



**KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM**

**REQUEST FOR SPONSORSHIP ADDENDUM**

**SOLICITAION NO.:** SPO-0103  
**ADDENDUM NO.:** 1  
**RFP ISSUE DATE:** March 9, 2026  
**ADDENDUM DATE:** March 19, 2026  
**OPENING DATE:** **April 3, 2026, 4:00PM EST**

The following information is being provided in response to questions received for this Request for Sponsorship:

- 1) Where would the payment need to be sent if our company participated as a sponsor for this event?
  - a) **Once sponsors are contacted with an award notice, checks for sponsorships should be sent to:**  
KCTCS c/o Blair Hess  
300 North Main St.  
Versailles, KY 40383
- 2) Can KCTCS provide a W9 to us if needed to set up payment?
  - a) **See attached W9 per request.**
- 3) Are exhibit booths open both May 19 and 20?
  - a) **Yes, the vendor fair will be open on both days.**

Offerors should acknowledge receipt of this and any addenda either with response or by email. The following information should be included in the response if received separate from the response:

RFP No.: SPO-0103  
Title: KCTCS 2026 Annual Conference Sponsorship

Name of Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

