

# Event Sponsorship Form

*Downtown Albany BID • 2025*

**Company name**

**Contact**

First Name

Last Name

Job title

Email address

Phone

**Company  
address**

Street Address

Address line 2

City

State

Zipcode

**Event**

**Sponsorship  
level**

☐ Bronze

☐ Silver

☐ Gold

☐ Platinum

☐ Other  
(explain below)

Notes:

*If you answered other, please indicate the dollar amount for your desired contribution level. If sponsorship is in-kind, please describe what will be included.*

**Payment**

☐ Check (preferred)

☐ Credit Card \*A processing fee of ~3% will be added to sponsorships paid for by credit card.

**Payment instructions:** Your sponsorship cannot be confirmed until payment is received in full. Please make checks payable to Downtown Albany BID and write the name of the event on the memo line. Mailing instructions are provided on Page 3. If paying by credit card, we will send a secure payment link to the contact email address provided above. If you prefer not to pay online, please complete the credit card authorization on Page 2.

**Multi-event pricing:** Special pricing may be available for companies wishing to sponsor multiple events. Please email [jdollard@downtownalbany.org](mailto:jdollard@downtownalbany.org) for pricing details.

**Contact:** If you have any questions pertaining to your sponsorship, please contact Special Events Manager, Jevan Dollard | [jdollard@downtownalbany.org](mailto:jdollard@downtownalbany.org) or call 518.465.2143 x111.

**Media assets**

**Logos:** Send your company's logo file(s) to [jdollard@downtownalbany.org](mailto:jdollard@downtownalbany.org) when you submit this form. Images should be 300 ppi or greater, formatted as PNG, PDF, and/or scalable files such as PSD, AI, SVG, or EPS. Please include all approved logo files available (i.e. vertical/stacked, horizontal, knock-out, monochromatic, etc.) If you have style guidelines for your logos, please include them as well.

**Links:** Please enter all of your applicable web and social media links below.

Website: \_\_\_\_\_ Web 2: \_\_\_\_\_  
Facebook: \_\_\_\_\_ LinkedIn: \_\_\_\_\_  
Instagram: \_\_\_\_\_ TikTok: \_\_\_\_\_  
Twitter/X: \_\_\_\_\_ Other: \_\_\_\_\_

Please write your company name below as you would like to be referred to in print and digital publications, and include pronunciation notes for radio/television, if necessary. If your company is known by multiple names (e.g. "The ABC Company," "ABC Co," "ABC") please include all approved versions.

---

---

**Sponsorship agreement on Page 3 →**

.....  
*\* Leave this section blank if you are paying by check or if you can pay using a secure online payment link. \**

**Credit card authorization**

Card type: ☐ MasterCard ☐ VISA ☐ Discover ☐ AMEX

☐ Other \_\_\_\_\_

Cardholder name: \_\_\_\_\_

Card number: \_\_\_\_\_

Expiration date (mm/yy) \_\_\_\_\_ Zipcode \_\_\_\_\_

I, \_\_\_\_\_, authorize the Downtown Albany BID to charge my credit card for sponsorship of the event listed on Page 1. If the sponsorship payment will occur in installments, I understand that this information may be saved on file and used for future payments.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

**Contact:** If you have any questions pertaining to your sponsorship, please contact Special Events Manager, Jevan Dollard | [jdollard@downtownalbany.org](mailto:jdollard@downtownalbany.org) or call 518.465.2143 x111.

## Sponsorship agreement

By writing my name and signing below, I hereby agree to pay the sponsorship fee, and/or provide the in-kind sponsorship inclusions for the Event specified on Page 1 of this document. I understand that due to marketing timelines, logo files and other relevant assets must be submitted in a timely manner to receive the full sponsorship benefits, and any benefits not disbursed due to failure to send assets in a timely manner shall not be considered a breach of the terms of this agreement. I understand that this sponsorship agreement will not be considered valid until full payment is received and this agreement is acknowledged and countersigned by the Downtown Albany BID.

---

Full name of representative

Job title

---

Company name

---

Signature

Date

## Form submission

Thank you for your generous sponsorship of the Downtown Albany BID's events! You may submit this form electronically by emailing a completed copy to [jdollard@downtownalbany.org](mailto:jdollard@downtownalbany.org).

Mailing instructions: Paper forms and check payments may be mailed to the address below. If you are paying by check, please enclose your payment with your completed sponsorship form. All checks should be made payable to Downtown Albany BID, with the name of the sponsored event recorded on the memo line.

Downtown Albany BID  
Attn: Don Wilson  
21 Lodge Street, Floor 1  
Albany, NY 12207

In-person submissions: If you would like to submit your form in person, our office hours are Monday through Friday, 8:30 AM to 5:00 PM, and we ask that you kindly contact us prior to your visit to schedule a drop-off time.

*\* This section to be completed by the Downtown Albany BID. Sponsors, please leave this section blank. \**

## Acknowledged by:

---

Full name of representative

Job title

**Downtown Albany BID**  
21 Lodge Street, Floor 1  
Albany, NY 12207

---

Signature

Date

---

**Contact:** If you have any questions pertaining to your sponsorship, please contact Special Events Manager, Jevan Dollard | [jdollard@downtownalbany.org](mailto:jdollard@downtownalbany.org) or call 518.465.2143 x111.