

EXAMPLE

HTDC Sponsorship Application

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Page 1

APPLICANT FORM, AF-1

HTDC Sponsorship Application
STATE OF HAWAII
HAWAII TECHNOLOGY DEVELOPMENT CORPORATION
[RFP-25-001-HTDC](#)

Procurement Officer
Hawai'i Technology Development Corporation
521 Ala Moana, Suite 255
Honolulu, Hawaii 96813

Dear HTDC:

The undersigned has carefully read and understands the terms and conditions specified in the RFP, and in the General Conditions, by reference made a part hereof and available upon request; and hereby submits the following application to perform the work specified herein, all in accordance with the true intent and meaning hereof. The undersigned further understands and agrees that by submitting this application, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Applicant is: *

- Sole Proprietor
- Partnership
- Corporation
- Joint Venture
- Other

Company Name (Applicant - Use Exact Legal Name) *

Check if applicant is a "dba" or a "division" of a corporation

Hawaii General Excise Tax License I.D. No. *

Federal Taxpayer Identification Number: *

EXAMPLE

Business address (street address):

Address Line 1

Address Line 2

City

Country

State

Postal Code

Website

Check if payment address different than business address

Phone *

Fax:

Email *

EXAMPLE

Authorized Representative

First Name *

MI

Last Name *

Title *

Important

The Authorized Representative listed above must complete an Electronic-Signature form before we will review the application. After you complete page 2 of the online application you will be directed to the e-sign form.

[Next Page](#)[Save my progress and resume later](#) | [Resume a previously saved form](#)

Contact Information

EXAMPLE

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Page 2: Sponsorship Application: AF-2

Thank you for your interest in seeking sponsorship support from HTDC. Please complete **all items** on this application, sign and return to: rfp@htdc.org, or by mail to: Hawai'i Technology Development Corporation, Attn: Sponsorships, 521 Ala Moana Blvd, Suite #255, Honolulu, Hawaii 96813. After committee review, notice of sponsorship award or decline will be provided by email within an estimated 3 weeks of submission of application or 6 weeks prior to event, whichever is later. Any request submitted with less than 6 weeks prior to the event is at risk of not being accepted or processed in time. A delay in this process may also occur if there are questions about the application, missing information, or a need to discuss the request with the Applicant. For questions contact rfp@htdc.org, or call (808) 539-3616.

Date of Application:

Amount Requested \$\$ from HTDC as Sponsorship: *

What is your overall estimated event BUDGET?: In addition, you will be asked to upload a line item budget as one of your attachments. *

A. Event

Date of Event:

Name of Event: *

Location: *

EXAMPLE

B. Primary Contact Information

Name of Primary Contact: *

Title:

Phone *

Email *

Check if lead organization is different than applicant listed on page 1

C. Information on Lead Organization

1. Provide information about the lead organization and contribution to their community, including the tech, innovation and/or manufacturing industry. *

2. What experience does the organization have on coordinating/hosting events similar to this? *

D. Sponsorship Details for Event and/or Program

1. Describe the event and event plans. *

EXAMPLE

2. Purpose of the event. *

3. Who is the audience? *

4. Number and type of attendees anticipated. *

5. How does this compare to similar events in the community. *

6. List keynote speakers, title, organization, and qualifications (1 sentence each). *

7. Describe how the event meets the HTDC mission. *

8. Does this event address an unfulfilled need for HTDC? *

Yes

No

Please explain.

EXAMPLE

9. List sponsoring organizations, potential sponsors and amount raised. *

10. What costs will HTDC sponsorship cover? **Food and beverage cannot be covered under HTDC funds.** *

11. Will this be a recurring event (or program)? If so describe how you plan to sustain the event over time (i.e., sponsorships/donations, grants, revenue, etc...).

E. Sponsorship Package / Offering

1. What benefits and opportunities are you offering HTDC for the sponsorship? Include all marketing, media, promotional, and branding opportunities for HTDC. *

F. Additional Information to be Provided by Applicant w/ Application

Detailed Budget *

No file selected.

Supplemental Information *

No file selected.

[Add another response](#)

HCE Certificate *

No file selected.

EXAMPLE

Include as attachments:

- 1. Detailed budget with entire forecast costs for event: Provide breakout with line item details of how much and what this sponsorship will cover in relation to the entire event.
- 2. Supplemental Information (Section 3.03): Marketing materials, website, etc.. to help describe & evidence the event.
- 3. HCE Certificate: Evidence of Compliance w/ all State laws via an HCE Compliant Certificate. See Section 5.02 of the RFP.

If any of these items are not included please provided an explanation why.

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Contact Information