

**Instructions:**

1. Print off this form.
2. Simply check the box/es that best suits your sponsorship needs.
3. Email (a scanned signed copy) or post it back to us as soon as possible.
4. Transatlantic Events will contact you to confirm your booking, and then send you an invoice by post.

**I would like book the following sponsorship package:**

(Please tick the appropriate box)

- Lead Sponsor**  
Total cost: £10,000 UK (\$15,000 USA\*)
- Associate Sponsor**  
Total cost: £8,000 UK (\$12,000 USA\*)
- Gala Dinner**  
Total cost: £2,000 UK + food + beverages (\$3,000 USA\* + food + beverages)
- Private Dinner Party**  
Total cost: £2,000 UK + £50 per head + food + beverages (\$3,000 USA\* + \$75 per head + food + beverages)
- Cocktail Reception**  
Total cost: £ 5,000 UK + beverages (\$7,500 USA\* + beverages)
- Lunch**  
Total cost: £5,000 UK + food (\$7,500 USA\* + food)
- Champagne Round Tables**  
Total cost: £5,000 UK + beverages (\$7,500 USA\* + beverages)
- Coffee Refreshment Break**  
Total cost: £1,000 UK (\$1,500 USA\*)
- Workshop Forum**  
Total cost: £3,000 UK (\$4,500 USA\*)
- Talk Topic Sponsorship**  
Total cost: £3,000 UK (\$4,500 USA\*)
- Delegate Workbook Inserts**  
Total cost: £1,000 UK (\$1,500 USA\*)
- Promotional Gifts**  
Total cost: £1,000 UK (\$1,500 USA\*)

\* Conversion rate is based on £1.00 = \$1.50

**The Sponsorship package would be for the following Event:**

Please tick the appropriate box/es &/or write in the mail event title of the event you would like to sponsor.

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**Sponsor's details** (please complete):

Company Name: .....

Address: .....

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..... Zip / Postcode: .....

Contact Name: .....

Telephone: ..... Fax: .....

Email: .....

Purchase order number (if applicable) .....

We hereby confirm our participation at this Event, and we confirm that we have been supplied with **Transatlantic Events** Terms & Conditions, which form part of this contract. We have read the Terms & Conditions, and confirm our acceptances of these. The signature of this Application contract and its receipt by **Transatlantic Events** is deemed conclusive evidence of the Applicant's agreement to pay the full fees due. The applicant may not cancel the application. The Applicant further acknowledges that **Transatlantic Events**, having incurred expenses as a result of the Application, is not required to refund any of the fees and that **Transatlantic Events** is also entitled to any unpaid amounts that may be owing by the Applicant to **Transatlantic Events**.

Signed: ..... Date: .....

**SPONSORSHIP TERMS & CONDITIONS**

- ✍ All sponsorships will be awarded on a first come, first served basis. Transatlantic Events retains the right to reject any sponsor that it deems inappropriate.
- ✍ After written acceptance by Transatlantic Events, the sponsor must provide the sponsorship funds, logo image (in the format required by Transatlantic Events) and other details required (such as correct use of the sponsor's name, trademarks, etc) to Transatlantic Events within 30 days of receipt of acceptance.
- ✍ Sponsorship agreements cannot be regarded as "official" without payment. Funds must be payable in UK British Pounds Sterling or US Dollars. All cheques should be made payable to **Transatlantic Events** and sent to:

Transatlantic Events  
160 Croydon Road, Suite 7, Beckenham Kent BR3 4FB  
United Kingdom

- ✍ The sponsorship fee does not include free conference registration unless specifically stated in the sponsorship opportunity details.
- ✍ All sponsorship materials must be submitted by the recommended event deadline schedule to ensure inclusion in productions schedule. Sponsorship contracts after this date may still be accepted with caveats.
- ✍ Sponsors may not sublet, assign or apportion any part of the item/s sponsored nor represent advertise or distribute literature or materials for the products or services of any other firm or organisation except as approved in writing by Transatlantic Events.
- ✍ Transatlantic Events will not be liable for damage or loss to a sponsor's properties through fire, theft, accident, or any other cause, whether the result of negligence or otherwise.
- ✍ No part of an exhibit and no signs or other materials may be pasted, nailed, or otherwise affixed to walls, doors or other surfaces in a way that damages or defaces the premises or equipment and furnishings. Damage from failure to observe this notice is payable by the sponsor.
- ✍ For sponsorship opportunities that include signage, Transatlantic Events will inform each sponsor of the maximum size, number of signs, etc as space may be limited.
- ✍ In order to limit costs Transatlantic Events may limit the number of colours used for the printing of sponsor logos. All Sponsors will be notified if and when this should occur.
- ✍ The sponsor for a given event will be given first right of refusal to sponsor the same item at the price quoted in the following year's sponsorship package. If the sponsor does not take up repeat sponsorship within four weeks of notification by Transatlantic Events, then the sponsorship item will then be offered on a first-come first-served basis.