**2nd GEF-UNDP-IMO GloFouling Partnerships R&D Forum and Exhibition   
on Biofouling Prevention and Management for Maritime Industries**

IMO Headquarters, London, United Kingdom.

10 October (Welcome reception) and 11-14 October 2022

**Sponsor and Exhibitor Agreement**

***To participate as a sponsor or exhibitor at the event, please complete pages 1-3 and send by email to*** [glofouling@imo.org](mailto:glofouling@imo.org)

**Benefits of Becoming a Sponsor or Exhibitor**

* Take the opportunity at the 2nd *GEF-UNDP-IMO GloFouling R&D Forum and Exhibition on Biofouling Management* to market your products and services to a public and private sector audience from around the world.
* Meet potential customers and key decision-makers at this one-of-a-kind platform for sharing developments and perspectives from global, regional and industry partners. This event will also provide a stimulating forum for the exchange of views between policy makers, industry, technology developers, service providers and academics.
* Enhance the awareness of your brand’s products and/or services and network with senior officials and industry executives during and after the event.

1. **Contact person**

Confirmation of the sponsor and exhibitor agreement will be guaranteed by return of this duly completed and signed agreement and payment of the total fee.

|  |  |  |  |
| --- | --- | --- | --- |
| Contact person | Salutation Mr.  Mrs.  Ms. Dr. | | |
| First name | Click or tap here to enter text. | | |
| Last name | Click or tap here to enter text. | | |
| Professional role/title | Click or tap here to enter text. | | |
| Company (or organization) name | Click or tap here to enter text. | | |
| Company address | Click or tap here to enter text. | | |
| City | Click or tap here to enter text. | Province | Click or tap here to enter text. |
| Postal / Zip Code | Click or tap here to enter text. | Country | Click or tap here to enter text. |
| Tel No. | Click or tap here to enter text. | | |
| Email address | Click or tap here to enter text. | | |

1. **Company Information and Description**

Please complete the table below with the required information, which will be used for the event programme and list of participants. The company description, products or services cannot exceed more than 100 words.

|  |  |
| --- | --- |
| Company name | Click or tap here to enter text. |
| Email address of contact point (if different from above) | Click or tap here to enter text. |
| Website Address | Click or tap here to enter text. |
| Company Description  *Max 100 words* | Click or tap here to enter text. |
| Corporate Logo | Please send us via email your company corporate logo. The resolution must be at least 300 dpi in one of the following formats:  (1) **ai**  (2) **eps**  (3) **png** |

1. **Exhibition Fees1**

For detailed Exhibitor privileges, please see Appendix A and for Exhibition floor plan and booth spaces, please see Appendix B.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Select option(s)** | **Item** | **Day** | **Approximate Time 2** | **Fee in USD** |
|  | Exhibition Booth | 3 days (Tuesday to Thursday) | 08:30 – 19:30 | $5,000 |

*1 A logo, description of your company’s products/services and contact information will be included in the event programme (available through GloFouling Partnerships). Refer to Appendix 1 for a description of other benefits for exhibitors. Refer to Appendix 2 for an approximate floorplan for the exhibition.*

*2 Hospitality events will take place in the exhibition area. Times are subject to change.*

1. **Sponsorship Fees1**

For detailed Sponsor privileges, please see Appendix A.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Event No.** | **Select option(s)** | **Sponsor Category** | **Item** | **Day** | **Approximate Time 2** | **Fee in USD** |
| 1 |  | Platinum | Welcome Reception | Monday | 17:30 – 19:30 | $10,000 |
| 3 |  | Gold | Lunch | Tuesday | 12:30 – 14:00 | $3,000 |
| 4 |  | Gold | Lunch | Wednesday | 12:30 – 14:00 | $3,000 |
| 5 |  | Gold | Lunch | Thursday | 12:30 – 14:00 | $3,000 |
| 6 |  | Gold | Lunch | Friday | 12:30 – 14:00 | $3,000 |
| 7 |  | Silver | Continental Breakfast | Tuesday | 07:00 – 09:00 | $1,000 |
| 8 |  | Silver | Continental Breakfast | Wednesday | 07:00 – 09:00 | $1,000 |
| 9 |  | Silver | Continental Breakfast | Thursday | 07:00 – 09:00 | $1,000 |
| 10 |  | Silver | Continental Breakfast | Friday | 07:00 – 09:00 | $1,000 |
| 11 |  | Bronze | Coffee/Refreshments | Tuesday | 10:45 – 11:15 | $600 |
| 12 |  | Bronze | Coffee/Refreshments | Tuesday | 15:15 – 15:45 | $600 |
| 13 |  | Bronze | Coffee/Refreshments | Wednesday | 10:45 – 11:15 | $600 |
| 14 |  | Bronze | Coffee/Refreshments | Wednesday | 15:15 – 15:45 | $600 |
| 15 |  | Bronze | Coffee/Refreshments | Thursday | 10:45 – 11:15 | $600 |
| 16 |  | Bronze | Coffee/Refreshments | Thursday | 15:15 – 15:45 | $600 |
| 17 |  | Bronze | Coffee/Refreshments | Friday | 10:45 – 11:15 | $600 |
| 18 |  | Bronze | Coffee/Refreshments | Friday | 15:15 – 15:45 | $600 |

*1 A logo, description of your company’s products/services and contact information will be included in the event programme (available through GloFouling Partnerships). Refer to Appendix A for a description of other benefits included in the sponsorship packages.*

*2 Hospitality events will take place in the exhibition area. Times are subject to change.*

1. **Invoicing and Payment**

Upon receipt of the duly completed Sponsor and Exhibitor Agreement, IMO will remit an invoice for the agreed fee, which will be sent by e-mail in a pdf format and the original will be mailed to the sponsor/exhibitor.

Payments must be made prior to the event and will be due upon receipt of the invoice. Payment is by bank transfer. If payment is not received within fourteen (14) days, IMO may not guarantee the customer’s first choice for the booth number or the sponsorship slot.

1. **Promotional Material**

Exhibitors are prohibited from placing flyers, pamphlets, brochures and other promotional items (i.e. Pens, USB sticks, mugs, memo pads, etc.) on tables or stands other than their own. Promotional materials must not promote military applications or make reference to the Republic of Taiwan (China).

1. **Transportation and Customs clearance**

IMO will not be responsible for any transportation and customs clearance of the exhibition material.

1. **Cancellation Policy**

This Sponsor and Exhibitor Agreement may be cancelled by the sponsor or exhibitor, with no penalty, if requested at least 6 weeks before the first day of the event. If the request for cancellation is received by IMO with less than 6 weeks but at least 3 weeks before the opening date of the event, IMO will retain, as a penalty charge, 50% of the applicable fee. If the cancellation is, however, made with less than 3 weeks prior to the opening date of the event, the penalty will be 100% of the fee. Any cancellation request should be submitted to IMO by email to [glofouling@imo.org](mailto:glofouling@imo.org).

1. **Acceptance**

The undersigned hereby certifies full acceptance of the terms and conditions set forth in this Sponsor and Exhibitor Agreement in relation to the 2nd GEF-UNDP-IMO GloFouling R&D Forum and Exhibition on Biofouling Prevention and Management.

Signature:  Date:Click or tap here to enter text.

**Appendix A – Sponsor and Exhibitor Privileges**

In addition to the Visibility Package outlined above (section 3), Platinum, Gold, Silver and Bronze sponsors obtain the following exclusive privileges:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Privileges for Sponsors** | **Platinum** | **Gold** | **Silver** | **Bronze** |
| Sponsor's corporate logo and hyper-link on the event Website | ✓ | ✓ | ✓ | ✓ |
| Ten-minute presentation to the delegates during to the sponsored reception | ✓ |  |  |  |
| Complimentary exhibition space. Booth space rental only. | ✓ |  |  |  |
| Recognition by the event moderator or master of ceremony during the opening and closing ceremonies | ✓ | ✓ | ✓ | ✓ |
| Prime visibility in the event programme with the sponsor’s name, corporate logo, email, URL and company description of products/services | ✓ | ✓ | ✓ | ✓ |
| Display of sponsors' logos in the venue areas. (Overhead Screens) | ✓ | ✓ |  |  |
| Display of sponsor’s logo during the event being sponsored (for example, during the coffee break or lunch) |  |  | ✓ | ✓ |
| Free delegate passes | 3 | 2 | 1 | 0 |

In addition to the Exhibition booth, exhibitors obtain the following exclusive privileges:

|  |  |
| --- | --- |
| **Privileges for Exhibitors** |  |
| Free delegate passes | 3 |
| Visibility in the event programme (under the Exhibition information section), with corporate logo and company description. | ✓ |

**Appendix B: Exhibition Floor Plan**

The Exhibition will be held in the Delegates’ Lounge (1st floor) of the IMO building. The position of the booths is indicated below. Approximate surface will be 3x3 metres, and booths will include table, two chairs and bar stand.

