



## **Third-Party Fundraising Event Agreement**

The Alzheimer's Drug Discovery Foundation (ADDF) sincerely thanks you for your interest in organizing an independent third-party fundraising event to benefit our mission. Events like yours are critical to our ability to accelerate the discovery of effective new treatments for Alzheimer's disease and related dementias.

If you would like to use our name or in any capacity, we ask you to please review the following guidelines and return this signed agreement to us. The ADDF must provide written approval for all events using our name or logo.

### **Third-Party Event Guidelines**

#### **1. Promotion and Logo Usage**

- The ADDF does not endorse products, firms, organization, individuals, or services. Your event(s) must be promoted and conducted in a manner that avoids any statement or appearance of such an endorsement by the ADDF.
- All promotional materials should clearly state that this event is raising funds that will benefit the ADDF, and include the percentage or dollar amount that you plan to donate.
- Any digital or printed materials using our name or logo, such as invitations, press releases, t-shirts, banners, or web pages must be reviewed and approved by the ADDF.

#### **2. Finances and Taxes**

- The ADDF will process all proceeds of third-party event(s). All event donors who donate directly to the ADDF will receive an official acknowledgement. The ADDF will provide directions for making donations.
- If applicable, the event host will provide the ADDF with a completed Host Report Form recording attendees and contact information.
- The ADDF's sale tax exemption(s) (on purchases) cannot be extended to any event or fundraising effort.
- Host may not receive any financial or other tangible benefit in exchange for hosting an event to fundraise for the ADDF.

(continued)



**Alzheimer's  
Drug Discovery  
Foundation**

### **3. Liability**

- All third-party events must obtain all permits and/or licenses necessary for fundraising in the city in which the event is to occur, the sale or service of liquor, and the hosting of raffles and/or games of chance.
- The ADDF has no fiduciary responsibility for your event(s) and assumes no liability for its planning or execution, including all promotion, set-up, and staffing (including volunteers).

### **4. Miscellaneous**

- The role of the ADDF staff is to review and approve third-party events. Due to staff capacity we are unable to attend most third-party events and cannot solicit sponsors or auction items for such events. In addition, in accordance with our privacy policy, the ADDF is unable to provide any donor, volunteer, or celebrity contact information; mailing lists; or press contacts to third-party event hosts.

Everyone at the Alzheimer's Drug Discovery Foundation thanks you for your efforts to raise funds in support of our mission. Your time and commitment are greatly appreciated.

**Please return a signed copy of this agreement with information about event(s) and organizer(s), time, date, and location to:**

Alzheimer's Drug Discovery Foundation  
Attn: Christine Scerra, Special Events Manager  
57 West 57<sup>th</sup> Street, Suite 904  
New York, NY 10019  
Fax: 212.901.8011  
Email: [cscerra@alzdiscovery.org](mailto:cscerra@alzdiscovery.org)

By: \_\_\_\_\_

Title: \_\_\_\_\_

**ADDF AGREEMENT AND ACCEPTANCE:**

By: \_\_\_\_\_

Title: \_\_\_\_\_