

## Charity Retail Conference sponsorship agreement

Package	Pan & Pen
Venue	East Midlands Conference Centre, Nottingham, NG7 2RJ
Date	30 June - 1 July 2020
Price	£1,550 + VAT

### What is included in the package?

Exhibition space priority booking	Be among the first 16 companies to choose your space
Notepad and pen for all charity delegates	Sponsor to source and pay for 350 sustainably sourced pad & pen sets (branded, co-branded or unbranded) to be issued to all charity delegates at registration and for use throughout the conference
Further marketing opportunity	Front page inserts for e.g. discount offer, independent competition, message to delegates
Pre-event promotion	Release of the design on social media, possibly promoting any green credentials
Marketing resource	Professional photographs of the pad & pen at the event
Passport logo	One
Logo/link placements	Inside brochure (PDF only) Inside programme (print and PDF) Conference web page and posts Pre and post Conference Directory prime entry Conference app
Announcements	Social media Charity Retail News
Please note:	
<ul style="list-style-type: none"> <li>- You must be a corporate member of the Charity Retail Association to take up this package</li> <li>- Please see exhibition space package agreement for accommodation, awards evening attendance and features relating to purchase on an exhibition space</li> </ul>	

### What do I need to do?

Action	Details	Deadline
Membership renewal if applicable	Your membership term must cover the conference dates	Refer to your renewal date
Sponsorship agreement	Signed copy of this document	Friday 27 September 2019
Exhibition space agreement if exhibiting	Signed copy of the exhibition space agreement if exhibiting	Friday 27 September 2019
Code of practice	Your annual signed copy	Friday 27 September 2019

Payment	Invoice will be issued Jan 2020	60 day terms – see payment terms and condition at the end of this document
Branding	Charity Retail Association will send you its logos and branding guidelines if needed	Friday 13 December 2019
Agree pad & pen type	Agree on type, sustainability credentials and quality of pad & pen with Charity Retail Association	Friday 24 January 2020
Agree design	Agree on type and quality of pad & pen with Charity Retail Association	Friday 21 February 2020
Delivery	Pad & pen sets to arrive at Charity Retail Association offices	Week commencing Monday 8 June 2020