

HBA Region: _____ Chapter/Affiliate: _____

Company and primary contact information:

Company name: _____

Company address: _____

City: _____ State/province: _____

Zip/postal code: _____ Country: _____

Company telephone: _____ Website: _____

Primary contact info:

Name: _____ Title: _____

Direct phone: _____ Direct fax: _____

Email address: _____

Billing contact information (if different from primary contact):

Name: _____ Title: _____

Company address: _____

City: _____ State/province: _____

Zip/postal code: _____ Country: _____

Direct phone: _____ Direct fax: _____

Email address: _____

Invoicing requirements: (P.O., cost center, etc): _____

Reason for invoice and description:

(Examples: X event sponsorship, bulk purchase of # HBA memberships at X cost, bulk purchase of # registrations for X event at X cost)

Invoice total*: _____

**In-kind donations will not have an invoice total. Please list N/A.*

*For event sponsorship agreements,
please complete page 2.*

Summary of event sponsorship:

Event name: _____
Event location: _____ Date: _____

Type of sponsorship:

☐ **Cash sponsorship**

Sponsorship amount and/or package: _____

☐ **In-kind sponsorship/donations:**

As a 501(c)(6) not for profit organization under the IRS federal tax code, HBA must record the fair market value of "in-kind" donations received where no cash is exchanged for products, goods and services. In-kind donations are deductible as business expenses for federal income tax purposes but not as charitable donations. HBA Federal Identification: # 13-3579800

In accordance with IRS regulations, it is the responsibility of the sponsor to report the actual value or establish the fair market value of in-kind donations (i.e. venue, food/beverage, etc):

Description of donation	Actual or fair market value
Total:	

Sponsor signature: _____ **Date:** _____

By signing this form, you certify that you have the authority to do so on behalf of your company.

Regional treasurer signature: _____ **Date:** _____

Terms:

Payment is due in net 30 days upon HBA receiving the signed sponsorship agreement. All payment will be required to be received no later than 30 days prior to the start of the event. Should payments not be received prior to the event, HBA reserves the right to cancel the sponsorship, and stop all sponsorship benefits. All sponsorships are considered final and are non-refundable. The HBA reserves the right to change/modify all sponsorships.

Please send all completed forms to HBACHptrinvoices@hbanet.org for processing.