

TERMS & CONDITIONS

The Sponsor agrees to these terms and conditions as an integral part of this sponsorship commitment. Please read carefully to avoid any misunderstandings.

1. **Cash, checks, and credit cards** (Visa, Master Card, and Discover only) are acceptable forms of payment in person or via telephone. Checks should be made payable to the Romeoville Recreation Department. Sponsorship benefits are conditional upon payment of sponsorship fee.
2. The sponsor benefits listed in this document for each respective event constitute the entire package of benefits offered to sponsors. The Romeoville Recreation Department is under no obligation to provide additional benefits not mentioned in this document.
3. **All exclusive sponsorships are awarded on a first come, first serve basis.**
4. Unless otherwise stated in writing by the Sponsor, the Sponsor permits the Romeoville Recreation Department to use the Sponsor's name/logo in promotional materials, advertising, and public announcements relating to the sponsored event without copy approval. The Sponsor further represents and warrants that it has the right to grant this permission.
5. **Deadline to receive all benefits is minimum of 4 weeks prior to the desired event date.** The sponsor is not guaranteed placement in promotional materials, schedules, advertising, and public announcements - all logo and name placement depends upon the arrival of artwork and payment. Logos can be e-mailed to rgreen@romeoville.org. Logos will be accepted in pdf, eps, ai, and jpg formats, and both black/white and color versions are preferred.
6. Sponsorships that include a marketing table are limited to no more than two like businesses. This is controlled to maximize your advertising and overall exposure. **This will be determined on a first come, first serve basis.**