



ALFI Spring Conference – 15 & 16 March 2011 Agreement Form

Lunch Co-Sponsorship incl. Exhibition booth
Fee: Variable, maximum €15 000 (+15% VAT, if applicable)

Contact details

Company name:
as will appear on all marketing materials

Contact for logistics:

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 (see VAT legislation on conditions page) :		Mandatory	
Full address : (Street, Zip-Code, City, State/Country)			
Reference/Remarks for invoice :			
Contact name :			
E-mail:		Phone :	Fax:

I herewith confirm that I have carefully read the attached agreement conditions and new VAT legislation information and I agree to take over the above sponsorship.

Date:

Name:

Signature:

Please:

- Return this agreement form to ALFI **by 5.01. 2011**
By FAX: +352 223093 or Scan to events@alfi.lu
- Send your logo in vectorised (.eps) and (.jpg) format to events@alfi.lu



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Benefits:

- Exhibition space/booth (value €6,150) with
 - 2 “full access” tickets per conference day (gala dinner not included)
 - 1 “booth only” ticket
 - Comprehensive insurance cover
 - WIFI internet connection
- Delegates list before the conference
- Conference brochures for marketing purposes on request
- Logo, link and 50 word description in exhibitor section of the ALFI website
- Logo on invitation brochure (dispatched worldwide), once on cover, once in programme beside relevant lunch break
- Buffet Lunch (standing) served in all 3 exhibition areas for conference attendees.
- Seated & served lunch for sponsor’s guests in a private room (maximum 3 tables of 10/per sponsor)
- Short speech/address by sponsor in conference room before lunch
- Corporate logo displayed in jelly/aspic on the food buffets
- One page A4 company advert and...
- Logo on conference documentation brochure (distributed to all attendees)
- Company name listed as exhibitor on floor plan (distributed to all attendees)
- *Optional (to be provided by sponsor):* Menu cards/Give aways with your logo to display on all buffet tables and/or private room

FEE: Variable. Formula: number of pre-ordered lunches multiplied by €70 per person, divided by two sponsors. **Maximum limit of €15,000 per co-sponsor.**

Conditions of Agreement

Deadline:

The deadline for exhibition **is Wednesday, 5 January 2011** in order that your company logo appears on the hardcopy Spring conference invitation.

Payment:

An invoice will be sent to you after 1st January 2011.

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: 2011/SPONS-ALFI/...and company name

VAT legislation as from 1st January 2011:

See page 2 of this document.

Cancellation:

Cancellations received in writing by **Monday 3rd January 2011** will be refunded, less a 10% handling fee. Cancellations received after this date will be subject to the full cost of exhibition as per this agreement.

Exhibition Booth/Stand allocation:

- The exhibitor information package includes a floor plan with a table in which you can mark your preferred booth location.
- Booths will be **allocated** from Mid-February 2010.
- Priority will be given to conference sponsors and ALFI members. Thereafter booths will be allocated according to the date of receipt of payment.
- ALFI will make every attempt to fulfil your location requests but offers no guarantee.

Modifications:

ALFI reserves the right to amend the conditions for each event, depending on the venue and other logistical factors.

ALFI Contact:

Ms Andreea Bran, Ms Siobhán Roche, Ms Irene Schultz-Gerstein
events@alfi.lu

Phone: +352 223026.1 - Fax: +352 223093