



**25th Annual IRF Education Invitational**  
 May 29 - June 2, 2018 | The Grand at Moon Palace



**SPONSOR INFORMATION GUIDE**

It is with great excitement and appreciation that we confirm your participation in the 25<sup>th</sup> Annual IRF Education Invitational to be held May 29-June 2, 2018 at the Grand at Moon Palace Cancun in Riviera Maya, Mexico. Please carefully review the following information, as some details and processes may have changed.

ITEM DUE	DUE DATE
Hosted Buyer Submission	<b>February 1, 2018</b>
Auction Item Description*	<b>February 16, 2018</b>
Auction Item Photos*	<b>February 16, 2018</b>
Auction Item Certificate <b>received by IRF</b>	<b>February 16, 2018</b>
Invitational Invoice Paid in Full	<b>45 days from Invoice Date</b> <i>or prior to April 30<sup>th</sup>, 2018 (whichever comes first)</i>
Mobile App Information* <ul style="list-style-type: none"> <li>• Preferred Company Name</li> <li>• Preferred Logo</li> <li>• Preferred URL</li> <li>• Company description (300 words or less)</li> </ul>	<b>March 1, 2018</b>
Invitational Event Registration	<b>April 13, 2018</b>
Hotel Reservation Made	<b>April 29, 2018</b>
Flight Information Added to Registration Profile	<b>April 29, 2018</b>
Sponsor Hosted Dinner Details Submitted	<b>May 1, 2018</b> <i>Date is subject to change based on the needs of the host property</i>
Activation Order Submitted (Cabana Sponsors, Golf Hole Sponsors)	<b>May 1, 2018</b> <i>Date is subject to change based on the needs of the host property</i>

**\*If your company or property is sending more than 1 representative to the event** please be sure to identify which individual is providing information for the auction, mobile app and activation orders to the IRF. Conflicting or multiple submissions may cause incorrect reflection of your property or property details in IRF collateral. IRF will use **the most recent information submission** for your property/company.

**How to Guides:**

The following guides include detailed information about how to complete critical steps to fulfill your sponsorship benefits. Please review these guides carefully, as some information has changed from the 2017 sponsorships.

- [SPONSOR REGISTRATION](#)
- [HOSTED BUYER SUBMISSION AND INVITATION](#)
- [AUCTION DONATION](#)
- [SPONSOR HOSTED DINNERS](#)
- [HOTEL AND TRAVEL DETAILS](#)
- [IRF CONTACT GUIDE](#)

Please direct any questions regarding your sponsorship and your sponsor benefits to  
 Kate Hernandez at [khernandez@theirf.org](mailto:khernandez@theirf.org) .