**SPONSORSHIP AGREEMENT**

***Form to be returned by e-mail to eventsponsors@incose.net***

**CONTACT INFORMATION**

Company

Contact Last Name       Contact First Name

Billing Address

City       Zip Code      State Code

Country

EU VAT number (mandatory for EU company)

Work Phone       Cell Phone

E-mail address       Website url

Company description (up to 50 words)

**SPONSORSHIP SELECTION**

**Standard benefits**

Company logo w/ hotlink on EMEA WS website

Recognition on EMEA WSEC signage (on site and on virtual platform)

Company logo in the EMEA WS Program

Recognition on social media

Electronic delegates list (\*)

**Optional**
One virtual booth in the sponsor showcase including

* Company description
* Customization (logo, banner, background)

 *(\*) to be used once before and once after the event*

**[ ]  Platinum 5 000€ (1)**

**Benefits (please tick all items you want to select):**

[ ]  Up to three complimentary registrations (1 in person registration + 2 brodcasted content only)

**[ ]** Two 30-minute (live) sponsor track

**[ ]** Up to two exhibit tables

**[ ]** Up to four promotional videos (recorded) in the virtual sponsor showcase

**[ ]** Up to four promotional flyers (PDF only) in the virtual sponsor showcase

**[ ]** One item to sponsor

 *[ ]  Badge lanyards (\*\*) [ ]  Conference bags(\*\*)*

**[ ]  Gold 3 000 € (1)**

**Benefits (please tick all items you want to select):**

[ ]  Up to two complimentary registrations (2 broadcast content only registrations)

**[ ]** One 30-minute (live) sponsor track

**[ ]** One exhibit table

**[ ]** Up to three promotional videos (recorded) in the virtual sponsor showcase

**[ ]** Up to three promotional flyers (PDF only) in the virtual sponsor showcase

**[ ]** One item to sponsor

 *[ ]  Note pads (\*\*) [ ]  Pens (\*\*)*

**[ ]  Silver 2 000 € (1)**

**Benefits (please tick all items you want to select):**

**[ ]** Up to two promotional videos (recorded) in the virtual sponsor showcase

**[ ]** Up to two promotional flyers (PDF only) in the virtual sponsor showcase

**[ ]** One item to sponsor

 *[ ]  Coffee breaks (X1)*

**[ ]  Academic 500 € (1)**

**Benefits (please tick all items you want to select):**

**[ ]** One promotional video (recorded) in the virtual sponsor showcase
**[ ]** One promotional flyers (PDF only) in the virtual sponsor showcase

1. *VAT/Sales tax may apply on sponsorship fees if deemed necessary according the Tax Code. Detailed information will be given at the time of billing*

*(\*) to be used once before the event and once after the event
(\*\*) items must be approved by INCOSE and supplied by Sponsor*

**GENERAL TERMS & CONDITIONS**

**SPONSOR AGREEMENT:**

1. An invoice will be issued in February 2023. All payments are due in full 10 days following receipt of invoice or on February 28th, 2023 whichever comes first. All invoices will be issued and shall be paid in Euros (€). Bank Transfer details will be provided in invoice. Sender shall pay all bank fees.
2. Cancellations will be accepted in writing only. A cancellation notice must be received no later than February 15th, 2023 to receive a full refund. Cancellations between February16th and February 28th will be subject to a 50% cancellation fee, while any cancellation on or after March 1st, 2023 will be subject to a 100% cancellation fee.
3. This agreement may be terminated for any one or more of such reasons. Monies refundable to the Sponsor, at the sole discretion of INCOSE, shall constitute a proportionate share of the balance of the aggregate sponsorship fees received, which remains after deductions for expenses incurred by INCOSE. In no case shall the amount of the refund to the Sponsor exceed the amount of the sponsorship paid.
4. The undersigned agree to abide by the terms and conditions of this contract related to payments and by any additional INCOSE rules and regulations. This contract and its attachments are the sole definition of the benefits of the sponsorship program. The undersigned give INCOSE permission to use our Organizational name and logo for the purpose of sponsorship recognition and to display on any applicable sponsored items. Certain recognition opportunities have specific deadlines, and failure to provide timely applications, logos, or artwork, etc., may result in a loss of benefits. Failure to provide final payment by the deadline will result in forfeiture of all deposits and removal from the sponsorship program. The undersigned certify that s/he is authorized to commit the Organization to this agreement.

Printed Name:       Signature:

Title:

Date: