



# SPONSORSHIP & EXHIBITING PROSPECTUS

The IPM Workshop is an outstanding opportunity to present your products and services to executive management in government and industry.

Your company's support plays a vital role in the tradition of providing quality education and networking across a three-day event.

The 29th Annual Integrated Program Management Workshop is expected to attract more than 400 decision makers in the project performance management community.

We anticipate a strong contingent of local professionals from the greater Washington, DC Metro Area to join those who will travel from across the country and beyond.

## 2016 Attendee Breakdown At-a-Glance:



### US Government Agencies Represented in 2016:

- Defense Acquisition University
- Federal Aviation Administration (FAA)
- Lawrence Livermore National Laboratory
- National Aeronautics and Space Administration (NASA)
- National Geospatial Intelligence Agency
- National Security Agency
- NOAA/NWS
- Office of Project Management Oversight and Assessments
- Office of Performance Assessments and Root Cause Analyses (PARCA)
- U.S. Department of Education
- U.S. Department of Energy
- U.S. Government Accountability Office
- U.S. Missile Defense Agency
- U.S. Navy

### Most-Represented Industry Corporations in 2016:

- Accenture
- Battelle Energy Alliance
- Computer Science Corporation
- CSRA Inc.
- Deltek
- General Dynamics
- Humphreys & Associates, Inc.
- KM Systems Group
- L-3 Communications
- Leidos
- Lockheed Martin
- MCR, LLC
- Northrop Grumman
- Orbital ATK, Inc.
- Pinnacle Management Systems
- Pratt & Whitney
- Raytheon
- SAIC
- Sandia National Laboratories
- SNA Software, LLC
- The Boeing Company
- Washington River

# SPONSORSHIP PACKAGES

Located in a vibrant neighborhood featuring many world-class shops and restaurants, the Bethesda North Marriott is one of the premier conference hotels in the area. Conveniently located less than 1/3 mile from the hotel, the White Flint Metro Station (on the Red Line) offers public transportation access to Washington, DC and surrounding areas.

## GOLD SPONSORSHIP

~~THREE AVAILABLE~~    **\$ 7,500**

Double booth package in **highest priority location**. Includes all benefits of double booth package

- 45-minute Tools Track time slot
- Color ad in the pocket program
- Bag insert
- Exclusive sponsorship of a Breakfast
- Acknowledgement as gold sponsor on marquee, program, website, all marketing pieces

## SILVER SPONSORSHIP

~~FIVE AVAILABLE~~    **\$ 4,750**

Single booth package in **priority location**. Includes all benefits of single booth package

- 45-minute Tools Track time slot
- Exclusive sponsorship of a break
- Bag insert
- Acknowledgement as silver sponsor on program, website, all marketing pieces

**Silver Sponsorship with double-booth upgrade: \$6,500**

## PAST SPONSORS AND EXHIBITORS

AACE International	Edwards Project Solutions	Pinnacle Management Systems, Inc.
Acumen	forProject Technology, Inc.	PM Metrics
ARES Project Management, LLC	Friedrich, Klatt and Associates	Probo Data Group, Inc.
AzTech International, LLC	HotFoot Technology & Management Solutions	Project Time & Cost, Inc.
BCF Solutions Inc	Humphreys & Associates, Inc.	ProjectPro Corporation
Booz Allen Hamilton	Intaver Institute Inc.	Projstream
Business Support Associates	Integrated Management Concepts	Safran North America
Center for Systems Management	KeyLogic Systems, Inc.	SM&A
Cobec Consulting Inc.	KM Systems Group	Steelray Software
CBT Workshop	Management Concepts	Tecolote Research, Inc.
Defense Acquisition University (DAU)	MCR, LLC	The George Washington University School of Business
Dekker, LTD.	Microsoft Project	WPI: Systems and Cost Optimization
Deltek	Omega Project Solutions	
EcoSys	OPDEC	
ESI International		

# EXHIBIT HALL

The IPMW Exhibit Hall will be the *central meeting/networking space* for attendees during the workshop.

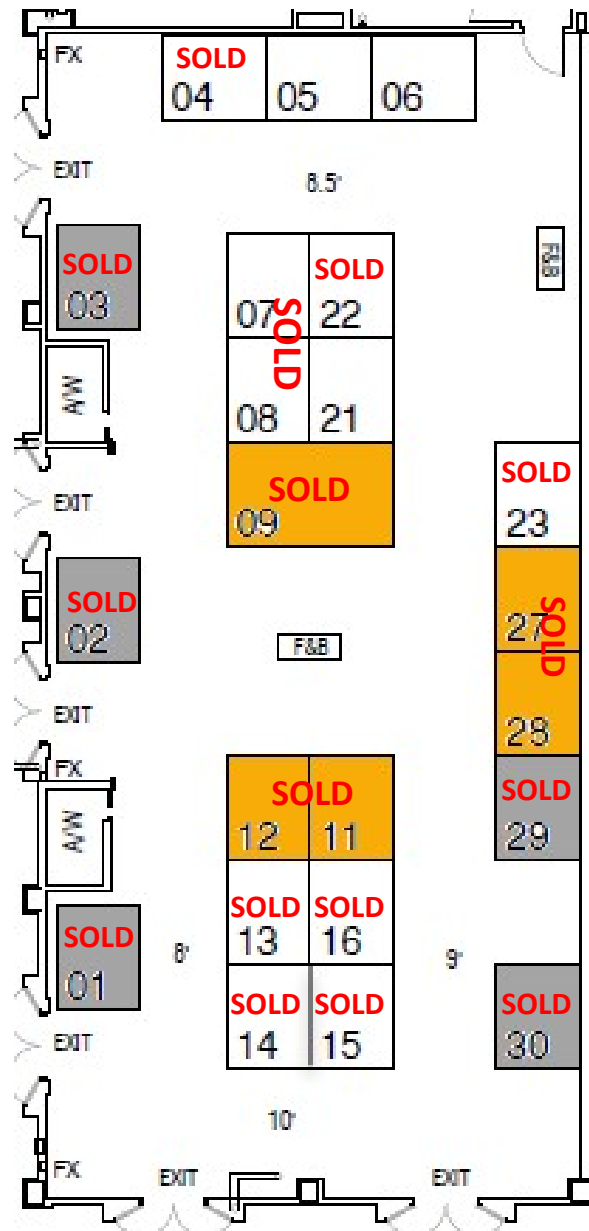
All food and beverages during breakfast, lunch, refreshment breaks and Monday evening's welcome reception will be served in the hall, with stations set up among the booths to encourage interaction.

## SINGLE BOOTH \$ 2,500

- 8' x 10' booth with electric line included
- Pipe & drape, 1 table, 2 chairs and a wastebasket
- Acknowledgement as exhibitor on marquee, program, website, all emailed or mailed marketing pieces
- Signage on booth
- Two complimentary full registrations

## DOUBLE BOOTH \$ 5,000

- Two 8' x 10' booths with electric line included
- Pipe & drape, 2 tables, 4 chairs and 2 wastebaskets
- Acknowledgement as exhibitor on marquee, program, website, all emailed or mailed marketing pieces
- Signage on booth
- Four complimentary full registrations



Reserved for  
Silver Sponsors

Reserved for  
Gold Sponsors

# À LA CARTE SPONSORSHIPS

## MONDAY, OCTOBER 30

### WELCOME RECEPTION

- Exclusive Sponsorship \$ 4,000
- Partial Sponsorship \$ 1,500  
(3 available)

### LUNCH

- Exclusive Sponsorship \$ 1,600
- Partial Sponsorship \$ 900  
(2 available)

## TUESDAY, OCTOBER 31

### LUNCH

- Exclusive Sponsorship \$ 1,600
- Partial Sponsorship \$ 900  
(2 available)

## ITEM SPONSORSHIPS

- Workshop Bags \$ 3,000
- Lanyards ~~\$ 3,000~~
- Hotel Room Keys ~~\$ 2,000~~

- Bag Insert \$ 500

*Insertion of your brochure, CD or other flat item in the workshop bags. For large or bulky items, contact us for rates.*

- WiFi Sponsorship ~~\$4,000~~

*Sponsor the meeting-WiFi and choose the network name and set the password! Gain valuable exposure for your company, support your fellow attendees and provide a valuable service.*

- Mobile App \$2,000

*Exclusive sponsorship of the Mobile App is a great way to gain exposure at the workshop, support your fellow attendees and provide a valuable service.*

## TOOLS TRACK TIMESLOT

Promote innovations in your products and services by hosting a Tools Track session.

**ONLY FOUR slots available \$700**

*All requests for Tools Track timeslots will be reviewed for relevance to the workshop content, theme, and audience. Requests for Tools Track timeslots are not final until approved. Rejected requests will receive a full refund.*

# SPONSORSHIP AGREEMENT EXHIBIT APPLICATION AND SPACE CONTRACT

29th Annual Integrated Program Management Workshop  
Bethesda North Marriott Hotel & Conference Center, Bethesda, Maryland  
October 30–November 1, 2017

## GENERAL RULES & REGULATIONS:

### BOOTHS

Each booth space will be 8' x 10' at a cost of \$2,500. Each booth will be furnished with a 6' table and two chairs. A single booth includes registration for two persons. **Assignment of Booth Space:** Highest preference will be given to sponsors and those exhibitors who submit their booth application and payment first. Booth assignments will be made 30-60 days in advance of the workshop.

### USE OF SPACE

Exhibitors will not be permitted to sublet or divide space or to display any items for any non-exhibitor. Display boards and other material may not be placed so that they interfere with other exhibits. The conference reserves the right to alter the location of exhibits if deemed advisable in the best interest of the exhibition.

**RESTRICTIONS:** (1) Explosives or combustible materials are not to be displayed. This includes gas, paint, alcohol, turpentine, chemicals, etc. (2) All aisles and exits must be kept clear, clean and free from obstructions to comply with fire regulations. (3) All materials used in the construction of exhibit booths must be fire retardant.

### EXHIBIT HOURS

Sunday, 29 October Set-up 12:00PM-6:00PM  
Monday, 30 October Show Date 7:00AM-7:00PM  
Tuesday, 31 October Show Date 7:00AM-4:00PM  
Tuesday, 31 October Dismantle 4:00PM-6:00PM

### SHIPMENT

Any arrangements for advance shipment of materials by an exhibitor are the responsibility of the exhibitor. CPM offers no delivery receiving or storage services nor are they responsible for any arrangements made between the exhibitor and the conference hotel.

### COMMUNICATION and POWER

Exhibitors will be responsible for ordering the installation of and payment for all communication and power facilities. Internet and telephone lines are available through the hotel. Form to be supplied.

### SOUND EQUIPMENT

Sound equipment may be used for demonstration only. The use of sound or music for attracting attention is prohibited.

### HOLD HARMLESS CLAUSE

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless CPM, NDIA and ICEAA, its respective employees and agents against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises. In addition, Exhibitor acknowledges that CPM, NDIA and ICEAA do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor. The Exhibitor assumes responsibility and agrees to indemnify and defend CPM, NDIA and ICEAA, its employees and the Bethesda North Marriott Hotel & Conference Center, and their respective owners, managers, subsidiaries, affiliates, employees, and agents against any claims or expenses arising out of the use of the exhibition premises. The exhibitor understand that neither CPM, NDIA, ICEAA nor the Hotel parties maintain insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

## Exhibit Hours

*Subject to change*

### Sunday, October 29

Exhibitor Setup: 12:30-4:00pm

### Monday, October 30

Exhibit Hours: 7:00am-7:30pm

Morning Break: 10:30-11:00am

Lunch: 12:15-1:15pm

Afternoon Break: 3:15-3:45pm

Welcome Reception: 5:00-7:00pm

### Tuesday, October 31

Exhibit Hours: 7:00am-4:00pm

Morning Break: 10:30-11:00am

Lunch: 12:15-1:15pm

Afternoon Break: 3:15-3:45pm

Exhibitor Breakdown: 4:00-5:30pm

### PAYMENT TERMS

Payment is due with contract. Space will not be held without payment. All checks must be made payable to CPM and mailed to

**11130 Sunrise Valley Drive, Suite 350, Reston, VA 20191.**

Payment for Exhibit Services (electrical telephone, etc.) should be made directly to the hotel or the decorator that CPM contracts. Form to be supplied.

### CANCELLATION OF SPACE

A full refund will be issued if the booth space contracted for is resold. Otherwise, no refund will be granted.

### REASSIGNMENT OF SPACE

Exhibit space not occupied by 9:00AM, October 30 may be reassigned by Exhibit Manager to another exhibitor without refund of the rental paid.

### EXHIBIT AREA

All exhibits will be located in Salon ABC of the Bethesda North Marriott Hotel & Conference Center, located at 57014 Marinelli Rd., Bethesda, MD 20852.

### HOTEL ROOM RESERVATIONS

Reservations for sleeping rooms can be made directly with the hotel at (301) 822-9200 and requesting the "IPM" Rate. Reservations can also be made from our website at

<https://aws.passkey.com/e/49272673>

The group rate is \$199 per night plus tax. The IPM rate will be available until October 6, 2017 or when it is sold out.

### CANCELLATION OF WORKSHOP

Should the exhibition be cancelled, postponed or abandoned prior to the opening date, the limit of any claims for damages and/or compensation of the exhibitor/sponsor shall be the return of the amount already aid for exhibit space for the cancelled portion of the event.



# Exhibitor Contract

29th Annual Integrated Program Management Workshop  
Bethesda North Marriott Hotel & Conference Center, Bethesda, Maryland  
October 30–November 1, 2017

It is understood that the rules and regulations contained herein, and those on this official application, become a part of the contract between the Exhibitor and CPM, ICEAA and NDIA. Acceptance of an exhibit/sponsor application and notification of such acceptance constitutes a contract.

<hr/>		
Contract Authorizing Signature	Date	
<hr/>		
Firm Name as it should appear in all materials	Desired name for signage (if different)	
<hr/>		
Firm Address		
<hr/>		
Show Contact	Contact Phone	
<hr/>		
Contact Email	Contact additional phone (optional)	
<hr/>		
Item(s) purchased and desired booth number	Total Amount Due	<input type="checkbox"/> Credit Card
<hr/>		
Card Number	Exp. Date	<input type="checkbox"/> Check
<hr/>		
Print Cardholder Name	Cardholder Signature	

Payment is due with agreement or within 10 days of submitting contract to reserve space.  
Make checks payable to “CPM” with memo “IPM2017”

Mail checks with a copy of your contract to:  
CPM  
Attn: Beatrice Barry  
11130 Sunrise Valley Drive, suite 350  
Reston, VA 20191

Email your contract with credit card payment to:  
Bbarry@mycpm.org  
*Please also email copies of check payment contracts*