



Vendor Sponsorship Guidelines

Each year [FACRL](#) invites vendor sponsorship for our fall conference. The fall conference brings together academic librarians from around the state to address a particular theme or issue. FACRL is a non-profit, volunteer organization. Vendor sponsorship helps support the organization and its mission by underwriting partial costs of the conference. The guidelines below detail the rights and responsibilities of sponsorship:

- All sponsors will be noted in the meeting program, both in print and online. Sponsors should supply a small company logo for inclusion in publicity materials.
- All sponsors will be named and thanked in the President's welcoming remarks.
- Table space will be provided for publicity materials at the conference. Depending upon the conference venue and set-up, this table space may be shared by other vendor materials.
- Sponsorships of \$500 and above include gratis registration for one individual to attend the conference, including meals. Sponsorships of \$1,000 and above include gratis registration for two individuals to attend the conference, including meals.
- Vendor representatives will have the opportunity to talk to participants informally and discuss their products during break times; however, vendors will not have the opportunity to make a formal presentation at the meeting.

If you are interested in sponsoring the FACRL fall conference, please contact Rebecca Donlan, Sponsorship Committee Chair, at rdonlan@fgcu.edu, or Suzette Spencer, FACRL Treasurer at sspencer@broward.edu.

FACRL greatly appreciates the support that we get from our vendor partners.

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