

Contract with Confidence: Eliminating Hidden Risks



Essential Contract Clauses

Performance Clause

Cancellation Clause

Indemnification and Hold Harmless Clause

Force Majeure/ Impossibility Clause

Walk Clause

Rate Integrity Clause

Right to Audit

Concessions - Get It In Writing

1:40 complimentary rooms

Complimentary guest room wifi and gym access

Room night rebate

Discounted staff rooms

Comp pre-planning room nights

Upgraded suites

Securing Sponsors for a first-time meeting

- Determine who the attendee will be
- What is the meeting content
- Make a prospect list of organizations in the geographic area, those that have a product, service or program that aligns with the meeting content, past supporters
- Focus on the audience they will be in front of, the value it has to attendees for you to be seen/perceived as a constant supporter as opposed to the lack of historical data
- Be realistic with pricing, create inaugural offers in appreciation of support
- Have your BOD submit contacts/organizations
- Keep it simple
- Ask sponsors what their goals are and determine if it aligns with yours

Contracting sponsors

- Contracting should provide clear information regarding cost, benefits of sponsorship, deliverables, and dates
- Be as specific as possible
- Place everything in writing
- Cancellation clause, rebooking, dates noted as to when you will provide full or partial refund
- Alternate options if sponsor or organization is unable to fulfill the agreement

Questions & Answers



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