

**EDUCATION BUILDING & DEVELOPMENT OFFICERS GROUP (EBDOG) Conference
Swindon STEAM Museum Friday 16th June 2017**

Sponsor and Exhibitor Booking Form

Organisation	
Contact Name	
Job Title	
E-Mail	
Telephone	
Address (for invoicing purposes)	
Purchase Order Number (if required to be quoted on invoice)	

The above named organisation agrees to purchase the sponsor package (as detailed below) for the Swindon EBDOG conference in June 2017

Package Details	Cost	Please tick
<p>GOLD <u>Event Sponsor Package</u> This is our premium sponsorship package which gives the sponsor access to delegates at the Friday conference and as well as the less formal setting of the Thursday evening pre-conference dinner. Sponsorship Package includes: Company name or logo on all event information and marketing. <u>15th June 2017- Pre-conference dinner Lydiard Park Country House- from 7pm</u> Display space on inside of the marquee at Lydiard Two places at the dinner Company name or Logo on invitations and menus <u>16th June 2017 EBD OG Conference</u> Exhibition pitch (approximately 3m x 2m) for the full day Two delegates at the conference Company name or logo in conference information & delegate packs <i>*Any additional delegates will be charged at £150 each</i></p>	<p>Cost £2,500 (plus any relevant VAT)</p>	
<p>SILVER <u>Conference Sponsor Package</u> This sponsorship package gives the sponsor access to delegates at the conference Sponsorship Package includes: Company name or logo on all conference information and marketing. <u>16th June 2017- EBD OG Conference</u> Exhibition pitch (approximately 2.5m x 2m) for the full day Two delegates at the conference Company name or logo in conference information & delegate packs <i>*Any additional delegates will be charged at £100 each</i></p>	<p>Cost £1,500 (plus any relevant VAT)</p>	
<p>BRONZE Sponsorship Package includes: Company name or logo on all conference information and marketing. <u>16th June 2017- EBD OG Conference</u> Exhibition pitch (approximately 2m x 2m) for the full day Two delegates at the conference Company name or logo in conference information & delegate packs <i>*Any additional delegates will be charged at £100 each</i></p>	<p>Cost £1,000 (plus any relevant VAT)</p>	

Additional Sponsorship Availability	Cost	Please tick
<p>BUS / Transport <u>Sponsor Package</u> We're giving you the opportunity to sponsor transport provided to take delegates to and from the preconference meal on the Thursday evening.</p>	Cost £250 (plus any relevant VAT)	
<p>DRINKS RECEPTION <u>Sponsor Package</u> The drinks reception will be held in the 'Lydiard Lounge' before the preconference dinner on the Thursday evening. The perfect opportunity to get your company name noticed first.</p>	Cost £500 (plus any relevant VAT)	
<p>MARQUEE <u>Sponsor Package</u> Sponsoring the Marquee in which the preconference meal will be held is a great opportunity to get your name over the bar, or even on the stage.</p>	Cost £1,000 (plus any relevant VAT)	
<p>TABLES <u>Sponsor Package</u> Why not sponsor a table for dinner? Choose your own table name.</p>	Cost £100 (each) (plus any relevant VAT)	
<p>MUSIC / ENTERTAINMENT <u>Sponsor Package</u> Both during and after dinner, it's important to set the right mood. Why not sponsor the music while we're eating, or get the after party in full swing with the band?</p>	Cost £250 (plus any relevant VAT)	
<p>WORKSHOP ROOM NAMING <u>Sponsor Package</u> There will be 4 workshop rooms on the day of the conference. 4 extra opportunities to get your company name out there.</p>	Cost £100 per room (plus any relevant VAT)	
<p>GREAT WESTERN HALL NAMING <u>Sponsor Package</u> The main conference will be held in the biggest hall available at the venue. Sponsoring this will give your company the opportunity to get their name on stage... Literally!</p>	Cost £250 (plus any relevant VAT)	
<p>RUNNERS <u>Sponsor Package</u> We aim to have several 'runners' on the day, helping to direct delegates from workshops, to the main hall, to the refreshments etc. Why not have them branded in your company logo?</p>	Cost £50 (plus any relevant VAT)	
<p>THE 'REFRESHMENT TRAIN' The Caerphilly steam train is in the perfect location for sponsorship. Taking centre stage in the refreshment area, it will be seen by everyone as they break out for the sessions throughout the day.</p>	Cost £150 (plus any relevant VAT)	

**To discuss sole sponsorship opportunities for any of these please call to discuss.*

Signed..... Date.....

An invoice for the full cost of the chosen package will be raised within 30 days of receiving this signed booking form. No refunds will be given in respect of cancellation by the sponsor or exhibitor unless the sponsor or exhibitor package is subsequently resold.

Please email completed forms to EBDOG2017@Swindon.gov.uk