

Trinidad and Tobago Energy Conference 2018

'Maximizing value through collaboration'

Sponsorship Guide & Commitment form

BACKGROUND:

The Energy Chamber of Trinidad and Tobago is the host of Trinidad and Tobago Energy Conference (TTEC), the premier annual meeting of local, regional and international energy experts. Established almost three decades ago, it is highly regarded as the most industry relevant Energy Conference, attracting roughly six to seven times more attendees than other annual energy conferences held regionally.

Historically, our delegates include CEO's, upper and middle management and leaders from the major industry players, as well as government and academia, all of whom have consistently attended because of the exclusivity and integrity of the industry intelligence presented. Conceptualised by the energy sector for the energy sector, the conference drives the annual agenda for the industry. Participating companies use the event to share industry trends and announce future projects.

The Trinidad and Tobago Energy Conference provides a solid platform for participants to:

- ✓ forge new business relationships and strategic alliances through networking
- ✓ highlight their strengths to all the major purchasers of goods and services and a very wide cross section of both local and international service companies and contractors
- ✓ glean timely and useful information to help plan their short and medium-term business strategies

Our registration fees are under fifty percent of the fees charged by other internationally organised energy sector conferences held in Trinidad & Tobago. Our strategy is to keep our registration fees at a competitive rate to allow all members of the Energy Chamber access to the event. Sponsorship is therefore crucial in helping us to make the conference fees affordable to our members, especially the small local companies, while at the same time generating a surplus. The surplus goes towards supporting the on-going advocacy activities of The Energy Chamber of Trinidad & Tobago.

DATE AND VENUE

The three-day event will take place on:

- ✓ Monday January 22nd and Tuesday January 23rd, 2018 (Main conference)
- ✓ Wednesday January 24th, 2018 (Business to Business networking & Workshops)
- ✓ Three-day Tradeshow which runs from Monday January 22nd to Wednesday January 24th, 2018.

All events are held at the Hyatt Regency Trinidad, Port of Spain (www.trinidad.hyatt.com), the leading hotel and conference centre in the country.

WHO WILL ATTEND?

The 2017 Trinidad and Tobago Energy Conference attracted interest and participation from a wide cross section of the industry, government and academia. Over 1400 participants, including delegates and trade show visitors attended the conference which was once again, oversubscribed. The majority of the delegates were from executive management and senior managerial level.

KEY FACTS ABOUT THE TRINIDAD AND TOBAGO ENERGY CONFERENCE 2017

- ✓ Over 1400 delegates and tradeshow visitors
- ✓ More than 180 companies
- ✓ 28 Sponsors
- ✓ 17 participating countries
- ✓ 72 Trade Show exhibitor booths
- ✓ 3 media partners

The Energy Conference 2017 surpassed expectations and attracted a diverse and strong cast of high-calibre local and international speakers including:

- ✓ The, Hon. Colm Imbert, Minister of Energy and Energy Industries, Trinidad and Tobago (Ag.),
- ✓ Bernard Looney, Chief Executive, Upstream, BP
- ✓ Geraldine Slattery, Asset President, Conventional, BHP Billiton Petroleum
- ✓ Shakeel Kadri, Executive Director, Centre for Chemical Process Safety
- ✓ Kjetil Solbraekke, Senior Vice President South America, Rystad Energy
- ✓ Melfort Campbell, Joint Chairman, Oil & Gas Industry Leadership Group, UK
- ✓ Mark Loquan, President, National Gas Company of Trinidad and Tobago
- ✓ Norman Christie, Regional President, BPTT
- ✓ Derek Hudson, Vice President SHELL Trinidad and Tobago
- ✓ Prof. Andrew Jupiter, Chairman, PETROTRIN
- ✓ Wendell Mottley, Chairman, Energy Task Force

SPONSORSHIP ENTITLEMENTS AND BENEFITS:

MARKETING THE CONFERENCE, WORKSHOP, TRADESHOW

To ensure maximum attendance at the Conference, Workshop and Tradeshow, there is a dedicated Conference website accessible at www.ttenergyconference.org

In addition to this, the event will be promoted through:

- ✓ Direct mail to over 380 Energy Chamber member companies, including all of the major energy sector companies in Trinidad & Tobago, Latin America and the Caribbean region, United States and the United Kingdom.
- ✓ Direct mail to several thousand members of all other business associations/organisations affiliated with the Energy Chamber of Trinidad and Tobago.

- ✓ Advertising in news media including *Trinidad Express*, *Trinidad Guardian* newspapers, CNC3 and the Energy Chamber's trade newspaper, *EnergyNow*.
- ✓ Promotional banners posted on the website of our media partners at least 1 month prior to the event.
- ✓ Facebook, YouTube, Twitter and LinkedIn
- ✓ Digital banners at strategic locations across Trinidad

MEDIA COVERAGE AND ATTENDANCE:

Traditionally oversubscribed to by the local print and electronic media, the conference, tradeshow and workshops have also received excellent international media coverage with representatives from Oxford Business Group, Oil and Gas Year, Oil and Gas Journal, the Economist, Upstream and Reuters all in attendance. At the 2017 event we were also pleased to have regional representation by Argus Media, Guyana Times Daily and Demerara Waves. There are also opportunities for news media exposure via interviews which can be arranged by our media liaisons.

- There are 3 tiers of sponsorship available: Platinum, Gold and Silver
- The tables below outline the direct benefits of each package.
- All prices are quoted in US dollars and are VAT exclusive.

Platinum sponsor package

(Six exclusive spots – strictly “first-come, first-served” basis)

Event	Investment
<i>Opening Ceremony</i>	US\$36,100 + VAT
<i>Day 1 Luncheon</i>	US\$35,150 +VAT
<i>Opening Day Cocktails</i>	US\$33,250 +VAT
<i>*Gala Dinner & Awards (co-sponsorship) (event subject to change)</i>	US\$33,250 +VAT (each)
<i>Day 2 Luncheon</i>	US\$30,400 +VAT

Platinum sponsorship benefits

Corporate branding:

- ✓ Named and promoted as Platinum Sponsor of the Conference
- ✓ “Platinum Sponsor” designation on Conference delegate badges for all company registrants
- ✓ Prominent Logo placement:
 1. Front of 600 delegate folios
 2. Front inside cover of Conference booklet (800 copies printed plus online version.)
 3. Homepage of Conference website: www.ttenergyconference.org
 4. 15-second display in looped run of logos on display screens in Conference and trade show over three days, except during sponsored events when only your logo will be displayed in the relevant location
 5. Conference theme banners on the front exterior of the Hyatt Regency Trinidad
 6. E-newsletter mailed to at least 4,000 contacts weekly, August 2017 to January 2018
 7. Logo included on all print and broadcast advertisements (in *Trinidad Guardian*, *Trinidad Express*, *CNC3* and the Energy chamber’s trade newspaper *EnergyNow*) from August 2017 to January 2018
 8. Logo included on 30 promo spots advertising a special conference edition of the Morning show and live broadcast of Day 1 opening ceremony
 9. Logo included on digital billboard advertising in prominent locations throughout Trinidad
- ✓ Opportunity for member of global executive management team to deliver an address on Day 1 or Day 2 of conference
- ✓ Opportunity to include publicity material (supplied by sponsor) in Conference delegate folio
- ✓ Mentioned and thanked in CEO’s opening address and closing vote of thanks

Named Sponsor of one of the following (allocated on a first-come, first-served basis):

- ✓ **Opening Ceremony** (including first refreshment break): includes opportunity to deliver a 5-minute address before feature address by the Honourable Minister of Energy and Energy Affairs and formal opening of Trade Show.
- ✓ **Day 1 Opening Cocktail Reception** – with opportunity to bring brief remarks.
- ✓ **Day 1 Luncheon** - with opportunity to bring brief remarks.
- ✓ **Day 2 Luncheon** -with opportunity to bring brief remarks.
- ✓ *** Dinner & Awards Ceremony (Co-sponsorship)** – with opportunity for each sponsor to bring brief remarks at ceremony. ***NB: This event will be shared with another platinum sponsor. The event format is subject to change and sponsors should feel free to share their views on alternatives, including options outside of the host hotel (panyard etc.).***

Notes:

With regard to the events, sponsorship covers only the cost of the standard Hyatt bar and menu.

If sponsors require additional premium menu items, premium beverage options or company specific décor they will be required to meet the additional costs. Sponsors will also have to meet the costs associated with any specific entertainers for these events. The Energy Chamber will communicate with all sponsors on collateral/publicity material to be included in the conference folio to ensure quality and consistency. All collateral/material must be delivered to the Energy Chamber's office by **December 15th, 2017**, the deadline for deliveries.

Conference:

- ✓ Three complimentary full registrations at conference (i.e. 3 persons for two-day registrations which cannot be split)
- ✓ Attendee list after event
- ✓ Reserved table with assigned service at the event which you have sponsored (limited to sponsors of Lunch - Day 1, Lunch - Day 2 or Dinner & Awards Ceremony only, with maximum seating for 10 persons only).

Trade Show:

- ✓ First preference on Pavilion, Gold (10ftX10ft), Silver (8ftX 8ft) or Bronze (6ftX6ft) booth package for one week prior to general marketing of Energy Conference Trade Show. Please note the Chamber will not be placing a "hold" on booths. The limit will be a maximum of one pavilion or two booths per company. **Please be reminded that the cost of the booth is not included in the sponsorship cost.**

*Please note all prices listed may be subject to exchange rate fluctuations when converting to TT dollars.

Gold Sponsor Package

(unlimited number of spaces,
but six specific sponsor events available on a “first-come, first-served” basis)

Investment: US\$16,625 +VAT

Corporate Branding:

- ✓ Named and promoted as Gold Sponsor of the Conference
- ✓ “Gold Sponsor” designation on Conference delegate badges for all company registrants
- ✓ Prominent Logo placement:
 1. Front inside cover of Conference booklet (800 copies printed plus online version)
 2. Homepage of Conference website: www.ttenergyconference.org
 3. Conference and Tradeshow theme banners on the front exterior of the Hyatt Regency Trinidad
 4. 10 second display in looped run of logos on display screens in Conference and trade show over three days
 5. E-newsletter mailed to at least 4,000 contacts weekly, from August 2017 to January 2018
 6. Logo included on all print advertisements (in *Trinidad Guardian*, *Trinidad Express* and the *Energy Chamber’s trade newspaper, EnergyNow*) from August 2017 to January 2018
- ✓ Opportunity to include publicity material (supplied by sponsor) in Conference delegate folio
- ✓ Mentioned and thanked in CEO’s opening address and closing Vote of Thanks

Named sponsor of one of the following refreshment breaks:

The event will appear in the conference brochure as “Sponsored by....” with an additional mention in programme and voice overs:

1. Pre-event refreshment day 1
2. Afternoon refreshment break day 1
3. Pre-event refreshment day 2
4. Morning refreshment day 2
5. Afternoon refreshment day 2
6. Awards clinic sponsor (pre-conference activity; mention during the awards distribution at conference)

Notes:

With regard to the events, sponsorship only covers the cost of the standard Hyatt bar and menu. If sponsors require additional premium menu items, premium beverage options or company specific décor they will be required to meet the additional costs. Sponsors will also have to meet the costs associated with any specific entertainers for these events. The Energy Chamber will communicate with all sponsors on collateral/publicity material to be included in the conference folio to ensure quality and consistency. All collateral/material must be delivered to the Energy Chamber’s office by **December 15th, 2017**, the deadline for deliveries.

Conference:

- ✓ Two complimentary full registrations at conference (i.e. 2 persons for two-day registrations which cannot be split)
- ✓ Attendee list after event

Trade Show

- ✓ Priority allocation on Pavilion, Gold (10ftX10ft), Silver (8ftX 8ft) or Bronze (6ftX6ft) for Energy Conference Trade Show, subject to availability. Please note the Chamber will not be placing a “hold” on booths. The limit will be a maximum of one pavilion or two booths per company. **Please be reminded that the cost of the booth is not included in the sponsorship cost.**

*Please note all prices listed above may be subject to exchange rate fluctuations when converting to TT dollars.

Silver Sponsor Package

(Unlimited Number)

Investment: US\$8,550 +VAT

Corporate Branding:

- ✓ Named and promoted as Silver Sponsor of the Conference
- ✓ “Silver Sponsor” designation on Conference delegate badges for all company registrants
- ✓ Prominent logo placement:
 7. Front inside cover of Conference booklet (800 copies printed plus online version)
 8. Home-page of Conference website: www.ttenergyconference.org
 9. Conference theme banners on the outside of the Hyatt Regency Trinidad
 10. E-newsletter mailed to at least 4,000 contacts weekly, from August 2017 to January 2018
 11. 5 second display in looped run of logos on display screens in Conference and trade show over three days
 12. Logo included on full-page print advertisements (in *Trinidad Guardian*, *Trinidad Express* and the *Energy Chamber’s trade newspaper, EnergyNow*) from August 2017 to January 2018
- ✓ Mentioned and thanked in CEO’s opening address and closing vote of thanks
- ✓ Opportunity to include publicity material (supplied by sponsor) in Conference delegate folio

The Energy Chamber will communicate with all sponsors on collateral/publicity material to be included in the conference folio to ensure quality and consistency. All collateral/material must be delivered to the Energy Chamber’s office by **December 15th, 2017**, the deadline for deliveries.

Conference

- ✓ One complimentary full registration at conference (i.e. 1 person for two-day registrations which cannot be split)

Trade Show

- ✓ Priority allocation on Pavilion, Gold (10ftX10ft), Silver (8ftX 8ft) or Bronze (6ftX6ft) for Energy Conference Trade Show subject to availability. Please note the Chamber will not be placing a “hold” on booths. The limit will be a maximum of one pavilion or two booths per company. **Please be reminded that the cost of the booth is not included in the sponsorship cost.**

*Please note all prices listed above may be subject to exchange rate fluctuations when converting to TT dollars

Half Day Technical Workshop Sponsor

(There are 4 half-day workshop spots available for companies interested in sharing information on products, services or trends relevant to the overall theme and the sector)

Wednesday January 24th, 2018

Investment: US\$3,900 +VAT each (four spots available)

Corporate Branding:

- ✓ Named and promoted as the Sponsor of the workshop
- ✓ Prominent logo placement:
 1. Home-page of Conference website: www.ttenergyconference.org
 2. All other promotional material related to Workshops
 3. Workshop theme banners at the event
 4. E-brochure mailed to at least 4,000 contacts weekly, from August 2017 to January 2018
 5. Logo included on print advertisements (in *Trinidad Guardian*, *Trinidad Express* and the *Energy Chamber's trade newspaper, EnergyNow*) from August 2017 to January 2018
- ✓ Mentioned and thanked in CEO's opening address and closing Vote of Thanks
- ✓ Acknowledgment in conference programme
- ✓ Opportunity to exchange knowledge on emerging technologies, as well as company's products and services
- ✓ Networking and development of business contacts

Details: A total of four (4) half-day workshops with two workshops running in the morning from 9am to midday; and another two during the afternoon running from 1pm to 4pm.

Sponsor Responsibilities:

- ✓ Provide all Handouts/ Workshop Material
- ✓ Meet all costs of additional signage, décor and amenities e.g. internet
- ✓ Cover facilitator fees, travel arrangements and accommodation
- ✓ In addition to the Chamber's approximate listing of 4,000 contacts, company to provide a mailing list
- ✓ Provide topic, facilitator name(s), bio(s) and picture(s)
- ✓ Market the event to contacts

Host Responsibilities (Energy Chamber):

- ✓ Registration (pre-conference and on the day)
- ✓ Marketing (liaise with company to devise any additional forms of marketing)
- ✓ Preparation of Badges
- ✓ Provide meeting space, AV and multimedia service for event
- ✓ Coffee break

Note: Companies may also consider joint sponsorship with their respective partner/s for the hosting of workshops.

Please note all prices listed may be subject to exchange rate fluctuations when converting to TT dollars.

Sponsorship Confirmation Form – Trinidad & Tobago Energy Conference 2018

NAME OF EVENT: Trinidad and Tobago Energy Conference 2018

DATE OF EVENT: January 22nd – 24th, 2018

VENUE: Hyatt Regency Trinidad, Port of Spain

SPONSORSHIP CATEGORY (please select one):

We _____, (insert company name) hereby agree to partner with the Energy Chamber in sponsoring the Trinidad and Tobago Energy Conference 2018 in the capacity of: (please tick selected event)

CATEGORY	EVENT	TICK HERE	INVESTMENT
PLATINUM	Opening Ceremony		US\$36,100 + VAT
PLATINUM	Day One Luncheon		US\$35,150 + VAT
PLATINUM	Day One Opening Cocktail Reception		US\$33,250 + VAT
PLATINUM	Day Two Luncheon		US\$30,400 + VAT
PLATINUM - Please note that this sponsorship category will be shared with another platinum sponsor	Gala Dinner (Co-Sponsorship) – event subject to change		US\$33,250+VAT (each)
*GOLD – Events will be assigned to the first 6 confirmed Gold sponsors,	Pre-event refreshment – Day 1		US\$16,625 + VAT
	Afternoon refreshment Day 1		US\$16,625 + VAT
	Pre-event refreshment Day 2		US\$16,625 + VAT
	Morning refreshment Day 2		US\$16,625 + VAT
	Afternoon refreshment Day 2		US\$16,625 + VAT
	Annual Awards clinic (pre-conference)		US\$16,625 + VAT
SILVER			US\$8,550 + VAT
WORKSHOP			US\$3,900 + VAT

COMPANY STAMP HERE:

NOTES: Sponsors are asked to indicate their preferred event in space above, but should note that we can only confirm your requested event after your form is submitted and verified against other submissions. Assignment of events in the Platinum and Gold categories, is on a strict first-come, first-served basis, i.e. the date and time at which your form is sent would be the determining factor for securing an event. Please call Michelle Ramrattan-Rahman at 1-868-6-ENERGY (1-868-636-3749 ext. 33) for details of event availability



Sponsorship Confirmation Form – Trinidad & Tobago Energy Conference 2018

Your Company: _____

Mailing Address: _____

Telephone: _____

Key Contact: _____

Sponsorship category selected: _____

On behalf of the above stated company, I _____ **(block letters)**
hereby agree to all terms and conditions in relation to this sponsorship agreement.

Sponsorship authorised by (signature of name given immediately above) _____

Signature of person completing this form: _____

Email of person completing this form: _____

Email of person/s to whom all sponsorship-related correspondence should be sent, going forward:

Date: _____

Company Stamp here:

**N.B: IN ORDER FOR YOUR SPONSORSHIP TO BE COMPLETE,
PLEASE SUBMIT PAGES 10-12 of THIS AGREEMENT
VIA EMAIL TO: michelle@energy.tt**

AN INVOICE OR SALES ORDER WILL BE SENT TO YOUR COMPANY FOR PROCESSING OF PAYMENT



Sponsorship Confirmation Form –



Trinidad & Tobago Energy Conference 2018

GENERAL TERMS AND CONDITIONS:

- Sponsored events in the Platinum and Gold levels will be allocated on a 'first-come, first-served' basis.
- Booth space in the Tradeshow will be allocated on a 'first-come, first served' basis. Sponsors are asked to note that the conference sponsorship figure agreed to above **does not include** the cost of a booth. To enquire about booking a space, please contact Ariane Moonsie at 6-ENERGYext. 29.
- Confirmation of Sponsorship must be made on the Sponsorship Confirmation Forms (pages 10 - 12) and should be emailed to michelle@energy.tt. On completion and submission of the duly authorized Confirmation Form, subsequent notification of acceptance by the Chamber and an invoice will be sent to you with a letter of final terms and conditions. This will serve as a binding contract. A payment of 50% of the total cost is required to secure your position within 30 days of the date on the invoice. **The balance is due by November 02nd, 2017.**
- Please note that due to foreign exchange rate fluctuations, the equivalent value of the TT\$ to US\$ amounts is subject to change, based on the existing exchange rates.
- *Cancellation Policy: If a Sponsor cancels or changes the sponsorship category after an application has been accepted by the Chamber, they must immediately inform the Chamber in writing and shall become liable for the following cancellation/reduction charges:*
 - 50% of the total value if the cancellation is made on/before **November 03rd, 2017**
 - 100% of the total value if the cancellation is made on/before **December 04th 2017**
- The Sponsor is responsible for submitting all logos in high resolution Adobe Illustrator (AI) or high res PDF format by **August 20th, 2017** in order to be included in the conference agenda and other printed collateral. Kindly note that in order to update your logo on our website, it should be sent as soon as possible after confirming your sponsorship status.
- All other Conference collateral/promotional items should be submitted by **December 15th, 2017.** In selecting your promotional item or collateral, please bear in mind that we have replaced the conference bag with a portfolio. Please contact Michelle Rahman at 6-ENERGY 33 to verify your item before ordering.
- The Energy Chamber will not be liable for damage or loss to a sponsor's properties through fire, theft, accident or any other cause, whether the result of negligence or otherwise, during the event.
- Sponsors are asked to note that logos will appear on all conference material in the order in which your sponsorship commitment form is submitted to us. There will be no exceptions.
- *Please note all prices listed above may be subject to exchange rate fluctuations when converting to TT dollars.