



# Sponsorship Guidelines:

## Sponsor Schedule

A schedule will be provided to all sponsors prior to the event, and will include specific details relating to each individual sponsor. The schedule will include information relating to: entitlements, deadlines for receipt of advertising materials, banners, delegate registrations etc.

All information stated in the Sponsorship Opportunities document is considered to be correct at the time of going to print. However, if the document is subjected to any changes, sponsors will be notified prior to the conference.

## Promotional Material:

Banners and any other promotional materials allowed should be provided by Sponsors but must adhere to the guidelines as provided by The Textile Institute.

## Event Logo:

Sponsors are eligible to use the conference logo in their own promotion. However, all useage must follow the strict guidelines set by The Textile Institute and is subject to approval prior to use. All artwork and printing specifications must be viewed by The Textile Institute before production. The Textile Institute will provide a copy of the style guidelines with confirmation of acceptance of sponsorship.

## textiles magazine

Any sponsorship that includes advertising in textiles magazine must be confirmed in the required issue by the sponsor. Adverts must be provided in the required format and by the date given otherwise no guarantee of appearance in a specific issue of the magazine can be given by The Textile Institute.

## Payment and booking conditions:

All monies quoted in this document are in GBP Sterling. Sponsors are required to ensure that all payments are made in GBP Sterling unless agreed otherwise in advance. On receipt of a signed booking form, participation will be confirmed in writing, together with an invoice for the full amount.

Please note that no benefits will be received until payment of the full amount is received.

## Payment conditions:

Sponsorship may be paid at the following intervals:

- a) One-off payment (for amounts smaller than GBP5,000).
- b) Deposit: 50% deposit due 30 days from issue of an invoice  
Balance due prior to 30 March 2010

Any sponsorship agreements made after the 30 March 2010 will require immediate full payment.

## Cheques should be made payable to The Textile Institute.

Remittances can be sent via direct bank transfer (with all charges paid) to:

Account No:	06008135
Sort Code:	01-10-01
IBAN:	GB85NWBK01100106008135
BIC:	NWBKGB2L

In the event that the conference is cancelled refunds will be as follows:

- If cancelled prior to 30 March 2010 50% will be withheld and all other monies paid as of that date will be refunded.
- If cancelled after the 30 August 2010 no refunds will be payable.





# Sponsorship Pro-Forma

I / We would like to become a Sponsor of The Textile Institute Centenary World Conference to be held in Manchester in November 2010.

Contact Name

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Company Name

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Address

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Post Code

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Country

---

Tel No

Mobile

---

Email address

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Web site

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I would like to sponsor the following elements of the conference

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I agree to pay The Textile Institute a sum of GBP£ \_\_\_\_\_ as a Sponsor during The Textile Institute Centenary Year.

My cheque is enclosed (payable to The Textile Institute) / Please send me an invoice.  
(Please delete as appropriate)

A copy of our company logo (in gif or jpeg format; this must be provided in a high definition format with a minimum of 300 dpi) has been sent electronically to The Textile Institute.

Please complete and return this form to:

**Vanessa Knowles, Project Manager - Centenary Conference,  
The Textile Institute, 1st Floor, St James Buildings, Oxford Street, Manchester, M1 6FQ.**

Tel: +44 (0)161 237 1188

Direct tel: +44 (0)1942 886402

Fax: +44 (0)161 236 1991

email: [vknowles@tiworldconference.org](mailto:vknowles@tiworldconference.org)

