



2024 WORKSHOP SPONSORSHIP INVITATION

We are pleased to announce the SouthWest Benefit Association's 2024 Benefits Administration Workshops on February 15th in Houston, March 15th in OKC, and March 28th in Dallas.

SWBA is offering supporting organizations the opportunity to sponsor this premier educational event. This will be an outstanding opportunity for sponsors to build stronger relationships with employee benefits decision-makers and leaders through exceptional networking and business development opportunities for sponsors and attendees.

Staying up to date in the challenging world of employee benefits has never been more critical to the success of benefits professionals and their companies. Changes in regulations, technology, workforce, and the economy continue to influence and change the way benefits are structured. Our Benefits Workshop has become a key resource for information, guidance and clarification on new regulations, compliance issues, legislation, and litigation. Sponsoring this SouthWest Benefits Association Conference is one of the most **cost-effective** ways to **gain exposure** for the services and solutions that your organization provides.

Sponsorship information is below, including a Sponsorship Agreement, which we ask you to sign and return to SWBA via email to registration@swba.org as soon as possible. The number of sponsoring companies is limited, so reserve your space today! **Sponsors will be accepted on a first come, first serve basis.** We look forward to your participation in what promises to be an outstanding SWBA Benefits Administration Workshop.

Sincerely,

A handwritten signature in cursive script that reads 'Marianne Fazen'.

Marianne Fazen Ph.D.
Executive Director



**SouthWest Benefits Association
2024 Benefits Administration Workshop
Sponsorship Benefits**

**Workshop Sponsor - \$1,000 (1 Location,
discounts available for sponsorship of all 3
workshops)**

Benefits:

- **1 Complimentary Registration**
- **6 foot-table top exhibit space**
- **Company logo in Workshop Promotions**
- **Company logo on Workshop Website**
- **1 Reserved table during Lunch**
- **Ad space in the conference registration materials**



SouthWest Benefits Association 2024 Benefits Administration Workshop Sponsorship Agreement

The following describes the sponsorship agreement between SouthWest Benefits Association (SWBA) and Sponsor:

Company: _____

- Sponsor will receive benefits listed in attached sponsorship description sheet based on sponsorship level selected.

-SWBA will not incur additional expenses associated with this sponsorship except those required for the promotion and staging of the event.

-In the event of cancellation due to circumstances within its control, the liability of SWBA shall be limited to a refund of your sponsorship fee. In the event of cancellation by sponsor, no refunds will be given unless written notification is provided to SWBA 90 days prior to the event.

-Sponsor agrees to defend, indemnify and hold harmless SWBA from and against all claims, actions, causes of action, or liabilities, including reasonable attorneys' fees, arising out of or resulting from any act undertaken or committed by Sponsor pursuant to the performance of its obligations under this agreement.

- Presenting Sponsors will receive conference attendee registration lists in excel format with physical mailing information only. Presenting Sponsor agrees not to disclose attendee registration lists to outside parties. Presenting Sponsor agrees not to extend invitations or call meetings that would encourage absence during the posted hours of the conference.

-Sponsor agrees to pay SWBA the full amount of the Sponsorship Fee before the Workshop

This shall constitute the entire agreement, and Sponsor agrees to abide and conform to these terms. In the event of fire, strikes or other uncontrollable circumstances, this agreement will not be binding.

Accepted By:

Sponsor's Authorized Representative

DATE

A handwritten signature in black ink that reads "Marianne Fazen". The signature is written in a cursive, flowing style.

Marianne Fazen
SWBA Executive Director

9/20/2023
DATE

Questions? Call SWBA at 214-382-3035

Please complete both pages of this agreement and email to SWBA at registration@swba.org

Please note: **Sponsorships will be made available to other companies on a first come, first serve basis.**



Contact Person

For questions regarding this sponsorship, SWBA should contact:

Name: _____

Title: _____

Phone: _____ Email: _____

Complimentary Registration

Each Sponsor is entitled to **1 complimentary workshop registration**. Additional company personnel who wish to attend the Conference must **complete a Registration Form and pay the appropriate registration fee**. The name of the individual utilizing the complimentary registration should be emailed directly to registration@swba.org.

Sponsorship Location (discounts available for sponsorship of all 3 workshops)

- **Houston – February 15th**
- **OKC – March 15th**
- **Dallas – March 28th**

Payment Method

Sponsorship Fee:

- **Workshop Sponsor - \$1,000**

Please indicate your method of payment. Full payment is due prior to the Workshop

- Check enclosed, payable to SouthWest Benefits Association
- Credit card payment

Card Type: ▪ VISA ▪ MC ▪ AMEX

Card Number: _____ Exp. Date: _____

Card Holder's Name (Please print): _____

Signature: _____

Please complete both pages of this agreement and return to:

SouthWest Benefits Association
10260 N. Central Expy., Suite 285
Dallas, TX 75231

Phone: 214-382-3035

Email: registration@swba.org