



## AMPO Sponsorship Agreement

AMPO and Sponsor, for mutual consideration, the receipt and adequacy of which are hereby acknowledged, agree as follows:

- 1. Sponsorship.** The Sponsor desires to support AMPO's purposes and missions by associating the Sponsor's name and logo with the ("Activities") related to AMPO's annual conference. Sponsor agrees to make a sponsorship contribution in the amount set forth in this Agreement to support AMPO's conference, and to abide by the exhibit rules set forth.
- 2. Competition with AMPO.** Sponsors desiring to hold events during the AMPO annual conference will not schedule events so as to no immediately proceed or conflict with any AMPO related scheduled activities. All such events should be scheduled during times when no AMPO related activities are held, including one hour prior to beginning to account for arrival of participants.
- 3. Sponsorship events.** Sponsorship events using the catering services of the hotel must execute separate catering contracts with the hotel that will not impact catering contracts between AMPO and the hotel.
- 4. Recognition.** AMPO will provide appropriate and grateful acknowledgment and recognition of the Sponsor's support, consistent with applicable provisions of the Internal Revenue Code and Internal Revenue Service regulations; the nature and extent of that acknowledgement and recognition are also described above.
- 5. No endorsement.** AMPO's acceptance of the Sponsorship payment does not suggest or convey AMPO's approval, endorsement, certification, acceptance, or referral of any product or service of the Sponsor.
- 6. Mutual Indemnification.** AMPO and the Sponsor each agrees to indemnify and hold harmless the other, as well as the other's officers, directors, employees, agents, and consultants, from any and all claims, losses, damages, liabilities, judgments, or settlements, including reasonable attorneys' fees, costs, and other expenses, incurred on account of the indemnifying party's willful or negligent acts or omissions in connection with participation in AMPO's conference. The parties shall not be considered to have a partnership, agency, or joint venture relationship. These provisions will survive any cancellation or expiration of this Agreement.
- 7. Mutual Right of Cancellation.** Either AMPO or the Sponsor may cancel its participation in AMPO's annual conference upon (30) thirty calendar days' advance written notice to the other. In the event the Sponsor cancels prior to (30) thirty calendar days in advance of the conference, AMPO will refund to the Sponsor 75% of the support fee. Cancellations received by AMPO within (30) thirty calendar days in advance of the conference, will result in no refund to the Sponsor.
- 8. Exhibit Table Details.** Exhibit table details to be provided to sponsors at levels that include an exhibit table.
- 9. Payment.** Credit card payments accepted upon registering. Checks must be received by July 23 in order to secure your registration and be made payable to: Association of Metropolitan Planning Organization, 4300 Wilson Blvd., Suite 220, Arlington VA 22203.

All sponsorship payments must be paid in full within 30 days of submission of this form and agreement in order to receive benefits.



## AMPO Event Code of Conduct

As a 501(c)4 not-for-profit corporation incorporated in the District of Columbia the Association of Metropolitan Planning Organizations (AMPO) is committed to maintaining the highest standard of conduct in carrying out its fiduciary duties of care, obedience, and loyalty in pursuit of its charitable mission. As such, Event Attendees are expected to adhere to the following Code of Conduct.

### *Personal Behavior*

- Attendees are expected to respect AMPO members, staff, and other attendees.
- Attendees are expected to act professionally at all AMPO events.
- Attendees must never:
  1. Use offensive language.
  2. Suggest or engage in inappropriate behavior.
  3. Behave in an abusive or discriminatory manner.

### *Sexual Harassment*

- AMPO does not tolerate any form or degree of harassment, including sexual harassment. It is the organizations intention to prevent harassment, and to promptly respond to any reports of sexual harassment.
- Sexual harassment encompasses unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
- Examples of prohibited conduct include, but are not limited to, advances or propositions, comments about a person's body, jokes of a sexual nature, sexually suggestive remarks, inappropriate touching, or displays of a sexually suggestive nature.
- Any instance of sexual harassment should be reported to the AMPO Executive Director. The report may but need not be stated in writing. If for any reason the Attendee is not comfortable making the report to the Executive Director, they should instead make the report to a member of the Board of Directors.

## Acceptance

By clicking the "I accept" checkbox and submitting the Sponsor Agreement online form, you acknowledge and agree that your activities at the event are governed by both the **Sponsorship Agreement** and **Event Code of Conduct** listed above.

*LAST UPDATED: APRIL 27, 2023*