



The VOBOC Foundation Third-Party Event Agreement (page 1 of 2)

A third-party event is any fundraising activity developed by a non-affiliated group or individual where The VOBOC Foundation has no financial responsibility and little-to-no staff involvement. Although we actively encourage third-party fundraising events, all such events must be approved by The VOBOC Foundation in advance.

This is an important safeguard to preserving the integrity of The VOBOC Foundation name and our commitment to raise the funds necessary to fulfill our mission in a cost-efficient and effective manner. While we are happy to provide guidance for your event, we do not have the personnel to handle the organizational and administrative tasks associated with third-party events. Therefore, the event sponsor is responsible for all details of the event, including:

- Underwriting all of the related costs
- Recruiting volunteers to help out at the event
- Publicizing the event
- Selling event tickets and/or finding participants
- Working at the actual event

Guidelines

1. Organizers must sign a third-party event contract and return it to The VOBOC Foundation.
2. The event will be promoted in a manner to avoid statement or appearance of The VOBOC Foundation endorsing any product, film, organization, individual, or service.
3. All promotional materials that The VOBOC Foundation will be receiving a portion of the proceeds from the event must be preapproved by VOBOC prior to publication or statement of intent.
4. The VOBOC Foundation must approve all promotional materials, including but not limited to advertising, letters, brochures, flyers, and press releases prior to production or distribution.
5. Event organizers are responsible for obtaining all permits associated with the event, especially those for raffles and/or games of chance.
6. Event organizers are responsible for following postering policies for their institution/city. If there are any questions about this guideline, organizers are required to contact The VOBOC Foundation.
7. Event organizers must obtain their own liability insurance to cover the event and any other licences required to host or hold the event.
8. The VOBOC Foundation is not financially liable for the promotion and/or staging of third-party events, nor responsible or liable for the outcome/shortcomings/cancellation or damage as a result of holding or attempting to hold such an event.
9. The VOBOC Foundation reserved the right to withdraw the right to use its name and cancel this third-party agreement if it has serious concerns about the event at any time.

PLEASE INITIAL HERE _____

The VOBOC Foundation Third-Party Event Agreement (page 2 of 2)

Name of organization/group/individual organizing event: _____

Name of person in charge of the event: _____

Phone number: _____ Email: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Name of event: _____

Date and Time of event: _____

Location of event: _____

Describe the event and the fundraising components (ticket sales, raffle, auction, etc.): _____

Estimated number of attendees/participants: _____

Will this be an annual event benefitting The VOBOC Foundation?: _____

Percentage of proceeds to be donated to The VOBOC Foundation: _____

Do you plan on using The VOBOC Foundation logo in any of your materials?: _____

Where will the VOBOC name/logo be used and how will VOBOC be recognized at the event?

Have you read and understood the conditions for using the name and logo in advertising?: _____

I, _____, have read and understood the accompanying Third-Party Event Guidelines and agree to abide by all policies and regulations mentioned therein. I agree to provide all information regarding the event to The VOBOC Foundation in the manner described. I agree that The VOBOC Foundation has no financial, legal nor implied responsibilities for the event.

Signature: _____

Date: _____

This agreement is derived from the Diabetes Hope Foundation Third-Party Event Contract
We extend our sincere thanks to DHP.