

## NPCC SPONSORSHIP PAYMENT AND REFUND POLICY

**The Nonprofit Coordinating Committee of New York (NPCC) greatly appreciates the support of its various sponsors for its events. Its policy regarding payments and refunds for sponsorship of NPCC events is as follows:**

### **Payment**

Firms wishing to sponsor a Nonprofit Coordinating Committee of New York event must submit a completed sponsor form no later than 21 business days prior to the event. Sponsors have the option to pay the sponsorship fee by making an online credit card payment, by providing a completed sponsor form with credit card data, or by submitting a check at the time of registration. Alternatively, if a completed sponsor form has been submitted at least 30 business days before the event, the sponsor can choose to be invoiced, in which case NPCC will mail or send by electronic mail an invoice within 7 business days of its receipt of the sponsorship form and the sponsorship fees must be paid by check or online in full no later than 15 business days prior to the event.

### **Refund**

NPCC will refund 75% of the sponsorship fee if a cancellation is made 60 business days or more prior to the event.

NPCC will refund 50% of the sponsorship fee if a cancellation is made between 59 business days and 45 business days prior to the event.

NPCC will refund 25% of the sponsorship fee if a cancellation is made between 44 business days and 30 business days prior to an event.

NPCC is unable to refund a sponsorship if a cancellation is made fewer than 30 business days prior to the event.

If NPCC cancels an event, sponsors will be offered a full refund. Should circumstances arise that result in the postponement of an event, sponsors will have the option to either receive a full refund or to transfer sponsorship to such postponed event or another event at a future date. Notifications by sponsors must be in writing (including electronic mail).

Any request by a sponsor for a change in sponsorship its level to a lower category will be treated the same as sponsorship cancellation and will be refunded accordingly.

All changes to sponsorship must be submitted in writing to Matthew Cheng, Development Manager, at [mcheng@npccny.org](mailto:mcheng@npccny.org), or to such other person or persons as advised by NPCC in writing (including electronic mail).

### **Marketing Agreements**

Sponsors agree to promptly and completely respond to any requests by NPCC for information for marketing purposes germane to the sponsorship, including logos and approval on tex.

NPCC shall not be responsible for any errors or omissions of materials from sponsors that have not responded to such requests by 15 days before the event.