## Event Partnership with SPE

* 1. **Extended Service: For all conferences (excluding ANTEC® and other similar conferences) with gross sales revenue in excess of $25,000, the royalty due to SPE Headquarters will be 12% of the event’s gross sales revenue. In return SPE Headquarters will offer, if wanted, the following Extended Services free of charge:**
	2. Use of the SPE logo <http://styleguide.bene.be/spe/logo>
	3. Advertisements in *Plastics Engineering* magazine
	4. Email blasts
	5. Listing in SPE monthly calendar, email blasts and all other calendars
	6. Review of hotel and/or venue contract
	7. Registration(online & onsite)
	8. Ad designs (flyer, email blast designs, website banners, and *Plastics Engineering* advertisements)
	9. Use of conference mobile app
	10. Social media promotion
	11. Use SPE HQ’s general liability insurance for the Topcon
	12. **Limited Service: For all other events (also one-day or evening events) with gross sales revenue in excess of $25,000, a royalty of 6% of gross sales revenue will be paid to SPE Headquarters. In return, SPE Headquarters will perform, if wanted, the following Limited Services.**
		1. Use of SPE logo
		2. Email Blasts
		3. Review of hotel and/or event venue
		4. Ads in *Plastics Engineering* (including design)
		5. Registration (on-line only, if applicable)
	13. **Sales revenues for all events are defined as all revenues received to cover the expenses of the event such as, but not limited to:**
1. Registration revenues of attendees
2. Sponsorship of the conference or conference events
3. Exhibit and table-top sales
4. Underwriting of conference expenses or equivalent value
5. Expenses covered by third parties in return for 'whatever'
	1. **Other SPE Headquarters services are available upon request depending on the availability of resources. The costs to cover these services will be separate charges.**
	2. **Membership fees (new or renewal) in conjunction with the conference will be exempt from royalty payments and are not considered part of the sales revenue.** For all conferences and events, SPE Headquarters offers a special new or renewal member dues rate. These member fees will be paid separately to SPE Headquarters as soon as possible after the conference to ensure SPE members have can start, or continue, their benefits immediately.
	3. **A donation to the SPE Foundation of up to $5000 (to be used for scholarships) will be exempt from the gross revenue (thus exempt from royalty payments)**
	4. **Special Circumstances: In special circumstances, the level of royalty may be negotiated.**
		1. If the conference results in a financial loss of $0 to $10,000, the royalty due will be reduced by half to 6%.
		2. If the conference results in a financial loss of more than $10,000, the royalty due will be waived completely.
		3. The royalty due will be waived completely for a new conference.
	5. **For conferences outside of the US and Europe, we are not yet able to support SPE conferences with the Extended Service package. Therefore the royalty due will be 6% irrespective of the sales revenue, unless otherwise agreed.**
	6. **All conference proceedings shall be sent to SPE HQ within 4 weeks after the conference. SPE HQ will upload the proceedings to the SPE on-line technical library no earlier than 6 months after the conference.** The organizing group may sell the proceedings through the SPE HQ website during the first 6 months after the conference and will receive all the revenue of these sales.

SPE Event Management Department

Kathy Schacht, Manager, Group Services and Volunteer Resources

Email: kschacht@4spe.org

Tel: +1 203-740-5430 Cell +1 203-904-0437 Fax: +1 203-775-8490

# Petition to Hold Event

The Section/Division of SPE, herewith petitions to sponsoring the following event:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If this event is a conference, please supply the subject

Note: Detailed program and budget must be attached for this request to be considered.

Proposed date of this Event is , 20

Proposed Location of this Event is:

Meeting Facility:

City and State:

Please indicate (🗸) type of Headquarters Registration Assistance:

* Complete Registration Processing and Fulfillment
* No Registration Assistance Required

Are exhibits/displays planned in conjunction with the Conference? ❒ Yes ❒ No

Have tentative commitments been made for meeting facility? ❒ Yes ❒ No

Event Chair:

Name Company

Address

City State/Province Country

Business Phone Home Phone Cell Phone

Fax E-mail Address

Upon completion of this event petition, please print, sign and return to:

Kathy Schacht, Manager, Group Services and Volunteer Resources

Society of Plastics Engineers

6 Berkshire Blvd., Suite 306

Bethel, CT 06801

Tel: +1 203-740-5430

Cell +1 203-904-0437

Fax: +1 203-775-8490

Email: kschacht@4spe.org

# Event Budget

|  |  |  |  |
| --- | --- | --- | --- |
|  | BUDGET | ACTUAL | VARIANCE |
| GROSS REVENUE |  |  |  |
| Advance Registration |  |  |  |
| On-site Registration |  |  |  |
| Meal Tickets (if separate)  |  |  |  |
| Sponsorships |  |  |  |
| Exhibit and tabletop sales |  |  |  |
| Underwriting of conference expenses or equivalent value  |  |  |  |
| Other Conference Income |  |  |  |
| **TOTAL GROSS REVENUE** |  |  |  |
|  **Less Donation to the SPE Foundation(up to $5000 to be used for scholarships)** |  |  |  |
| **12% of GROSS REVENUE DUE TO SPE HEADQUARTERS** |  |  |  |
| EXPENSES |  |  |  |
| Accounting Fees |  |  |  |
| Administrative Fee |  |  |  |
| Advertising & Promotion |  |  |  |
| Audio/Visual |  |  |  |
| Award Materials |  |  |  |
| Decorator Service/Signs |  |  |  |
| Equipment Rental |  |  |  |
| Food & Beverage |  |  |  |
| Mailing Service |  |  |  |
| Meeting Space |  |  |  |
| Office Supplies |  |  |  |
| Photographer |  |  |  |
| Printing / Reproduction |  |  |  |
| Registration Costs |  |  |  |
| Security |  |  |  |
| Sponsorship Banners |  |  |  |
| Storage / Shipping |  |  |  |
| Student Expenses |  |  |  |
| Other Expenses |  |  |  |
| Other Expenses |  |  |  |
| Other Expenses |  |  |  |
| **TOTAL EXPENSES** |  |  |  |
| **TOTAL NET REVENUE** |  |  |  |

Attendance Needed to Break Even:

# Signature Page

*A Signature is required from each sponsoring Section/Division/Special Interest Group and the Conference Chair for the event.*

Name

Signature Date

Acting as: ❒ President Section

❒ Chair Division

❒ Chair Special Interest Group

❒ Conference Chair

Name

Signature Date

Acting as: ❒ President Section

❒ Chair Division

❒ Chair Special Interest Group

❒ Conference Chair

Name

Signature Date

Acting as: ❒ President Section

❒ Chair Division

❒ Chair Special Interest Group

❒ Conference Chair