

## SPONSOR FAQ

### GENERAL INFORMATION

#### Where is the conference?

Oakland Marriott City Center  
1001 Broadway  
Oakland, CA 94607  
[View map](#)

#### When is the conference?

May 24th, 2018 | 8:30am - 8:00pm

#### Where can I find keynotes, speakers, and agenda?

Please click [here](#) for the most up-to-date information about keynotes, speakers, and agenda.

### REGISTRATION

*Reserved seating at lunch is contingent upon sponsor registration before the **April 20th, 2018** deadline. All unclaimed tickets will be donated to the community.*

#### How do I register sponsor guests?

Using the access code provided upon sponsorship confirmation, please have one person at your organization register all sponsor guests through our online Eventbrite portal between **October 24th, 2017 and April 20th, 2018**.

#### When does registration open?

October 24th, 2017.

#### When does registration close?

Friday, April 20th, 2018.

#### What if we miss the sponsor registration deadline?

You may register guests online through the Eventbrite portal using a promo code provided by Greenlining. Late registration sponsor guests will be able to attend all conference activities, including lunch and the evening reception. However, we will be unable to ensure reserved seating at lunch.

Please contact [development@greenlining.org](mailto:development@greenlining.org) for a sponsor's late registration promo code.

#### What if we would like to invite more guests than included in our sponsorship package?

We welcome everyone to attend the conference. If all tickets available through your sponsorship package are claimed, additional guests are encouraged register as general attendees on the Eventbrite portal.

**We are unable to use all tickets included in our sponsorship package. What happens?**

We will donate unused tickets and lunch seats and/or tickets to the evening reception to community members. There is no action required on your part.

**I have completed my registration and want to make a change. What do I do?**

For registration changes, please contact the Greenlining Registration Team at:

Email: [development@greenlining.org](mailto:development@greenlining.org)

Hours: Monday - Friday 9:00am - 5:00pm PST

**Are attendee substitutions permitted?**

If a sponsor guest is no longer able to attend the Economic Summit, you may transfer their registration to another person before Tuesday, **May 8th, 2018** by providing authorization to us at [development@greenlining.org](mailto:development@greenlining.org).

**SPONSOR BENEFITS**

**What is the estimated value of sponsorship benefits?**

The estimated value of sponsorship benefits is as follows:

Platinum Sponsorship - \$100,000+ : The estimated value of these benefits is \$3,500.

Gold Sponsorship - \$75,000 - \$99,999 : The estimated value of these benefits is \$1,750.

Silver Sponsorship - \$50,000 - \$74,999 : The estimated value of these benefits is \$1,750.

Bronze Sponsorship - \$25,000 - \$49,999: The estimated value of these benefits is \$1,400.

Advocate Sponsorship - \$10,000 - \$24,999: The estimated value of these benefits is \$1,050.

Ally Sponsorship - \$5,000 - \$9,999 : The estimated value of these benefits is \$700.

Equal Justice Sponsorship - \$2,500 - \$4,999: The estimated value of these benefits is \$400.

**MEALS**

**How do I indicate meal preferences?**

You will be able to indicate meal preferences when you register via the Eventbrite portal.

**Will general admission guests be able to eat meals with sponsor guests?**

Yes, though general admission guests will not have reserved seating and must find an open seat. Open seats at sponsor tables are filled on a first come, first serve basis at time of service.

## LOGOS AND ADS

### What is the deadline to submit logos and ads?

Logo and Ad submission deadline: **Wednesday, April 4th, 2018.**

*Logo and Ad recognition in event materials is contingent upon meeting this deadline.*

### Who should I submit logo and ad materials to?

Please send materials to the Greenlining team at [development@greenlining.org](mailto:development@greenlining.org)

### What are the logo requirement specs?

- Full color, hi res files .eps, ai. files OR
- Full color, hi res .jpg, tiff files
- Minimum of 900 pixels wide at 100% size

### What are the required advertisement specs?

All ads are 4 color CMYK.

Please submit hi res files .jpg, tiff, .eps or .pdf 300 dpi @ full size.

- Title Sponsor level
  - Full page ads:
  - vertical format
  - 7 1/2" wide x 10" tall, 300 dpi res @ 100% size
  - OR 2250 pixels wide x 3000 pixels tall
- Platinum Sponsor level
  - Full page ads:
  - vertical format
  - 7 1/2" wide x 10" tall, 300 dpi res @ 100% size
  - OR 2250 pixels wide x 3000 pixels tall
- Gold Sponsor level
  - Full page ads:
  - vertical format
  - 7 1/2" wide x 10" tall, 300 dpi res @ 100% size
  - OR 2250 pixels wide x 3000 pixels tall
- Silver Sponsor level
  - Half page ads:
  - horizontal format
  - 7 1/2" wide x 4.3/4" tall, 300 dpi res @ 100% size
  - OR 2250 pixels wide x 1425 pixels tall
- Bronze Sponsor level
  - Quarter page ads:
  - vertical format

- 3 1/2" wide x 4.3/4" tall, 300 dpi res @ 100% size
- OR 1050 pixels wide x 1425 pixels tall
- Advocate Sponsor level
  - Eighth page ads:
  - horizontal format
  - 3 1/2" wide x 2.3/8" tall, 300 dpi res @ 100% size
  - OR 1050 pixels wide x 712 pixels tall

## **PAYMENT**

### **What is the deadline to submit sponsorship payment?**

Please submit all payments to The Greenlining Institute by **May 24th, 2018**.

### **How do I submit sponsorship payment?**

Greenlining's preferred method of payment is check. Please mail all sponsorship checks to:  
The Greenlining Institute  
Attn: 25th Economic Summit  
360 14th Street, 2nd Floor  
Oakland, CA 94612

### **Do you accept wire transfers?**

Yes, we graciously accept wire transfers. Please contact [development@greenlining.org](mailto:development@greenlining.org) if you need more information in order to submit a wire transfer.