your organization's logos for signage & social media posts:

- Logo as .eps or .ai (illustrator) in vector format – for signage.
- Logo in a high-res.png format - for Social Media posts.

Refunds:

Please note the following refund deadlines:

- Through May 9 – Full refund available.
- May 10 - 20 – Half-refund available.
- After May 21 - except for extraordinary circumstances, no refund will be considered.

For all refunds, a $25 cancellation fee applies.

Send logos, inserts and advertisement artwork to Administrative Committee PCA:
c/o Ashley Davis | events@pcanet.org | 1700 N Brown Rd, Suite 105, Lawrenceville, GA 30043