



Sponsorship Agreement & Information

ALFI Roadshow to Latin America – 2, 5, 7 October 2015

Cost and benefits

ALFI Roadshow to Latin America – October 2015 Friday 2 nd – Santiago de Chile, (1/2 day morning seminar) Monday 5 th – Lima, Peru (1/2 day afternoon seminar) Wednesday 7 th – Bogotá, Colombia (1/2 day afternoon seminar with Minister Gramegna)	
TOTAL (+VAT, if applicable)	EUR 5,000 + vat if applicable
If your company has agreed to sponsor multiple ALFI events in 2015, then the agreed discount will apply.	

Benefits:

Sponsors receive the following benefits:

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

Sponsorship Deadline:

The deadline for sponsorship is **Wednesday 15th July 2015** in order that your company logo appears on the electronic invitation and webpage. Late sponsors will be accepted after that date.

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/Amsterdam...and company name

Cancellation:

Cancellations received in writing before **Wednesday 15th 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.

Wednesday 15th July 2015	Latest date for return of sponsorship agreement form
Wednesday 15th July 2015	Latest date for your logo in jpg. and .eps format to events@alfi.lu
Friday 4th September 2015	Latest date to provide your A4 advert for the delegate brochure (specifications will be provided)
The day before each seminar	Delivery of material to seminar venue (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 Eleftheria (Ria) Kollia

Email address: 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 **Wednesday 15th 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