

AMERICAN COUNCIL OF ENGINEERING COMPANIES

*Exhibit & Sponsorship
Prospectus*

2020
ANNUAL
CONVENTION
LEGISLATIVE
SUMMIT

April 26-29, 2020
Marriott Wardman Park
Washington D.C.

#ACEC2020ANNUAL

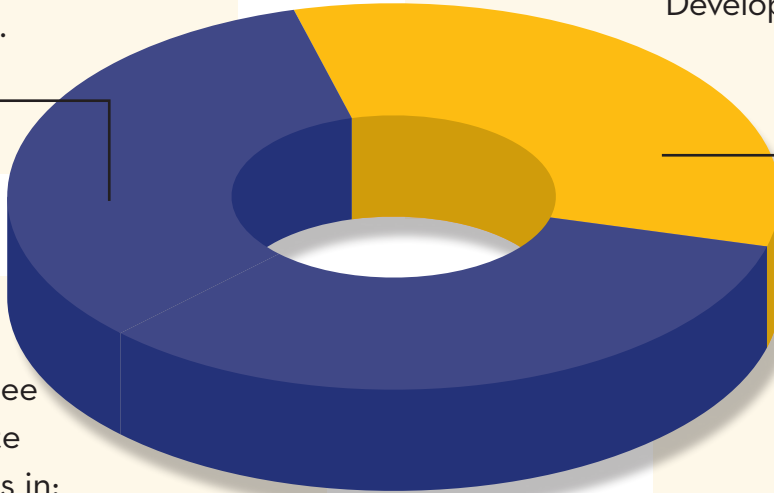


ACEC

An Opportunity to Meet with over 1000 Top A/E Executives and Decision Makers Nationwide!

67% are C-level executives including CEOs, Presidents, Principals, CFOs, COOs and CIOs.

32% are Senior Engineering professionals, including Project Managers, representing Civil, MEP, Geo-technical, Land Development, and Surveying practice disciplines.



ACEC Annual Convention attendee firms design private and public projects in:

transportation

vertical construction

water/wastewater systems

power

ACEC Annual Convention attendees represent

78%

of the ENR 500 Top Design Firms.





EXHIBIT OPPORTUNITIES

BOOTH RENTAL

- 2 complimentary full Convention personnel registrations
- (1) 6' x 10' booth space includes two chairs and one standard table
- Access to all ACEC Convention events and education sessions
- Company name listed on the Convention website
- Acknowledged in the Convention Meeting Mobile App
- Listed in the Convention Final Print Program
- Company logo and booth number listed on the attendee kit "Thank You" flyer
- Pre- & post-event attendee lists (includes name, title, organization and contact info)
- "We're Exhibiting" e-mail signature Convention banner to use in your marketing and social media efforts

MEMBER: \$3,900 / ***\$3,500** NON-MEMBER: \$4,400 / ***\$3,950** **Early-bird rate ends by 2/1/2020*

SCHEDULE AT A GLANCE

<i>Sunday</i>	<i>Monday</i> Exhibit Hall Open 7:00 am to 7:00 pm	<i>Tuesday</i> Exhibit Hall Open 7:00 am to 3:30 pm
Welcome Reception in Exhibit Hall	Opening General Session	General Session
Welcome Dinner	Breakout Sessions	Breakout Sessions
	Keynote Luncheon	Exhibit Hall Luncheon
	Reception in Exhibit Hall	Engineering Excellence Awards Gala

SPONSORSHIP PACKAGES (Booth included)

PREMIER Sponsor **\$25,000**

- ✓ **One Booth with priority selection**
- ✓ **Two additional full Convention personnel registrations**
- ✓ **A 30-minute speaking presentation in show floor education pavilion (Solutions Center)**
- ✓ **Event Sponsorship**
Choice of sole sponsorship of one major Convention event:
 - Welcome Dinner
 - Opening General Session
 - Keynote Luncheon
- ✓ **Event Sponsorship Benefits**
 - One VIP reserved table with 10 seats for registered attendees at the sponsored event
 - A sponsor representative will have an opportunity to give 2-minute welcome remarks on stage/speaker introduction on stage

- Sponsor's representative invited on stage for recognition with all Convention Event Sponsors during the Opening General Session
- Acknowledgment as the Event Sponsor in the Convention final program, website and promotional emails
- Company name/logo displayed on stage/screen during the event
- Acknowledgment on sponsor signage at the event entrance
- Multiple branding opportunities during the event
- ✓ **Additional Benefits**
 - Logo placed on the footer of the ACEC Convention Mobile App
 - Push notification of sponsored event on ACEC Convention Mobile App
 - One half-page print advertisement in the pre-Convention issue of *Engineering Inc.* Magazine (Spring issue)
 - Pre-and post-Convention attendee email lists
 - Interactive full listing with logo, link and 50-word company description in the ACEC Convention Mobile App
 - One piece of collateral or a giveaway item (ACEC-approved) included in the attendee bag
 - On-site recognition signage

SUPPORTING Sponsor **\$20,000**

- ✓ **One Booth with priority selection**
- ✓ **One additional full Convention personnel registration**
- ✓ **A 30-minute speaking presentation in show floor education pavilion (Solutions Center)**
- ✓ **Event Sponsorship**
Choice of sole sponsorship of one major Convention event:
 - Welcome Reception
 - Monday Reception
 - Tuesday General Session

- ✓ **Event Sponsorship Benefits**
 - Sponsor's representative invited on stage for recognition with all Convention Event Sponsors during the Opening General Session
 - Acknowledgment as the Event Sponsor in the Convention final program, website and promotional emails
 - Acknowledgment on sponsor signage at the event entrance
 - Multiple branding opportunities during the event
- ✓ **Additional Benefits**
 - One quarter-page print advertisement in the pre-Convention issue of *Engineering Inc.* Magazine (Spring issue)
 - Pre- and post-Convention attendee email list
 - Interactive full listing with logo, link and 30-word company description in the ACEC Convention Mobile App
 - One piece of collateral or a giveaway item (ACEC-approved) included in the attendee bag
 - On-site recognition signage

PATRON Sponsor **\$10,000**

- ✓ **One Booth with priority selection**
- ✓ **One additional full Convention personnel registration**
- ✓ **Post-Convention attendee email list**
- ✓ **Event Sponsorship**
Choice of sole sponsorship of one major Convention event:
 - Exhibit Hall Breakfast (2 available)
 - Exhibit Hall Break (4 available)

- Exhibit Hall Luncheon (1 available)
- PAC Sweepstakes Seated Buffet Breakfast (1 available)
- ✓ **Event Sponsorship Benefits**
 - Acknowledgment as the Event Sponsor in the Convention final program, website and promotional emails
 - Acknowledgment on sponsor signage at the event entrance
 - Signage on tables
- ✓ **Additional Benefits**
 - Interactive listing with logo and link on ACEC Convention Mobile App
 - On-site recognition signage

ENGINEERING EXCELLENCE AWARDS GALA *(Tuesday, April 28)*



EEA Gala Dinner

Diamond Level \$15,000

Available to companies that would like to achieve top brand recognition at the EEA Gala.

- Twenty (20) guest tickets to Reception, Dinner, Awards Program and After Party
- Premier seating, two VIP reserved tables each with table sign
- Individual on-stage recognition during the Gala by the Master of Ceremonies
- Full-page print ad in post-Convention issue of Engineering Inc. to coincide with post event recognition
- Logo and acknowledgement in printed Convention program and printed Gala program
- Pre-event recognition on ACEC website (including logo and link), Last Word, Convention e-promos and on ACEC social media sites
- Post event recognition in ACEC's award-winning magazine, Engineering Inc. and ACEC website

Emerald Level \$6,500

Achieve strong brand recognition by demonstrating your support of the prestigious EEA Gala.

- Ten (10) guest tickets to Reception, Dinner, Awards Program and After Party -Priority seating, one reserved table with table sign
- Individual from-stage acknowledgement by the Master of Ceremonies
- Half-page print ad in post-Convention issue of Engineering Inc. to coincide with post event recognition
- Logo and acknowledgement in printed in Gala program
- Pre-event recognition on ACEC website (including logo and link), Last Word, Convention e-promos and on ACEC social media sites
- Post event recognition in ACEC's award-winning magazine, Engineering Inc. and ACEC website

EEA Gala After Party

\$15,000/Exclusive

Available to companies that would like to achieve top brand recognition at the EEA Gala.

- Twenty (20) guest tickets to Reception, Dinner, Awards Program and After Party
- Premier seating, two VIP reserved tables each with table sign
- Individual on-stage recognition during the Gala by the Master of Ceremonies
- Full-page print ad in post-Convention issue of Engineering Inc. to coincide with post event recognition
- Logo and acknowledgement in printed Convention program and printed Gala program
- Pre-event recognition on ACEC website (including logo and link), Last Word, Convention e-promos and on ACEC social media sites
- Post event recognition in ACEC's award-winning magazine, Engineering Inc. and ACEC website

EEA Gala Reception

\$10,000/Exclusive

Be recognized as the sole sponsor of the exciting EEA Gala Reception that precedes the Dinner! Your sponsorship includes:

- Ten (10) guest tickets to Reception, Dinner, Awards Program and After Party
- Priority seating, one reserved table with table sign
- Pre-event recognition in EEA Gala promotional material and event website
- Branding opportunity at the EEA Red Carpet area right outside the Reception entrance with all attendees
- Multiple branding opportunities during the one-hour reception
- From stage recognition during the Gala
- Logo and acknowledgement in printed Convention program and printed Gala program

A LA CARTE SPONSORSHIP OPPORTUNITIES (Booth purchase required)

AUDIENCE ENGAGEMENT

NEW! Sponsor of the Convention Podcast Booth **\$15,000 Exclusive/\$7,500 Co-Sponsor**

- Acknowledgement on sponsor signage at the Podcast station
- Sponsoring the Podcast Booth and all Podcasts conducted throughout the Convention
- Naming right for Podcast Booth (prime location just outside General Session door)
- Visual branding on Podcast Booth (which will show in video podcasts)
- Live branding of Sponsor – written copy between Podcast
- Live Podcast featuring Sponsor's representative – questions written by Sponsor

Solutions Center Presentations \$1,500 each

- Opportunity for sponsor to provide 30-minute presentation (20 mins speaking + 10 mins Q&A session) in education pavilion on show floor
- Company logo on banner outside the Solutions Center
- ACEC will announce and promote the Solutions Center and individual presentations
- Opportunity for sponsor to promote their presentation through one-time email promotion

BRAND AWARENESS

NEW! Sponsor of the Exhibit Hall Lounge **\$10,000 Exclusive/\$5,500 Co-Sponsor**

- Acknowledgement on sponsor signage at the lounge
- Multiple branding opportunities at the lounge including provided beverages/snacks

Badge Lanyard \$6,000 Exclusive

- Company logo on lanyard provided to all attendees
- Company logo placed on the Convention final program

Wi-Fi \$6,000 Exclusive

- Company logo placed on table sign at the registration
- Company logo placed on a flyer in the attendee kit
- Company logo will appear on the landing page to access the Wi-Fi

Official Convention Bag \$5,000 Exclusive

- Company logo on Convention Bag provided to all attendees
- Company logo placed on the Convention final program

Convention Final Program Print Ad \$3,000 (2 available)

- Full page advertisement provided with prime location placement

Official Convention Bag Insert \$1,000 (6 available)

- Opportunity for sponsor to insert a giveaway item or a piece of marketing collateral (ACEC-approved) into Convention

FOR MORE INFORMATION ABOUT ACEC'S 2020 ANNUAL CONVENTION VISIT:

<https://www.acec.org/conferences/annual-convention-2020/>

EXHIBIT AND SPONSORSHIP

Rachael Ng

Director, Exhibits and Vendor Fulfillment

202-682-4337 • rng@acec.org



@ACEC-National



[acec.national](https://www.instagram.com/acec.national)



[acecnational](https://www.acecnational.com)



@MeetACEC | @ACEC_National

2020 ANNUAL CONVENTION LEGISLATIVE SUMMIT

April 26-29, 2020 | Marriott Wardman Park | Washington D.C.

EXHIBIT/SPONSORSHIP AGREEMENT

EXHIBITOR INFORMATION *(This information will be published in the on-site Convention Program)*

Company Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Website Address: _____

MAIN CONTACT FOR SHOW INFORMATION

Full Name: _____ Title: _____

Phone: _____ Email: _____

EXHIBIT/SPONSORSHIP OPTIONS *(Early-bird rate ends by 2/1/2020)*

	Member Rate		Non-Member Rate	
<input type="checkbox"/> Booth Rental Package (Includes 2 Complimentary Convention Registrations)	Before 2/1/2020 <input type="checkbox"/> \$3,500	After 2/1/2020 <input type="checkbox"/> \$3,900	Before 2/1/2020 <input type="checkbox"/> \$3,950	After 2/1/2020 <input type="checkbox"/> \$4,350

☐ I am interested in the following sponsorship options. Please contact Rachael Ng on:

- ☐ Premier Sponsor (One booth included with priority selection)
- ☐ Supporting Sponsor (One booth included with priority selection)
- ☐ Patron Sponsor (One booth included with priority selection)
- ☐ Additional Sponsorship Opportunities (Booth purchase required, not included in sponsorship)

PAYMENT INFORMATION *(Minimum deposit of 50% of total exhibit booth space charge is required with this submission. Full payment of balance must be received by 3/31/2020. Agreement submitted after 3/31/2020 requires payment in full.)*

☐ Payment by Credit Card

Type _____ Card #: _____

Exp. Date: _____ Security Code (CVV): _____

Cardholder Name: _____ Cardholder Zip Code: _____

*Signature: _____

☐ Payment by Check

Make Check American Council of Engineering Companies (ACEC)

Payable to: Info Line: 2020 Annual Convention Exhibit and Sponsorship

Mail Check to: ACEC, 1015 15th Street, NW, 8th Floor, Washington, D.C. 20005-2605

** By signing this agreement, I agree to pay the stated amount and have read and will abide by the expo terms and conditions on the reverse side of the agreement.*

Print Name: _____ Date: _____

*Signature: _____

Send completed and signed agreement to: Email: Rachael Ng, rng@acec.org or Secure Fax #: 202-842-2436

ACEC 2020 Annual Convention Exposition Terms and Conditions

1. Terms of Agreement It is understood that the following terms and conditions are accepted as a contract between the American Council of Engineering Companies (“ACEC”) and the Exhibitor listed on the attached Exhibit Booth and Sponsorship Agreement (the “Exhibitor”) to rent exhibit space at ACEC’s 2020 Annual Convention(the “Event”). ACEC and the Exhibitor may each be referred to as a “Party” or collectively, as the “Parties”. It is agreed that Exhibitor will abide by the rules and regulations as contained within these terms and conditions (the “Agreement”) before, during and after the Event, and by any and all agreements made by and between ACEC and the Event Location and any and all rules of the Event Location.

ACEC shall have the sole authority to interpret and enforce all rules and regulations included herein, to make any amendments thereto, and to make further rules and regulations as necessary to ensure the orderly conduct of the Event. The Parties hereby agree and acknowledge that any waiver of or failure to exercise any right provided for herein shall not be deemed a waiver of any further or future right under this Agreement.

2. Assignment of Exhibit Space ACEC has established an Exhibitor Point System to allocate exhibit space. Points will be awarded in four categories: historical support, event underwriting support in the twelve (12) months preceding this Agreement, sponsorship level, advertising and membership. Points are recalculated each year. The points system is used mainly as a guide for booth assignment, but in the event there are more exhibitors requesting space than is available, it will also be used to determine who will obtain exhibit space.

3. Exhibit Space Rental Rates All spaces are 6’ x 10’ in size. In exchange for rental of exhibit space at the Event under the terms specified herein, Exhibitor agrees to remit the applicable 50% payment at the time of submission of the Exhibit Booth Agreement Form, or space will not be held. The remaining balance of 50% must be paid by 3/31/2020. Exhibitors that have a balance will not be allowed to set up.

4. Subleasing Exhibitors may not sublet their exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the Exhibitor in the regular course of business, except where such articles are necessary for proper demonstration or operation of the Exhibitor’s display, in which case the identification shall be limited to the manufacturer’s regular nameplate. Exhibitors may not permit non-exhibiting company representatives to operate from their booth. This booth rental is for exclusive use of Exhibitor’s company and its products and services. Rulings of ACEC shall, in all instances, be final with regard to use of exhibit space.

5. Occupancy Default Any exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by ACEC, and reallocated or reassigned for such purposes or use as ACEC may see fit.

6. Cancellation or Change of Exposition In the event that the Event Location in which the Event is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of ACEC or its agents, the Event may be canceled or moved to another appropriate location, at the sole discretion of ACEC. ACEC shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising directly or indirectly by virtue of a cause or causes not reasonably within the control of ACEC. Causes for such action beyond the control of ACEC shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, orders or regulations, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by Marriot Wardman Park. municipal, state or federal laws, or acts of God. Should ACEC terminate this Agreement pursuant to the provisions of this section, the exhibitor waives any and all claims for damage arising thereof. Refunds in the event of termination shall be made to Exhibitors in the amount of the original exhibit fees less prorated adjustments based on ACEC costs incurred from staging and/or relocating the Event.

7. Cancellation by Exhibitor In the event of cancellation by Exhibitor, ACEC shall determine an assessment covering the reassignment of space, prior services performed, and other damages related to cancellation, according to the following schedule:

Through March 2, 2020, 50% of total booth rental/sponsorship fee;

After March 2, 2020, 100% of total booth rental/sponsorship space fee.

ACEC must receive written notification of the cancellation by mail or facsimile. The date of receipt of the cancellation notice by ACEC will determine the above assessment charges. In the event of either a full or partial cancellation of space by an exhibitor, ACEC reserves the right to reassign canceled booth space, regardless of the cancellation assessment. Subsequent reassignment of canceled space does not relieve the canceling Exhibitor of the obligation to pay the cancellation assessment. It is mutually agreed that by canceling exhibit booth space, the Exhibitor relinquishes all benefits included with the exhibit booth space.

8. Limitation of Liability ACEC shall not be liable, and Exhibitor agrees to make no claim for any reason whatsoever against ACEC, ACEC’s official exhibit services provider or Event Location, for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the Event as scheduled; nor for any action or omission of ACEC. Exhibitor is solely responsible for its own exhibition materials and products, and should insure exhibit and products from loss or damage from any cause whatsoever. It is understood that all property of Exhibitor is in their care, custody, and control in transit to, or from, or within the confines of the Event Location and the exhibit hall. ACEC shall bear no responsibility for the safety of Exhibitor, their personnel, employees, agents or representatives or personal property.

9. Insurance Exhibitors shall, at their sole cost and expense, procure and maintain through the term of this Agreement, the following insurance: Comprehensive General Liability insurance with limits not less than \$1,000,000 including Contractual Liability and Products Liability coverage and Workman’s Compensation in full compliance with all laws covering the Exhibitor’s employees. Such insurance shall name the following as additional insureds: ACEC, Event Location, and their respective members, officers, agents, and employees. Proof of such insurance shall be provided to ACEC or its agent or representative upon request.

10. Installing, Exhibiting, Dismantling Hours and dates for installing, exhibiting and dismantling shall be those specified by ACEC. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material for the Event before the specified conclusion of the dismantling period set by ACEC. Exhibitors are required to adhere to Event hours, not to dismantle the exhibit or do any packaging before the close of Event. No early breakdown will be permitted. If Exhibitor leaves the Event before teardown time, it will result in a fine of \$1,000 as well as possible exclusion from future participation at ACEC’s sole discretion.

11. Damage to Property Exhibitor is liable for any damage caused to building floors, walls, or columns, or to standard booth equipment, or to other exhibitor’s property by Exhibitor, its exhibit materials, or its employees or agents. Exhibitor may not apply paint, lacquer, adhesive or other coatings to building columns,

floors or walls, or to standard booth equipment. Any property destroyed or damaged by an Exhibitor must be restored to original condition by Exhibitor at the Exhibitor’s expense.

12. Attendance Admission policies shall remain, at all times, the prerogative of ACEC and may be revised or amended to suit unforeseen conditions.

13. Booth Personnel – Registration and Code of Conduct Two exhibitor representatives will be issued a complimentary Full Convention registration with each 6’ x 10’ space purchased. This badge allows access to all ACEC Conference functions open to Convention registrants. Any additional company personnel must be registered for the Convention as Full Convention registrants at the full Convention rate. Booth Personnel shall wear badge identification furnished by ACEC at all times. All exhibits must have personnel present during designated show hours.

All exhibitors and their representatives will be held by ACEC to the highest standards of personal and professional conduct. Exhibitor and its representatives agree not to disturb the activities of other exhibitor representatives, disturb or harass other exhibitors or Event attendees, precipitate the intervention of hotel security or public law enforcement, or in any other way disrupt the smooth operation of the Event. ACEC reserves the right to determine in its sole judgment when an Exhibitor and/or its representative has violated the standards of conduct, and to take whatever action ACEC deems necessary to protect the safety of Event attendees and the public, up to and including immediate termination of the Exhibitor’s exhibit privileges, expulsion from the Event Location, and barring of the Exhibitor from future exhibition with ACEC.

14. Display All exhibit display construction design must conform to the regulations set forth in the information supplied to Exhibitor by ACEC’s official exhibit services provider. All display items, tables, seats, etc. must remain in the rental area - it is not permitted to place exhibit items in the aisle. Displays must not block the line of sight to adjoining booths – violations will be at the discretion of show management. ACEC shall have full authority for approval or arrangement and appearance of items displayed. ACEC may, at its discretion, require replacement, rearrangement, or redecoration of any item or any booth, and no liability shall attach to ACEC for the costs that may be incurred by Exhibitor thereby. Exhibitors with special backgrounds or side dividers must make certain that such material is furnished in such a manner as to not be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished before the scheduled opening of the show, ACEC shall authorize the official decorator to effect the necessary finish and the Exhibitor must pay all charges involved thereby. ACEC shall have the right to exclude or require modification of any display or demonstration at Exhibitor’s expense which, in ACEC’s sole discretion, it considers not proper or otherwise in keeping with the character of the Event. Exhibitors shall be bound by the decisions of ACEC in all matters related to the Event.

15. Indemnification Exhibitor agrees to defend, indemnify, and hold harmless ACEC, the Event Location, and their respective employees, agents, or representatives from and against any and all liabilities, losses, expenses (including, but not limited to, attorneys’ fees), damages, claims (including, but not limited to, claims for injury to Exhibitor, its employees, agents, representatives, or Event attendees), suits, demands, judgments and causes of action of any nature arising from or as a result of (i) the negligent performance of Exhibitor’s obligations under this Agreement by Exhibitor, Exhibitor’s agents, employees or representatives; (ii) the failure of Exhibitor, Exhibitor’s agents, employees or representatives to comply with any term or condition of this Agreement; and/or (iii) the breach of any representation or warranty given or made by Exhibitor. ACEC will have no liability whatsoever for any indirect, consequential, special or incidental damages, regardless of how those damages are incurred.

16. Intellectual Property: License and Infringement Exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs, or other copyrighted material in exhibit booths or displays. No Exhibitor will be permitted to play, broadcast, or perform music or display any other copyrighted material, such as photographs or other artistic works, without first presenting to show management satisfactory proof that the Exhibitor has, or does not need, a license to use such music or copyrighted material.

ACEC condemns intellectual property infringement and counterfeiting; however, as a neutral organizer of the Event, ACEC cannot become involved in exhibitor disputes or provide legal advice. Exhibitor agrees not to sue or threaten to sue ACEC for contributory infringement or any other theory that ACEC is indirectly or secondarily liable for a violation of intellectual property rights (e.g., trademark, copyright, or patent) by a third party.

Exhibitor warrants that it is the owner or licensee of all intellectual property used by Exhibitor at the Event or in promotion thereof. Exhibitor agrees to defend, indemnify, and hold harmless ACEC, their officers, directors, employees and agents, harmless from all loss, cost claims, causes of action, obligations, suits, damages, liability expenses, and costs including attorney’s fees arising from or out of any dispute involving intellectual property owned or used by Exhibitor at the Event or in promotion thereof.

17. Waiver of Rights Any rights of ACEC under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of ACEC.

18. Relocation and Floor Plan Revisions ACEC retains the exclusive right to revise the exhibition hall floor plan and/or move assigned exhibitors as necessary.

19. Amendment and Additional Rules Any matters not specifically covered by the preceding rules shall be within the sole purview of ACEC. ACEC may, at any time, amend or add further rules to these terms. ACEC reserves the right to reject any application, or cancel any contract, for exhibit space for any reason.

20. Agreement to Rules Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the foregoing rules and those provided and contained in the Exhibitor Prospectus, and by any amendments and additional rules that may be put into effect by ACEC.

Official representative for exhibiting company:

Signature _____ **Date** _____

Printed Name _____