



Sponsorship Agreement & Information

ALFI Roadshow to Switzerland

28 October 2015 – Geneva-Grand Hotel Kempinski

29 October 2015 – Zurich-Marriott Hotel Zurich

Cost and benefits

ALFI Roadshow to Switzerland 2015	
TOTAL (+VAT, if applicable)	€ 5000

This cost does not apply to sponsors that have agreed to the yearly ALFI roadshow package.

Benefits:

- Company logo on: the **electronic invitation** sent to ALFI contacts
the dedicated **webpage** on the ALFI website
the back cover of the **roadshow brochure** given to all participants
the opening and closing **seminar slides**
the sponsor's **banner** (produced by ALFI)
- One A4 advert in the roadshow brochure given to all participants
- Table top space at the venues for display of your corporate brochures
- Space at the venues for display of one pop-up/ free-standing **banner** (approx 2m high x 1m wide)
- Access to **registration list** prior to the event

Sponsorship Deadline:

The deadline for sponsorship is **3 July 2015** in order that your company logo appears on the electronic invitation brochure and webpage.

Payment:

An invoice will be sent to you.

Please make your payment to ALFI's bank account at:

Banque de Luxembourg, 14, Bld. Royal, L-2449 Luxembourg

Account number: IBAN LU67 0081 0885 9900 2003

Swift Code: BLUXLULL

Quoting the reference: 2015/SPONS-ALFI/...and company name

Cancellation:

Cancellations received in writing before **3 July 2015** will be refunded minus a €50 handling fee. Cancellations received after this date will not be refunded.

Key Deadlines:

Details will be sent to your contact person(s) after signing of the agreement.

3 July 2015	Latest date for return of sponsorship agreement form
3 July 2015	Latest date for your logo in jpg. and .eps format to events@alfi.lu
28 August 2015	Latest date to provide your A4 advert for the roadshow brochure (specifications will be provided)
27 October 2015 Geneva 28 October 2015 Zurich	Delivery of material to seminar venues (the day before each seminar) (delivery details will be provided)

Your contact:

ALFI events team:

Senior Event Managers: Ms Irene Schultz-Gerstein, Ms Siobhán Roche

Event Managers: Ms Andreea Bran, Ms Virginie Tripet

Assistant Event Manager: Ms Ria Kollia

events@alfi.lu - Phone: +352 223026.1 - Fax: +352 223093



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Contact details

Company name: <i>as will appear on all marketing materials</i>	
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Contact for logistics (sending logo, advert, etc.):

Contact name :							
Job title/ Department :							
Company name :							
Full address : (Street, Zip-Code, City, State/Country)							
E-mail:		Phone :		Fax:			

Back-up / 2nd contact for logistics:

Contact name :							
Job title/ Department :							
Company name :							
Full address : (Street, Zip-Code, City, State/Country)							
E-mail:		Phone :		Fax:			

Invoice address:

Company name :							
VAT number: Mandatory							
Full address : (Street, Zip-Code, City, State/Country)							
Reference/Remarks for invoice :							
Contact name :							
E-mail:		Phone :		Fax:			

Sponsorship approved by:

I herewith confirm that I have carefully read the attached agreement conditions and agree to be a sponsor.

Name:

Signature:

Date:

Please return this agreement form by **3 July 2015** by fax or email and kindly send us your logo in vectorised (.eps) and (.jpg) format.

Email address: events@alfi.lu Fax: +352 223093