**CMA2016 SPONSORSHIP BOOKING FORM**

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| --- | --- | --- | --- | --- |
| Company name: Click here to enter text. | | | | |
| Address: Click here to enter text. | | | | |
| Website: Click here to enter text. | | | | |
| Contact Name: Choose an item. Click here to enter text. | | | | |
| Position: Click here to enter text. | | | | |
| Tel: Click here to enter text. | | Fax: Click here to enter text. | | |
| Mobile: Click here to enter text. | | E-mail: Click here to enter text. | | |
| **SPONSORSHIP PACKAGE PREFERENCES** | | | | |
| I / we would like to take up the following Sponsorship package(s): | | | | |
| **Preference |** | | | | **Total Cost:** |
| 1st: Click here to enter text. | | | | LKR Click here to enter text. |
| 2nd: Click here to enter text. | | | | LKR Click here to enter text. |
| 3rd: Click here to enter text. | | | | LKR Click here to enter text. |
| Company signage name to read on booth if applicable (up to 25 characters): | | | | |
| Click here to enter text. | | | | |
| PAYMENT METHOD | Choose an item. | |  | |
| Bank: Click here to enter text. | | Branch: Click here to enter text. | | |
| Account Name: Click here to enter text. | | Account Number: Click here to enter text. | | |
|  | | Swift Code: Click here to enter text. | | |
| **I/ we understand that the Sponsorship packages will be subjected to Committee approval and that the decision is final.**  **I/ we agree to the Terms and Conditions outlined overleaf** | | | | |
| Signature: | | | | |
| Name: Click here to enter text. | | Date: Click here to enter a date. | | |

**Terms and Conditions**

1. CMA2016 Organising Committee reserves the right to amend the sponsorship program or tailor sponsorship packages to benefit the sponsor and/or the event. Every effort will be made to maximize sponsor benefits as well as attendees experience.
2. Selection of sponsors will be based on their ability to meet Expo requirements and offer innovative solutions. CMA2016 Organising Committee reserves the right, in its absolute discretion, to deny any offer of sponsorship.
3. All sponsorship will only be confirmed on receipt of a signed sponsorship booking form. All sponsorship will be acknowledged on receipt of 50% deposit and a signed sponsorship booking form.
4. **Final payment**: Final payment is due by 1st September 2016. If the balance payment is not received by the due date, the allocated Sponsorship and/or booth/s will be cancelled.
5. **Allocation**: Booths and/or space will be allocated strictly in order of receipt of payment and that the CMA2016 Organising Committee’s decision will be the final.
6. Should the exhibition floor plan require changing, the CMA2016 Organising Committee have the right to make the necessary changes.
7. **Cancellation**: Please note that in the case of cancellation of sponsorship, the deposit will not be refunded.
8. After sponsorship has been accepted, a reduction in sponsorship is considered a cancellation and will be governed by the above cancellation policy. All cancellations must be made in writing directly to the Event Coordinator.
9. No Sponsor or Exhibitor will be able to set up their trade stand until a FULL PAYMENT and booking form is received by CMA2016 Organising Committee.
10. No Sponsor shall assign, sublet or apportion the whole or any part of their sponsorship booking without CMA2016 Organising Committee’s approval.
11. **Logo**: All sponsors wanting logo recognition must supply their logo as a vector EPS or high resolution JPEG/PNG. This must be provided to CMA2016 Organising Committee with the booking form. If this information is not provided we cannot guarantee inclusion in any marketing collateral associated with the Expo.
12. **Signage**: All sponsor signage placement must be approved by the CMA2016 Organising Committee. Booth signage limited to a maximum of 25 characters.