

<insert logo of host>

# Sponsorship Form

**Title of event**

**Date(s) of event**

**Hosted by**

**Name of host and country**

## Sponsorship Form

Please complete this form and e-mail it to <name of contact> <email address of contact> by <date>.

## Contact information

|  |
| --- |
| Organization: |
| Name of contact person: |
| Email: |
| Mailing Address: |
| Phone number: |

**Invoicing address (if different from above)**

|  |
| --- |
| Organization: |
| Name of contact person: |
| Email: |
| Mailing Address: |
| Phone number: |

## Company / Institution Logo and Website

We will post your logo on the <event> website (<URL of event website>) with a link to your company / institution web site and include it in the printed programme.

Company / Institution website:

The logo should be e-mailed to <email address> as soon as possible. File format should be JPEG or PNG at 300 dpi resolution.

## Exhibition stand and equipment

|  |
| --- |
| Do you wish to reserve an exhibition space (<enter size of individual space available in square metres, for example, 3m2>)?  NO (you do not need to fill in equipment questions below) YES |
| Please indicate which stand equipment you wish to reserve:   * A low table (<size of table for example 130 x 52 cm>) YES NO * Two chairs YES NO * A power connection YES NO * Will you be streaming video? YES NO |
| Please indicate if you come with your own stand equipment YES NO  In case you come with your own stand equipment, please indicate its dimensions when set up (keep in mind your stand cannot exceed <size of stand space as above>) |
| Please indicate if you wish to use special electrical equipment (scanners, printers, screens, etc.) that may require additional electrical power. |
| Please indicate if you have any special requirements. We will try to accommodate these. Send questions to <name of contact> <email address of contact>. |

## Exhibition staff

Names of the persons who will be at your stand:

*(If staffing of the stand has not yet been finalized, please indicate the number of people*

*who will be present.)*

## Conference registration

Names of the persons you wish to register as participants in the conference: *(Two registrations per sponsor are included in the sponsorship offer.* ***Only one*** *registration is included for Cultural Institution sponsors.)*

## Delivery of stand equipment/documentation

We advise you to send your stand equipment to the <location of event> before the event takes place, and clearly labeled for the IFLA meeting (SEE: information document). Set-up does not commence until <time and dates>.

If delivering equipment by courier, please use the mailing address provided in your information document. If delivering equipment in person, use the loading dock at <location>.

Number of packages that will be delivered by courier: Dimensions of the packages that will be delivered: Date of the delivery: