

# ADAMS Business Sponsor Contract

**Please allow up to 7 days for processing of this application**

**Instructions:** 1) Complete and *FAX* this contract

Ph: 703-433-1325 ext 101 or 103, Fax: 571-434-8611 email: deputydirector@adamscenter.us

2) *MAIL* this contract, completed and signed, with payment, to finalize partnership agreement:

ADAMS Center

Attn: Deputy Director

P.O. BOX 1085

Herndon, VA 20172

***PLEASE MAKE CHECKS OR MONEY ORDERS***

***PAYABLE TO: ADAMS***

***PLEASE ENCLOSE CREDIT CARD NUMBER,***

(If paying by credit card, please submit the following information: Credit Card Type (Visa, MasterCard, and American Express),  
Credit Card Number, Name on Credit Card, and Expiration Date.

Must be approved by ADAMS Executive Committee to make sure compliance to all of ADAMS Policies

## Terms and Conditions

- Must be approved by ADAMS Officers to make sure compliance to all of ADAMS Policies
- Vending spaces are **limited**. They will be assigned on a first-reserved & paid / first-served basis.
- Non Food Vendors, who are covered in this contract, may **not** sell ANY drinks. Refer to above stipulation.
- **Only for selling Non-Food product Items, signing up clients, quick consultations, and marketing**
- **NO Office type usage of the booth is allowed**
  - **Example: Legal or legal form preparation is NOT allowed at the booth to protect privacy of all involved**
- **Booths are only allowed during Jumaa, Ramadaan (Taraweh), and special events at ADAMS**
- **All Fliers, cards or marketing materials used by business that mention the Sponsorship or agreement with ADAMS must be approved by ADAMS**
- Activities / display / stall / booth **must** be confined to the assigned booth space and **must not** obstruct view or access to surrounding walkways, exits, or other booths.
- Please bring your own signs, tape, scissors, markers ladders, and other supplies
- Either party up to 24 hours before the events' occurrence may cancel a booth contract.
- ADAMS reserves the right to cancel this flier contract and if cancellation occurs a pro-rated amount of the cost paid by day will be refunded to vendor
- Vendor can cancel the flier contract, but no money will be refunded

(The vendor bears all responsibility and liability when selling and distributing their products and agrees to and hereby indemnifies fully and absolutely, *ADAMS*, their Board of Trustees, officers, agents, employees, etc. Anything not detailed or described in this contract will be decided and ruled on by the sole discretion of the Eid Committee)

**Partnership levels:**

**A) Gold Business Alliance Program with Prominent Web Ad for one year = \$2,500**

- Special thanks in announcements made at 7 Jumaa days
- email before 10 jumaa days announcing their presence at ADAMS or deal with ADAMS
- Booth at up to 10 jumaa days and 4 Taraweh evening
- Fliers at flier table and 1 Poster posted for a year
- Web ad on front page of ADAMS website(Limited to four business partners)

**B) Silver Business Alliance Program for one year = \$1,500**

- Special thanks in announcements made at 7 Jumaa days
- email before 6 jumaa days announcing their presence at ADAMS or deal with ADAMS
- Booth at up to 6 jumaa days and 4 Taraweh evening
- ad in business section of ADAMS website

**C) Bronze Alliance Program for an agreed upon percentage of revenue or profit for a certain timeframe**

- Special thanks in announcements made at 4 Jumaa days
- email before 4 jumaa days announcing their presence at ADAMS or deal with ADAMS
- Booth or part of a booth for term of contract on Jumaas or during Taraweh
- Fliers at flier table and 1 Poster posted for a month

**D) Gold Business Sponsorship of one ADAMS SPECIAL Event = \$3,000 or more**

- 2 Special thanks in announcements made at the event
- Biggest Ad in program
- A booth at the event
- Marketing doc distributed to all participants at event
- 4 emails about the sponsorship
- A big banner displayed

**E) Silver Business Sponsorship of one ADAMS SPECIAL Event = \$1,500**

- Special thanks in announcements made at the event
- An Ad in program
- A Booth at the event
- 2 emails about the sponsorship

*(The vendor bears all responsibility and liability when selling and distributing their products and agrees to and hereby indemnifies fully and absolutely ,ADAMS, their Board of Trustees, officers, agents, employees, etc. Anything not detailed or described in this contract will be decided and ruled on by the sole discretion of ADAMS)*

**Please fill out information below if partnership is chosen** As an authorized agent of my business or organization I have read and understood the partnership levels detailed on page one.

*(The vendor bears all responsibility and liability when selling and distributing their products and agrees to and hereby indemnifies fully and absolutely, ADAMS, their Board of Trustees, officers, agents, employees, etc. Anything not detailed or described in this contract will be decided and ruled on by the sole discretion of ADAMS)*

\_\_\_\_\_  
Printed Name & Title (owner/manager/etc.) Signature & Date  
Federal Tax ID or Social Security Number \_\_\_\_\_  
Company: \_\_\_\_\_ Tel# (W): (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Tel# (H): (\_\_\_\_) \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Fax#: (\_\_\_\_) \_\_\_\_\_

Please indicate your level of partnership by signing the line next to the level of sponsorship. For details of sponsorship please refer to the letter.

A) \_\_\_\_\_ **Gold Business Alliance Program with web ad for one year = \$2,500 Please list 7 jumaas**

\_\_\_\_\_

B) \_\_\_\_\_ **Silver Business Alliance Program with web ad for one year = \$1,500 Please list 7 jumaas**

\_\_\_\_\_

C) \_\_\_\_\_ **Bronze Business Alliance Program for a agreed upon percentage of revenue or profit**

**Please list percentage of (revenue/profit) \_\_\_\_\_ and length of deal \_\_\_\_\_ (weeks)**

Start date \_\_\_\_\_ end date \_\_\_\_\_

Please list 4 jumaas \_\_\_\_\_

D) \_\_\_\_\_ **Gold Business Sponsorship of one ADAMS SPECIAL Event = \$3,000**

E) \_\_\_\_\_ **Silver Business Sponsorship of one ADAMS SPECIAL Event = \$1,500**

Total Payment Sent \_\_\_\_\_ Products you will sell or display: \_\_\_\_\_

End of Contract Date \_\_\_\_\_

APPROVAL By ADAMS Officer or Executive Director

\_\_\_\_\_  
Printed Name & Title Signature & Date