



## Policies for Contributors

**Purpose:** To establish a consistent policy for all contributors (corporate members, sponsors, exhibitors).  
The policies will be attached to all letters requesting funding for NCRA education sessions.

**Policies:**

1. The NCRA funding levels are described on the attached document.
2. All promised funds must be received one month before the annual meeting. If funds are not received by this date the NCRA cannot guarantee that their corporate name will be included in our written materials or that the organization will be allowed to exhibit.
3. All Commercial Agreements must be signed and returned one month before the annual meeting. If the signed Commercial Agreement is not received by this date the NCRA cannot guarantee that their corporate name will be included in our written materials or that the organization will be allowed to exhibit.
4. Contributors **will not** plan any event that conflicts in any way with NCRA sponsored events or NCRA co-sponsored events. Choosing to plan an event that conflicts with an NCRA sponsored or co-sponsored event will result in the organization not being invited to join us at our next event.

An event is any activity from dinner with one conference attendee to an event to which many attendees are invited.

5. If the NCRA is not the co-sponsor of an event, then they have no responsibility to insure that the contributor's event is the only event at that time.
6. Contributors may not wear their corporate name tags.
7. ***Contributor representatives may attend general sessions if space available. The representatives must sit in back of room and may not engage the speaker or attendees.***
8. ***Contributors are provided a specific number of name badges as described in the attached document. Name badges may not be traded among representatives.***



## **SPONSORSHIP AND EXHIBITOR OPPORTUNITIES 2015 ANNUAL MEETING**

### ***Saturday Lunch with Vendor***

**\$6,000**

This sponsorship would allow you to be the presenting sponsor of our Lunch with the Vendors on Saturday. This event will be held in the exhibit hall. Your sponsorship would include:

- ✓ four (4) name badges which allow
  - entrance into exhibit hall and general sessions,
  - entrance into the Saturday and Sunday breakfast and breaks, and Saturday lunch, and Saturday reception
  - ability to purchase 2 additional name badges for \$250/person,
  - name badges are not transferable between representatives
- ✓ recognition in our conference materials (including agenda), podium recognition, poster recognition,
- ✓ conference notebook and conference flash drive for each registered representative, and
- ✓ two six (6') tables, four (4) chairs and electricity.

### ***Saturday Breakfast***

***Or***

### ***Sunday Breakfast***

**\$5,000**

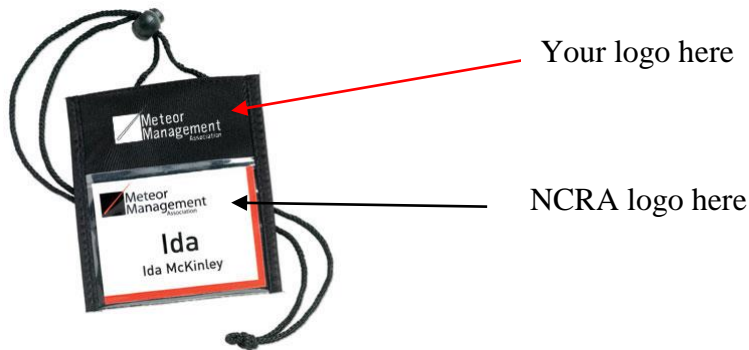
This sponsorship would allow you to be the presenting sponsor of either the Saturday morning breakfast or the Sunday morning breakfast. These meals will be in the exhibit hall each day. Your sponsorship would include:

- ✓ three (3) name badges which allow
  - entrance into exhibit hall and general sessions,
  - entrance into the Saturday and Sunday breakfast and breaks, and Saturday lunch, and Saturday reception
  - ability to purchase 2 additional name badges for \$250/person,
  - name badges are not transferable between representatives
- ✓ recognition in our conference materials (including agenda), podium recognition, poster recognition,
- ✓ conference notebook and conference flash drive for each registered representative, and
- ✓ two six (6') tables, three (3) chairs and electricity.

***Conference Name Badge Holder Sponsor***  
**\$5,000**

This sponsorship would place your logo on the conference name badge holder distributed to conference attendees. Funds as well the logo (in EPS format) must be received no later than February 1, 2015. Your sponsorship would include:

- ✓ three (3) name badges which allow
  - entrance into exhibit hall and general sessions,
  - entrance into the Saturday and Sunday breakfast and breaks, and Saturday lunch, and Saturday reception
  - ability to purchase 2 additional name badges for \$250/person,
  - name badges are not transferable between representatives
- ✓ recognition in our conference materials (including agenda), podium recognition, poster recognition,
- ✓ conference notebook and conference flash drive for each registered representative, and
- ✓ two six (6') tables, three (3) chairs and electricity.



This sponsorship would allow you to be the presenting sponsor for the morning OR afternoon breaks on Saturday OR the Sunday morning break. The breaks are held in the exhibit hall and are 30 minutes. Your sponsorship would include:

- ✓ three (3) name badges which allow
  - entrance into exhibit hall and general sessions,
  - entrance into the Saturday and Sunday breakfast and breaks, and Saturday lunch, and Saturday reception
  - ability to purchase 2 additional name badges for \$250/person,
  - name badges are not transferable between representatives
- ✓ recognition in our conference materials (including agenda), podium recognition, poster recognition,
- ✓ conference notebook and conference flash drive for each registered representative, and
- ✓ one six (6') table, three (3) chairs and electricity.

***Exhibitor***  
**\$2250**

This exhibit level would provide space in our exhibit hall. Breakfast and breaks on both Saturday and Sunday, as well as Saturday's lunch are held in the exhibit hall. Exhibition at this level would include:

- ✓ two (2) name badges which allow
  - entrance into exhibit hall and general sessions,
  - entrance into the Saturday and Sunday breakfast and breaks, and Saturday lunch, and Saturday reception
  - ability to purchase 2 additional name badges for \$250/person,
  - name badges are not transferable between representatives
- ✓ recognition in our conference materials, podium recognition, poster recognition,
- ✓ conference notebook and conference flash drive for each registered representative, and
- ✓ one six (6') table, two (2) chairs.

**First Right of Refusal for 2015 Sponsorships Provided to 2014 Sponsors until February 1, 2015.**

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) <b>North Carolina Rheumatology Association</b>	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input checked="" type="checkbox"/> Other (see instructions) ▶ <b>501c3</b>	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.) <b>341 S. College Rd, Ste 11 (PMB 2046)</b> City, state, and ZIP code <b>Wilmington, NC 28403</b>	Requester's name and address (optional)
List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>																											
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>														<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>													
<b>Employer identification number</b>																											
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;">5</td> <td style="width: 20px;">6</td> <td style="width: 20px;">-</td> <td style="width: 20px;">1</td> <td style="width: 20px;">5</td> <td style="width: 20px;">6</td> <td style="width: 20px;">6</td> <td style="width: 20px;">5</td> <td style="width: 20px;">3</td> <td style="width: 20px;">0</td> </tr> </table>	5	6	-	1	5	6	6	5	3	0																	
5	6	-	1	5	6	6	5	3	0																		

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Tammela A Bulge</i>	Date ▶ <i>11/28/14</i>
------------------	---	------------------------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on IRS.gov for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.