

## CONFERENCE INFORMATION

Thank you for your interest in attending and supporting **Infovisa's Client Conference**. Infovisa's annual client conference is an ideal way to interact with our growing and diverse client base which may include many of your firm's customers or prospective customers.

To show appreciation to our strategic partners, we will extend the opportunity to sponsor a portion of the conference to those firms first. Our strategic partners will have until Friday, June 27<sup>th</sup> to decide to sponsor a portion of the conference. After Friday, June 27<sup>th</sup>, registration will be opened to all exhibitors. All other selections will be accommodated on a first-come, first-served basis. The deadlines for making your sponsorship selections are:

Sponsorship Renewal Deadline:	Friday, June 27 <sup>th</sup>
Final Registration Deadline:	Friday, August 15 <sup>th</sup>
All Payments Due*:	Monday, September 1 <sup>st</sup>

Whether your firm elects to simply exhibit at the **Infovisa Client Conference** or take advantage of the available sponsorship opportunities, we ask that a separate registration form be completed for each person from your firm that will attend the conference.

**Exhibit space at this year's conference is limited! Don't miss your opportunity to be a part of this event.**

\*All fees must be paid by this date or registration will be cancelled. Fees must be paid by check or ACH.

## SPONSORSHIP LEVELS

The Infovisa Client Conference offers four distinct sponsorship levels. The total amount of the items selected to sponsor will determine your sponsorship level. The levels of sponsorship at the **Infovisa Client Conference** are:

Sponsorship Level	Sponsorship Amount
Basic Exhibitor	\$3,000
Silver Sponsor	\$3,001 - \$5,000
Gold Sponsor	\$5,001 - \$7,999
Platinum Sponsor	\$8,000+

## EXHIBITOR FEE

All sponsors for the **Infovisa Client Conference** are required to pay an initial exhibitor fee to attend the conference. The initial exhibitor fee for the conference is \$3,000 and this amount entitles your organization to the Basic Exhibitor sponsorship level automatically.

The \$3,000 exhibit fee for the Infovisa Client Conference provides you with the following:

- Exhibit space at the conference (6-foot table, two chairs)
- Company logo visible within the conference app
- One-minute general session introduction
- Participation in all conference social events
- Participation in pre-conference vendor meeting
- Conference registration for one representative (additional representatives for \$400 per attendee)
- 50-word description write-up within the conference app
- Access to the attendee list through the conference app two weeks from the conference start.

## SPONSORSHIP OPPORTUNITIES

The following chart contains a list of sponsorship opportunities available for the **Infovisa Client Conference**. The cost associated with each opportunity is in addition to the \$3,000 exhibit fee.

Sponsorship Opportunities	Cost	Additional Benefits
<b>Platinum Sponsorship Items</b>		
Hosted Breakout Session <i>(content subject to approval)</i>	\$7,000	<ul style="list-style-type: none"> <li>• Two additional conference reps (3 total)</li> <li>• 500-word description write-up within the conference app</li> <li>• Upload of two marketing ads within the conference app</li> <li>• Signage during sponsored events</li> <li>• Priority exhibit space selection based on date of registration</li> <li>• Logo on Infovisa.com website</li> <li>• 5-minute talk in General Session</li> </ul>
Opening Reception	\$5,000	
Conference Mobile App	\$5,000	
Cocktail Bar	\$5,000	
<b>Gold Sponsorship Items</b>		
Lunch	\$4,000	<ul style="list-style-type: none"> <li>• One additional conference rep (2 total)</li> <li>• 500-word description write-up within the conference app</li> <li>• Upload of one marketing ad within the conference app</li> <li>• Signage during sponsored events</li> <li>• Priority exhibit space selection after platinum selections.</li> <li>• Logo on Infovisa.com website.</li> </ul>
Keynote Speaker	\$3,000	
Breakfast (1)	\$2,500	
Breakfast (2)	\$2,500	
Wi-Fi in Meeting Rooms	\$2,500	
<b>Silver Sponsorship Items</b>		
Morning Break (1)	\$2,000	<ul style="list-style-type: none"> <li>• 100-word description write-up within the conference app</li> <li>• Signage during sponsored events</li> <li>• Company name on Infovisa.com website</li> </ul>
Afternoon Break (2)	\$2,000	
Morning Break (3)	\$2,000	
Conference Lanyards**	\$1,500	

\*\* Your company is responsible for supplying the conference bags and all related charges.

Please indicate the sponsorship opportunities(s) that your firm would like to commit to in addition to the exhibitor fee:

## COMPANY INFORMATION

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Company Website URL**

\_\_\_\_\_  
**Primary Onsite Contact Name**

\_\_\_\_\_  
**Primary Contact E-mail**

## PARTNER RULES / REGULATIONS

### Non-Disclosure

By signing below, you agree not to disclose to any third parties or affiliates any attendee or vendor list you are provided for the Infovisa Client Conference. You further agree not to disclose to any third parties or affiliates any information provided to you by any person at the Infovisa Client Conference relating to new product initiatives to be offered by Infovisa. You acknowledge that your attendance at the Infovisa Client Conference is solely for purposes of marketing products that do not compete with any products currently being offered by Infovisa.

### Private Functions

By signing below, you agree not to hold any private functions in the vicinity during the Infovisa Client Conference, unless there is a time when Infovisa has no events planned and permission has been obtained by Infovisa's Conference Committee.

Infovisa will provide a list of all registered conference attendees 6 weeks and 1 week prior to the conference via e-mail. In addition, you will also receive the list in your registration materials upon arrival.

### Prohibited Sessions

By signing below, you acknowledge that all vendor representatives are prohibited from attending any individual breakout sessions at the Infovisa Client Conference, except as required to speak during such breakout sessions.

### Logo

All sponsors' logos will appear on printed materials, signage and displays at the conference. If you would like your company's logo to appear on the conference page of Infovisa's website, please initial below to indicate your consent to use of your company's logo. \_\_\_\_\_ (initials)

**Signature**

\_\_\_\_\_

**Title**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Return registration forms via e-mail to:**

**Attn: Infovisa Client Conference**

**E-mail: [Conference@Infovisa.com](mailto:Conference@Infovisa.com)**

## PAYMENT AND BILLING

Please do not send any payments for registration or sponsorship. Infovisa will bill your firm using the information you provide below. **Invoices will be sent and payment due upon receipt. If payment is not received within 30 days after the invoice is sent to your firm, your registration will be cancelled. All payments must be received prior to September 1<sup>st</sup>.**

\_\_\_\_\_  
**First Name**

\_\_\_\_\_  
**Last Name**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Mailing Address**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**State**

\_\_\_\_\_  
**Zip**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**E-mail**

## EXHIBIT HOURS (TENTATIVE):

<b>Monday, September 8th</b>	
Setup	12:00 PM – 4:00 PM
Vendor Meeting	3:45 PM – 4:00 PM
Welcome Reception	4:30 PM – 5:30 PM
<b>Tuesday, September 9th</b>	
Program	8:00 AM – 4:30 PM
Reception	4:30 PM – 6:30 PM
<b>Wednesday, September 10th</b>	
Program	8:00 AM – 12:00 PM
Program Close	12:00 PM

# VENDOR REGISTRATION FORM

## GENERAL INFORMATION

Please fill out the following information for each representative attending the conference.

_____	_____	_____
<b>First Name</b>	<b>Last Name</b>	<b>Name for Badge</b>
_____		_____
<b>Company Name</b>		<b>Title</b>
_____	_____	_____
<b>City</b>	<b>State</b>	<b>Zip</b>

**E-mail** *(registrations confirmed via e-mail)*

**E-mail completed forms to [Conference@infovisa.com](mailto:Conference@infovisa.com)**

## ADDITIONAL REPRESENTATIVE REGISTRATION FEES

\$400 for each additional member of your organization includes:

- Attendance at all conference **general sessions**, not breakouts.
- Access to the conference mobile app
- Entrance at all planned social events, meals, and refreshment breaks

Fees will be invoiced and sent to your company upon receipt of this registration.

*\*Guests are welcome to attend all social events and meals for an additional fee of \$100.*

## REGISTRATION DEADLINE / CANCELLATION POLICY

All registration forms are due on or before **Friday, August 15th, 2025**. A late fee of **\$100** per attendee applies to all registrations received after the deadline. A partial amount of the registration fee, \$500, is non-refundable. Registration transfers within the same company are accepted; sharing of registrations is not permitted.

## HOTEL INFORMATION & RESERVATIONS

Infovisa<sup>®</sup> has arranged for a special group rate at the host hotel

**Room Rate:** \$259/night, plus tax (single and double occupancy)

**Deadline:** Friday, August 15<sup>th</sup>, 2025

Loews Portofino Bay Hotel

<https://www.loewshotels.com/portofino-bay-hotel>

5601 Universal Boulevard

Orlando, Florida 32819

You may reserve rooms by calling **1-833-243-4727**, referencing the **2025 Infovisa rate** or using the following link:

<https://book.passkey.com/e/51007828>

## CONSENT TO USE PHOTOGRAPHS, VIDEOS AND CONTACT INFORMATION

By registering for the conference, you hereby consent that Infovisa may be able to provide your registered name, title, company, e-mail address, and mailing address to vendors and/or third-party sponsors and exhibitors related to the conference.

By registering for the conference, you also acknowledge and agree that photographs, video, and/or audio recordings may be taken of you and you grant Infovisa the right to use, in perpetuity, your image in any electronic or print distribution, or by other means hereinafter created, both now and in the future, for any marketing purpose as determined by Infovisa.

---

**Signature**

---

**Date**