



Trinidad and Tobago Energy Conference 2019

“Technology – transforming the industry”



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 Conference, attracting roughly six to seven times more attendees than other annual energy conferences held regionally.

Historically, our delegates have included 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 February 04th and Tuesday February 05th, 2019 (Main conference).
- ✓ Wednesday February 06th, 2019 (Business to Business networking & workshops).
- ✓ Three-day Tradeshow which runs from Monday February 04th to Wednesday February 06th, 2019.

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

WHO WILL ATTEND?

The 2018 Trinidad and Tobago Energy Conference attracted interest and participation from a wide cross section of the industry, government and academia. Over 1500 participants, including delegates and trade show visitors attended the conference which was once again, very well attended. The majority of the delegates were from executive management and senior managerial level.

KEY FACTS ABOUT THE TRINIDAD AND TOBAGO ENERGY CONFERENCE 2018

- ✓ Over 1500 delegates and tradeshow visitors
- ✓ 259 companies
- ✓ 25 Sponsors
- ✓ 17 participating countries
- ✓ 72 Trade Show exhibitor booths
- ✓ 3 media partners

The Energy Conference 2018 surpassed expectations and attracted a diverse and strong cast of high-calibre local and international speakers including:

- ✓ Sen. the Hon. Franklin Khan, Minister of Energy and Energy Industries, Trinidad and Tobago.
- ✓ Rudolph Elias, Managing Director, Staatsolie.
- ✓ Fawaz Bitar, Head of Global Operations, Upstream, BP.
- ✓ Mark van Gerven, Vice President, Solar, Shell New Energies.
- ✓ Vincent Pereira, President, BHP Trinidad and Tobago.
- ✓ Mark Loquan, President, National Gas Company of Trinidad and Tobago.
- ✓ Clarisse Rocha, Head of Americas, Energy Industries Council.
- ✓ Brian Richardson, Manager, Oil and Gas, Petroleum Corporation of Jamaica.

SPONSORSHIP ENTITLEMENTS AND BENEFITS

Marketing the Conference, Tradeshow and Workshop:

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.
- ✓ 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 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, Argus Media and Reuters usually in attendance. There are also opportunities for news media exposure via interviews which can be arranged by our media liaisons.

SPONSORSHIP PACKAGES 2019

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

Platinum Sponsor packages	
Event	Investment
(there are six exclusive options – available on a first-come, first-served basis)	
Opening Ceremony	US\$40,000. + VAT
Day One Luncheon	US\$35,500. +VAT
Opening Day Cocktails	US\$33,500. +VAT
Closing dinner – ‘A Taste of Trinidad’ (event shared by 2 sponsors)	US\$33,500. +VAT (each)
Day 2 Luncheon	US\$33,500. + VAT

Platinum sponsor corporate branding benefits:

(Benefits applicable to individual events are indicated by (●) under the event)	Opening Ceremony sponsor	Day 1 Luncheon sponsor	Opening Day Cocktails Sponsor	Day 2 Luncheon sponsor	Closing dinner - ‘A Taste of Trinidad’
Listed as the ‘Opening Ceremony sponsor’ in Conference agenda and website.	●				
Listed in conference agenda as sponsor of the Day 1 mid-morning break	●				
17-second display in looped run of logos on screens in the conference and tradeshow areas, except during sponsored events when only the relevant sponsor logo will be displayed in the relevant location	●				
Placement of promotional items on tables for the event sponsored	●	●	●	●	●
Logo featured in email signature of all ECTT staff	●	●	●	●	●
Named & promoted as ‘Platinum sponsor’	●	●	●	●	●
‘Platinum sponsor’ designation on delegate badges for all company registrants	●	●	●	●	●

Logo prominently placed on: front of 600+ delegate folios, front inside cover of conference agenda (800 copies), homepage and all pages of conference website, conference – themed banner on the front exterior of Hyatt Regency	•	•	•	•	•
15-second display of logo in looped run of logos on screens in the conference and tradeshow areas, except during sponsored events when the relevant sponsor logo will be displayed in the relevant location		•	•	•	•
Opportunity to place signage in the room/area in which the event is being held, for the duration of the event only		•	•	•	•
Logo featured on ads included in the weekly e-newsletter mailed to at least 2500 contacts weekly from September 2018 to January 2019	•	•	•	•	•
Logo included on all print and broadcast advertisements in local newspapers/television stations as well as the ECTT's EnergyNow trade newspaper	•	•	•	•	•
Logo included on 30 promo spots advertising the special conference edition of the Morning show and the live broadcast of the Opening Ceremony	•	•	•	•	•
Social media exposure via boosts of conference ad on Facebook and posts on Instagram and Linked-in	•	•	•	•	•
Logo to be prominently featured on digital billboards at locations throughout T&T	•	•	•	•	•

Additional benefits:

- A member of your global management team is given the opportunity to deliver an address on Day 1 or Day 2 of the conference.
- Three (3) full complimentary registrations (i.e. 3 persons for 2-day registrations which cannot be split).
- Publicity material and promotional items (supplied by sponsor) will be included in the delegate folios.
- Sponsor will be mentioned and thanked in the CEO's opening address and closing vote of thanks.
- A list of all attendees will be made available to sponsors, post-event.
- Reserved table with assigned service at the event which you have sponsored (limited to sponsors of Lunch on Day 1 & 2, and the Closing Dinner with a maximum seating for 10 guests).

Public relations benefits:

As the named sponsor of any of the following (all of which are allocated on a first-come, first-served basis), your company representative will have the corresponding speaking opportunity:

- **Opening Ceremony sponsor:** 10-minute speaking opportunity immediately before the feature address by the Hon. Minister of Energy and formal opening of the Tradeshow.
- **Opening Day Cocktail Reception:** 5-minute opportunity to bring remarks at the event.
- **Day 1 Luncheon:** 5-minute opportunity to bring remarks at the event.
- **Day 2 Luncheon:** 5-minute opportunity to bring remarks at the event.
- **Closing Dinner 'A Taste of Trinidad':** As a co-sponsored event, each sponsor is given 5 minutes to bring brief remarks at the event.

Tradeshow benefit: Platinum sponsors have first preference on Pavilion, Gold (10ftX10ft), Silver (8ftX8ft) or Bronze (6ftX6ft) booth package for one week prior to the general marketing of the Energy Conference

Tradeshow. Kindly note that we will not be placing a “hold” on booths. **N.B: The cost of booth/pavilion spaces is *not* included in the sponsorship cost.**

Notes:

- With regard to the sponsored events, please note that 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 (excluding the dinner and cocktails, for which the entertainers must be pre-agreed upon by the sponsor, in accordance with the budget).
- Collateral/publicity material and promotional items: In order to ensure quality and consistency and to avoid repetition, sponsors wishing to include items in the conference folio are asked to verify with us in advance of production. Please note that sizing and weight must meet certain specifications. Send all related questions to michelle@energy.tt. All collateral/material must be delivered to the Energy Chamber’s office by December 20th, 2018.
- Logos will appear in all marketing material based on the order in which we receive confirmation of your participation as a sponsor.
- Sponsors are asked to note that only one logo per sponsor is permitted.
- Any updates/changes to logos after the initial submission, will attract a fee.

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

Gold Sponsor packages	
Event: there are seven exclusive options – available on a first-come, first-served basis	Investment
Day 1 Pre-event refreshment	US\$16,625. +VAT
Day 1 Afternoon refreshment	US\$16,625. +VAT
Day 2 Pre-event refreshment	US\$16,625. +VAT
Day 2 Mid-morning refreshment	US\$16,625. +VAT
Day 2 Afternoon refreshment	US\$16,625. +VAT
Media/Delegate Lounge sponsor (Area at the back of Regency)	US\$16,625. +VAT
Networking Terrace sponsor (outdoor verandah outside Secretariat)	US\$16,625. +VAT

Gold sponsor corporate branding benefits:

	Day 1 Pre-event refreshment	Day 1 Afternoon refreshment	Day 2 Pre-event refreshment	Day 2 Mid-morning refreshment	Day 2 Afternoon refreshment	Media/delegate Lounge sponsor	Networking Terrace sponsor
Named and promoted as a Gold sponsor of the conference	•	•	•	•	•	•	•
'Gold sponsor' designation on conference delegate badges for all company registrants	•	•	•	•	•	•	•
Named and promoted as a 'Gold sponsor' on front inside front cover of Conference agenda and conference website	•	•	•	•	•	•	•
Listed in conference agenda as sponsor of the selected event/space	•	•	•	•	•	•	•
10 second display in looped run of logos on screens in conference room	•	•	•	•	•	•	•
Placement of promotional items on tables/opportunity to distribute items at the sponsored event only/in space sponsored	•	•	•	•	•	•	•
Placement of pull-up banners outside of doors to the refreshment area/in the sponsored space for the duration of the event	•	•	•	•	•	•	•
Logo to be included in all print advertisements in select local newspapers as well as the EnergyNow, trade newspaper	•	•	•	•	•	•	•
Logo included on conference themed banner on the front exterior of Hyatt Regency	•	•	•	•	•	•	•
Logo to be included in select digital billboard advertising at locations throughout T&T	•	•	•	•	•	•	•
Sponsor logo in the e-newsletter mailed to at least 2500 contacts weekly from September 2018 – January 2019	•	•	•	•	•	•	•

Additional benefits:

- As the named sponsor of your selected event/space (assigned on a first-come, first served basis), the event will appear in the conference brochure as “Sponsored by....” with an additional mention of your company in the day’s programme and voice overs.
- Two complimentary full registrations at conference (i.e. 2 persons for two-day registrations which cannot be split).
- A list of all attendees will be made available to sponsors, post-event.
- Publicity material and promotional items (supplied by sponsor) to be included in the delegate folios.
- Sponsor will be mentioned and thanked in the CEO’s opening address and closing vote of thanks.

Tradeshow benefit: Priority allocation on Pavilion, Gold (10ftX10ft), Silver (8ftX8ft) or Bronze (6ftX6ft) booth for the Energy Conference Tradeshow. Kindly note that we will not be placing a “hold” on booths.

N.B: The cost of booth/pavilion spaces is *not* included in the sponsorship cost.

Notes:

- There are two new sponsorship opportunities available in the Gold sponsor categories, namely the ‘Delegate and Media Lounge Sponsor’ and the ‘Networking Terrace Sponsor’.
- With regard to the sponsored events, please note that 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 (excluding the dinner and cocktails, for which the entertainers must be pre-agreed upon by the sponsor, in accordance with the budget).
- Collateral/publicity material and promotional items: In order to ensure quality and consistency and to avoid repetition, sponsors wishing to include items in the conference folio are asked to verify with us in advance of production. Please note that sizing and weight must meet certain specifications. Send all related questions to michelle@energy.tt. All collateral/material must be delivered to the Energy Chamber’s office by December 20th, 2018.
- Logos will appear in all marketing material based on the order in which we receive your confirmation of your participation as a sponsor.
- Sponsors are asked to note that only one logo per sponsor is permitted.
- Any updates/changes to logos after the initial submission, will attract a fee.

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

Silver Sponsor package
(Unlimited sponsors)
Investment: US\$8,550. +VAT

Silver sponsor corporate branding benefits:

• Named and promoted as a Silver sponsor of the conference
• 'Silver sponsor' designation on conference delegate badges for all company registrants
• Prominent logo placement on front inside front cover of Conference agenda, and conference website
• Logo included on conference-themed banner on the front exterior of Hyatt Regency
• 5 second display in looped run of logos on screens in conference room and tradeshow area
• Logo to be included in all print advertisements in select local newspapers as well as the EnergyNow, trade newspaper
• Logo to be included in select digital billboard advertising at locations throughout T&T
• Sponsor logo in the e-newsletter mailed to at least 2500 contacts weekly from September 2018 – January 2019

Additional benefits:

- One complimentary full registration (i.e. 1 person for 2-day registration which cannot be split).
- Mentioned and thanked in CEO's opening address and closing vote of thanks.
- Publicity material and promotional items (supplied by sponsor) will be included in the delegate folios.

Tradeshow benefit:

Priority allocation on Pavilion, Gold (10ftX10ft), Silver (8ftX8ft) or Bronze (6ftX6ft) booth for the Energy Conference Tradeshow, subject to availability. Kindly note that we will not be placing a "hold" on booths. Additionally, the limit will be a maximum of one pavilion or two booths per company. **N.B: The cost of booth/pavilion spaces is *not* included in the sponsorship cost.**

Notes:

- Collateral/publicity material and promotional items: In order to ensure quality and consistency and to avoid repetition, sponsors wishing to include items in the conference folio re asked to verify with us in advance of production. Please note that sizing and weight must meet certain specifications. Send all related questions to michelle@energy.tt. All collateral/material must be delivered to the Energy Chamber's office by December 20th, 2018.
- Logos will appear in all marketing material based on the order in which we receive your confirmation of your participation as a sponsor.
- Sponsors are asked to note that only one logo per sponsor is permitted.
- Any updates/changes to logos after the initial submission, will attract a fee.

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

Half Day Technical Workshop Sponsor

Wednesday February 06th, 2019

(four spots available)

This opportunity is for companies interested in sharing information on products, services or trends relevant to the overall conference theme and/or the sector. There are 4 half-day spots available on the final day of the event.

Full or partial sponsorship is accepted, and the corresponding packages available to sponsors are:

<u>Option 1 – US\$3900. + VAT</u>	<u>Option 2 – US\$1950. +VAT</u>
<u>Full sponsorship</u> – the sponsor/presenter pays the full sum above and receives all the listed benefits; registrants attend at a nominal fee of US\$50. + VAT	<u>Partial sponsorship</u> – the sponsor/presenter pays half of the sponsorship fee and the ECTT charges registrants a fee of US\$150. + VAT

Workshop sponsor corporate branding benefits:

Benefits	Option 1	Option 2
• Named and promoted as a workshop sponsor	•	•
• Logo placement in Conference agenda and on conference website	•	•
• Logo included on conference-themed banner on the front exterior of Hyatt Regency, if confirmation of sponsorship is submitted before November 23 rd , 2018	•	
• Workshop-themed banners at the event	•	•
• Logo to be included in all print advertisements in select local newspapers as well as the EnergyNow, trade newspaper	•	
• Sponsor logo in the e-newsletter mailed to at least 2500 contacts weekly from September 2018 – January 2019	•	•
• Place company signage in the workshop room	•	

Additional benefits:

- Mentioned and thanked in CEO's opening address and closing vote of thanks
- Acknowledgement in conference programme
- Opportunity to exchange knowledge on emerging technologies, as well as company's products and services
- Networking and development of business contacts

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
- Provide topic, facilitator name(s), bio(s) and picture(s)
- Market the event to all sponsor company contacts

Host Responsibilities (Energy Chamber):

- ✓ Registration (pre-conference and on the day)
- ✓ Marketing (liaise with sponsor company to devise any additional forms of marketing/target groups) in addition to promoting to the Chamber's approximate listing of 2500 contacts and the contacts submitted by the sponsor company.
- ✓ Preparation of Badges
- ✓ Provide meeting space, AV and multimedia service for event
- ✓ Coffee break

Notes:

1. Companies may also consider joint sponsorship with their respective partner/s for the hosting of workshops.
2. Workshop presenters/sponsors are not eligible to access the main conference without separately registering and paying to attend.

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



Sponsorship Confirmation Form A



Trinidad & Tobago Energy Conference 2019

EVENT: Trinidad and Tobago Energy Conference 2019

DATE : February 04th-6th, 2019

VENUE: Hyatt Regency Trinidad, Port of Spain

SPONSORSHIP CATEGORY (please select one):

(Insert company name here) _____, hereby agrees to partner with the Energy Chamber in sponsoring the Trinidad and Tobago Energy Conference 2019 in the capacity of (please tick selected event under your chosen category):

CATEGORY	EVENT	TICK HERE	INVESTMENT
PLATINUM	Opening Ceremony		US\$40,000. + VAT
PLATINUM	Day One Luncheon		US\$35,500. + VAT
PLATINUM	Day One Opening Cocktail Reception		US\$33,500. + VAT
PLATINUM	Day Two Luncheon		US\$33,500. + VAT
PLATINUM - Please note that this sponsorship category will be shared with one other platinum sponsor	Closing dinner "A Taste of Trinidad" (Co-Sponsorship)		US\$33,500. +VAT (each)
*GOLD – (seven spots available)	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
	Delegate & Media Lounge sponsor		US\$16,625. + VAT
	Networking Terrace sponsor		US\$16,625. + VAT
SILVER			US\$8,550. + VAT
WORKSHOP	Option 1		US\$3,900. + VAT
	Option 2		US\$1,950. +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 B

Sponsor Company details:

Please state your Company's name as it should appear on delegate badges, the conference agenda and where text is required: _____

Mailing Address: _____

Telephone: _____ Key contact: _____

Email of person completing this form: _____

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

Agreement:

Sponsorship category selected: _____

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

Sponsorship authorised by: (signature of person named immediately above) _____

Date: _____

Signature of person completing this form: _____

Company Stamp here:

N.B: IN ORDER FOR YOUR SPONSORSHIP TO BE COMPLETE, YOU MUST SIGN and/or STAMP and SUBMIT SPONSORSHIP CONFIRMATION FORMS A, B & C (pages 12 – 15) OF THIS AGREEMENT, VIA EMAIL TO: michelle@energy.tt and ariane@energy.tt

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



Sponsorship Confirmation Form C



Trinidad & Tobago Energy Conference 2019

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 or via email at ariane@energy.tt
- Confirmation of sponsorship must be made on the Sponsorship Confirmation Forms (pages 12 - 15) 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, 2018.
- 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:*
 - 25% of the total value if the cancellation is made on/before **November 03rd, 2018**
 - 50% of the total value if the cancellation is made on/before **December 04th 2018**
 - 100% of the total value if the cancellation is made on/before **January 04th, 2019***Please note that costs would have already been incurred by the dates above and must be covered by these fees.*
- The Sponsor is responsible for submitting all logos in high resolution Adobe Illustrator (AI) or high res PDF format by **September 20th, 2018** in order to be included in the conference agenda and other printed collateral. Kindly note that in order to add your logo to 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 20th, 2018.** 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 ext. 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.



Sponsorship Confirmation Form C (continued)



Trinidad & Tobago Energy Conference 2019

GENERAL TERMS AND CONDITIONS *continued*

- Only one logo per sponsor is allowed. Additionally, any changes/updates to logos after the initial submission, will attract a fee.
- *Please note all prices listed above may be subject to exchange rate fluctuations when converting to TT dollars.

We have read and agree to abide by the foregoing terms and conditions:

Company name: _____

Name in Block letters: _____

Signature: _____

Date: _____

COMPANY STAMP here: