



Affiliate Membership Agreement

Company Name: _____

Company Representative: _____

Address: _____

Phone: _____ Email: _____

Membership Effective Dates: _____

Cost of membership as an affiliate member of the ETSU Innovation Lab is **\$100.00** per month. Affiliate membership includes the following services:

- Innovation Lab Services (see addendum)
- Use of shared spaces, including boardroom, training center, conference room, entrepreneur resource center, and Innovation Studio. Access will be granted by reservation and general scheduling procedures, the same as those applied to tenants of the Innovation Lab.
- Access to shared resources that are provided at the Innovation Lab facilities which may include use of copy machine/fax machine for a usage fee.
- Affiliate may state that they are an ETSU Innovation Lab company. Affiliate may not use ETSU Innovation Lab, ETSU, Innovation Lab or any derivative thereof in their address. Affiliate must use their suite number whenever using the Market Street address. This applies to letterhead, business cards, websites, etc.
- Publicity: Press Releases, social media and posting of company link and brief description on the ETSU Innovation Lab website.
- Access to the on-site Small Business Development Center.
- Access to mailbox.
- Use of the following mailing address:

2109 West Market Street
Suite _____
Johnson City, TN 37604

Affiliate will be invoiced on a monthly basis for membership fee. Copy and fax fees will be billed separately. All fees are due and payable on the first (1st) day of each month with a late fee of ten percent (10%) charged for any fee not paid by the close of business on the fifth (5th) day of the month. Checks are to be made payable to ETSU Research Foundation and delivered to the Director or Assistant Director of the Innovation Laboratory.

Innovation Lab Director

Date

Affiliate Representative

Date

Innovation Lab Staff Services

- **Comprehensive Business Assistance Programs** designed to successfully nurture emerging ventures.
 - *Needs Assessment*
 - To determine if potential applicants are ready for incubation and if the incubation program has the value-added services to fill the applicants' needs.
 - Proactive ongoing assessment of members' needs from concept through commercialization.
 - *Coaching and Facilitation*
 - Provide oversight and support as members use program's resources
 - Serve as a sounding board for member businesses as they face the many challenges associated with starting a new venture.
 - Provide members with outside perspectives and allow for strategic thinking that principals might neglect due to their focus on daily operation of their business.
 - *Monitoring Member Progress*
 - Assist members in being accountable to their specific milestones, goals, benchmarks and timelines e.g. completing 'proof of concept', securing capital, establishing strategic partnerships, etc.
- **Professional Infrastructure**
 - *Access to a Know-How Network*
 - Open doors to experts not typically accessible by early-stage ventures.
 - Expand the range of technical & professional expertise in dealing with the formation and growth of new business ventures.
 - Match members to mentors.
- **Capitalization and Financing**
 - Assist members in identifying funding sources.
 - Notify members of grant training programs, e.g. SBIR & STTR.
 - Partnerships with TN SBA, TN ECD, Life Science TN etc.
 - Coach members on pitch presentations.
- **Client Networking**
 - To provide a cooperative environment that promotes synergy.
 - Notify members of networking opportunities both on and off site.
 - Introduce members to Innovation Lab Stakeholders.
- **University Resources and Linkages**
 - Publicity and visibility related to the ETSU Innovation Lab.
 - Source of new technology/research and partnerships with Faculty.
 - Partnerships with Student Resources for potential student interns and/or future employees.
 - Facilitate strategic alliances with the ETSU Research Corporation, The College of Business and Technology, Researchers, University Administrators and other Departments.
 - On-Site ETSU Tennessee Small Business Development Center (TSBDC)
 - The Office of Research and Sponsored Programs Administration (ORSPA) assists members of the ETSU community in securing and managing external funding for their research, creative, instructional, and service activities.
 - Molecular Biology Core Facility
 - Scientific/Technical Research Expertise and Facilities at ETSU
 - Additional Resources as needed