



CONFIRMATION OF ORDER

Event Title: World Workplace Europe meets Facility for Future 2019

Event Date:

Venue:

Today's date:

Type of partnership:

Type of Event: Conference

Partner Company Name:

Contact name:

Tel:

Email:

Invoice address:

Partner to provide:

- Personnel to staff exhibit space and manage display materials
- Personnel welcome clients and relations
- Arrangements for personalization of the exhibit area (technical specs, design, specific branding, other specs)
- Company logo in two formats: JPG and VECTOR (EPS)
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World Workplace Europe meets Facility for Future to provide:

- Partner name/logo on the event webpage and event mobile application with link back through to the sponsors website
- Partner name/logo on pre-marketing material attendee update emails (where possible)
- Partner name/logo placed on on-site signage and presentation slides (PowerPoint)
- X# complimentary conference registrations
- X# booth staff registrations
- VIP box – Exhibition table
- First choice for Charity dinner table
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Amount to be invoiced: €XX.000 plus VAT



Signed: _____ Date: _____

Name: _____ Title: _____
(PLEASE PRINT)

Purchase Order number (if applicable): _____

By signing and returning this confirmation of order you agree to the above, and the terms and conditions detailed in the Partner/Sponsorship Terms, which accompanies this document.

Please sign, scan and email this confirmation to Lara Paemen lara.paemen@ifma.org or Roel Masselink roel.masselink@fmn.nl

Please note that names of exhibit staff and conference registration attendees must be supplied by 1st of February 2019. Please email attendee names to wwe@ifma.org