



Sponsor Agreement for ICPI Concrete Paver Installer Boot Camp



I, _____ [Print Name], an authorized representative and signatory of _____ [Print Company Name] (hereinafter "Sponsor") have committed to sponsor an ICPI Concrete Paver Installer Boot Camp course in _____ [city] on _____ [dates].

The Sponsor hereby acknowledges and agrees that it shall be solely responsible for performing all the duties and responsibilities set forth in this Agreement and the *Guidelines for Sponsoring and ICPI Concrete Paver Installer Boot Camp Course*. The Sponsor further acknowledges and agrees that it shall be solely responsible for performing all duties and responsibilities associated with the implementation and completion of the ICPI Concrete Paver Installer Boot Camp course, including the payment of costs associated with the course. These costs include, but are not limited to, instructor fees and associated travel expenses, such as transportation to and from the course location, lodging, meals, venue room rental, audio-visual rental, promotional brochure printing, purchase of student manuals, and any food or beverage for the attendees. **The Sponsor understands that the course must be conducted by an active ICPI Certified Concrete Paver Installer who is employed by or contracted by an ICPI member company, and who has completed the web-based Boot Camp Instructor Training and endorsed the Boot Camp Instructor Agreement.** The Sponsor further agrees to deliver the ICPI Concrete Paver Installer Boot Camp course and exam in its entirety and that the course and its materials shall not be altered, amended or shortened in any way. Furthermore, in the event of a course cancellation, the sponsor is responsible for any incurred costs. These costs may include, but are not limited to, any pre-purchased non-refundable travel vouchers, incidental cancellation fees, and administration expenses related to the planning of the event.

ICPI Boot Camp Policy

1. There is no fee charged for the use of the ICPI Boot Camp program materials. However, the student manuals will be printed in quantity and made available for purchase from the ICPI online book store at cost plus shipping.
2. The sponsor of the program must either be a member of ICPI, an affiliated ICPI Chapter, a government agency, a municipality, an educational institution, or an ICPI approved non-profit organization.
3. The instructor shall be an active ICPI Certified Concrete Paver Installer and be employed or contracted by a company who is a member of ICPI.
4. The Sponsor must complete the ICPI Boot Camp Sponsor Agreement and submit it to the ICPI Program Coordinator at least 4 weeks prior to the event date. It will be the Sponsor's responsibility to determine the location, promote the event, arrange for an instructor and provide materials and equipment.
5. The Sponsor is required to submit the contact information for students who participate in the program. This includes email addresses and the authorization to use email addresses.
6. Participants will be asked to complete a post-event evaluation which the sponsor will collect and submit to ICPI with participants' contact information.

The Sponsor agrees to accept course pre-registration and to staff registration onsite with an employee of the Sponsor to manage registration. Exceptions to these requirements or special circumstances shall be addressed to the ICPI Executive Director and will require prior written approval by the ICPI Board of Directors.

We also agree to follow the sponsor guidelines attached to this agreement.

_____ **Optional:** By initialing next to this option, the Sponsor requests that ICPI not advertise the program/course in the public calendar section of the ICPI website, in the ICPI Magazine, or any other areas where ICPI prints its calendar of events, thus restricting registration to only those invited by the Sponsor.

Read and Agreed to by _____ [signature], an authorized representative
and signatory of the Sponsor _____, dated _____.

Sponsor (ICPI Member Company, Affiliated ICPI Chapter, Government Agency, Municipality, ICPI-Approved Non-Profit Association, Educational Institution):	
Dates of Course:	Start and End Time:
Location of Course (include facility name, street address, city, state/prov, postal code, tel number):	
Sponsor Contact Name:	Facility Maximum Capacity:
Sponsor Contact E-mail:	Sponsor Contact Phone:
Instructor 1 (Must be active Certified Concrete Paver Installer):	Instructor 2 (OPTIONAL):

Return completed form to ICPI Education Staff – icpi@icpi.org.