



## The Energy Chamber of Trinidad and Tobago Sponsorship Guide Events 2019-2020

### **INTRODUCTION:**

The Energy Chamber of Trinidad and Tobago is the host of several annual events linked to our key advocacy areas which we pursue on behalf of our members and the wider public. As a membership organization, some of these events are only possible through sponsorship received from companies.

In the past, we have gone to member and future member-companies to request their sponsorship support on a per-event basis. From this financial year (July 2019 – June 2020) however, we are presenting members with details on all of the events which are available for sponsorship (excluding the Trinidad and Tobago Energy Conference, the Local Content Forum, the Downstream Operators Forum and the Upstream Operators Forum) so that they can comparatively select the one/s that is/are the best fit with their organizational goals for the corresponding period.

The events which require sponsorship for the financial year 2019 – 2020 are:

1. Meet the Members Cocktail Reception – Thursday October 10<sup>th</sup>, 2019
2. Guyana Safety Forum – Wednesday October 16<sup>th</sup>, 2019
3. Energy Efficiency and Renewables Conference - Monday June 08<sup>th</sup> and Tuesday June 09<sup>th</sup>, 2020
4. Media Sensitization Workshop – March 18<sup>th</sup> & 25<sup>th</sup>, 2020

An event outline, as well as the expected costs and benefits to sponsor companies for each event are listed below.

For additional details on sponsorship please contact Michelle Ramrattan-Rahman at 6-ENERGY ext 33.



## The Energy Chamber of Trinidad and Tobago Sponsorship Guide Events 2019-2020

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## Meet the Members Cocktail Reception

October 10<sup>th</sup>, 2019

Investment:

Full sponsorship: US\$21,000. + VAT

Partial sponsorship: 4 sponsors @ US\$5,250. + VAT

The Energy Chamber of Trinidad and Tobago proposes to host a cocktail event for members. The purpose of the event is to allow members to meet and interact with Board Members in a less formal setting. It will also give members an opportunity to socialize and network with other members and potential business associates in a relaxed and informal atmosphere.

**Concept and Benefits:** The Energy Chamber will coordinate all aspects of the planning and marketing of the event. The Energy Chamber is seeking sponsorship from corporate sponsors for the hosting of this Cocktail reception which will take place immediately after our Annual General Meeting. The projected cost of the event is US\$21,000.00 +VAT and in order to book a sponsorship spot and access the benefits below, you must commit to at least 25% of the cost (US\$5,250 +VAT). There is also the option for one company to be the exclusive sponsor of the event at the full cost (that company will get 2 full-page and one half-page ad in EnergyNow).

In exchange for sponsorship, companies will receive the following benefits:

- One regular full-page ad in any issue of the EnergyNow excluding the Energy Conference issue (between September 2019 – June 2020). Artwork to be supplied by the sponsor company.
- A half page feature/interview on your business operations in any upcoming issue of the EnergyNow, except the Conference issue.
- A member of your team will be given 2-4 minutes (time will vary according to package selected) during the event for brief remarks to attendees
- Branding on the event invite/email
- Assignment of a cocktail table space from where you can engage attendees and distribute promotional literature/items
- The opportunity to display a standing banner at a location at the event to be decided by the Energy Chamber
- 3 complimentary invites to the event
- Direct emails to all member companies, listing your company as the sponsor of the event
- Mentions in the weekly newsletters published ahead of the event.
- Your company logo to be shown at intervals on multimedia screens during the event
- A mention in the President/CEO's vote of thanks.

All member companies will be invited and the projected attendance is 200, comprised of our members, Board members and the media. The event will take place on October 10<sup>th</sup>, 2019 at Hyatt Regency, Port of Spain.

**Sponsorship Confirmation Form A**  
**Meet the members Cocktail Reception 2019**

YOUR COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

KEY CONTACT: \_\_\_\_\_

SPONSORSHIP CATEGORY (Tick one): Sole Sponsor  Part Sponsor

Value of Sponsorship (TT\$): \_\_\_\_\_

SPONSORSHIP AUTHORISED BY (BLOCK LETTERS): \_\_\_\_\_

SIGNATURE OF PERSON COMPLETING THIS FORM: \_\_\_\_\_

EMAIL OF PERSON COMPLETING THIS FORM: \_\_\_\_\_

DATE: \_\_\_\_\_

COMPANY STAMP HERE:

N.B.: To confirm your sponsorship please complete forms A & B and send to [michelle@energy.tt](mailto:michelle@energy.tt)  
An invoice will be sent to your company for payment. Signing of this form is an indication of acceptance of the General Terms and Condition which form an integral part of this package.

**Sponsorship Confirmation Form B**  
**Meet the members Cocktail Reception 2019**

**GENERAL TERMS AND CONDITIONS:**

1. Confirmation of Sponsorship must be made on the Sponsorship Confirmation Form and should be emailed to [michelle@energy.tt](mailto: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. These documents will serve as a binding contract.
2. For Energy Chamber members, a payment of 50% of the total cost or company purchase order is required to secure your position within 30 days of the date on the invoice or at least 30 days prior to the event, whichever comes first. If this contract is received by the Energy Chamber within the 30-day period immediately before the event, 100% of payment is due and payable.
3. For non-members of the Energy Chamber, 100% of payment is required to secure/receive any sponsor benefits within one week of receipt of the Energy Chamber's sales order. If this contract is received by the Energy Chamber within the 30-day period immediately before the event, 100% of payment must accompany this contract.
4. *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 before September 4th, 2019
  - 100% of the total value if the cancellation is made between September 4<sup>th</sup>,2019 and the date of the event.
5. 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.
6. 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.
7. The Sponsor is responsible for submitting all logos in high resolution Adobe Illustrator (AI) File by the specified deadline, in order to be included on the website, the loop, in the conference booklet and other printed collateral. Sponsors will be billed for any additional costs incurred for any changes to logos after submission to the Energy Chamber.
8. Kindly be advised that the benefits pertaining to the EnergyNow cannot all be accessed simultaneously. Each listed benefit will therefore be featured in separate issues of the newspaper.
9. If you have any queries related to this event or your sponsorship, please contact us at (868) 636 3749 ext. 33/22.

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

Name (block): \_\_\_\_\_

Signature \_\_\_\_\_

Date:\_\_\_\_\_



## Guyana Safety Forum 2019

October 16<sup>th</sup>, 2019

Investment: Platinum Sponsor

Two spots – available on a first-come, first-served basis

US\$3,000 +VAT

As the representative organization of the energy sector in Trinidad and Tobago, we recognize the critical role that a positive safety culture plays in risk minimization & safe operations in the oil & gas industry. Through the STOW (Safe to Work) Certification Programme which endorses contractors' HSE Management systems, the Energy Chamber has been able to strengthen the safety culture in the Trinidad oil and gas industry and believe there is an opportunity to share our learnings and experiences with our counterparts in Guyana. In keeping with this, we propose to host a Safety Forum which will focus on critical aspects of implementing a safety culture.

The proposed Guyana Safety Forum will take place on October 16<sup>th</sup>, 2019 and is themed '**Building a robust safety culture for private sector development**'. There is a strong link between a positive safety culture and overall business performance which must be understood, especially in a new hydrocarbon economy. It would therefore be beneficial to focus on engendering a positive safety culture from inception to ensure that as activity increases, the foundation would have already been laid and would promote the systems and practices necessary for achieving the required performance.

The Guyana Safety Forum will provide a solid platform for participants to:

- Learn about the importance of a robust safety culture in Guyana
- Understand the role that a positive safety culture plays in ensuring a competitive, world-class industry
- Network with energy sector and HSE professionals with a view to forging partnerships and fostering knowledge-transfer.
- Establish contact with operator companies in Guyana

In order to allow for broad participation among members of the energy sector in Guyana and Trinidad and Tobago, as well as the wider public, we try to keep our registration fees at a competitive rate. Sponsorship is therefore crucial in helping us make the conference registration fees affordable to small local companies, while at the same time allowing us to host an event of an international standard.

### **Date & Venue**

The One-day Safety forum will take place on October 16<sup>th</sup>, 2019 in Georgetown Guyana and will include a trade show of 10 exhibitors as well as a trade mission.

## **Who will be invited to attend?**

This Forum is designed and marketed to attract a broad cross section of participants with a focus on contractors and operators in Guyana's energy industry, as well as individuals from the upstream and downstream sector regionally, policy makers, service companies in Guyana and the region, persons with HSE responsibilities within their organisations and those with a unique interest in the development of the regional energy sector. The forum will also seek to get diverse opinions from international and regional delegates and presenters.

## **Sponsorship entitlements and benefits:**

### **Marketing the forum:**

To ensure maximum attendance at the event, it will be promoted through:

- Direct mail to over 400 Energy Chamber member companies, including all the major energy sector companies in Trinidad & Tobago
- Direct mail to over 3500 members of all other business associations/organisations affiliated with the Energy Chamber of Trinidad and Tobago.
- Forum promotion on the Chamber's website
- Advertising in news media in Guyana and Trinidad and the Energy Chamber's trade newspaper, *EnergyNow*
- Social media



## Guyana Safety Forum 2019

October 16<sup>th</sup>, 2019

Investment: Platinum Sponsor

Two spots – available on a first-come, first-served basis

US\$3,000 +VAT

### **Corporate Branding**

- Named and promoted as Platinum Sponsor of the Forum
- Guyana Safety Forum 'Platinum Sponsor' designation on delegate badges for all company registrants
- Prominent Logo placement:
  - On the website and via social media platforms
  - Homepage of event website: [www.energy.tt](http://www.energy.tt) with link to Sponsor's website
  - 10 second display in looped run of logos on display screens during the forum
  - In the printed and on-line forum agenda
  - Logo included on print advertisements in Guyana's dailies, Trinidad Guardian/Trinidad Express and the EnergyNow

### **Additional benefits**

- Mentioned and thanked in CEO's opening address and closing Vote of Thanks
- Opportunity to bring brief remarks at opening, lunch or closing of the forum.
- Opportunity to have a speaker at the forum
- Branded literature or promotional items on forum tables
- Signage at the event, subject to guidelines from the host hotel/organisers
- Logo to be featured on event banner at venue
- Company name to be included in press releases locally and in Guyana
- Logo to appear in print ad locally and in Guyana

### **Conference:**

- Three full complimentary registrations at the forum (does not include accommodation, airfare, transfers and meals)
- Attendee list after event

\*Please note all prices listed above are not final and will be subject to exchange rate fluctuations when converting to TT dollars.



**Sponsorship Confirmation Form A**

**Guyana Safety Forum 2019**

**Name of Event:** Guyana Safety Forum 2019

**Date of Event:** October 16<sup>th</sup>, 2019

**Venue:** Georgetown, Guyana

**Name of person completing forms:**

\_\_\_\_\_

**Date :** \_\_\_\_\_

*(Insert company name here):*

\_\_\_\_\_ hereby agrees to partner with the Energy Chamber of Trinidad & Tobago in sponsoring the Guyana Safety Forum 2019 in the capacity of **PLATINUM SPONSOR**, valued at US\$3000. + VAT.

I am aware that this sponsorship category will be shared with another sponsor at the same value and for all the same benefits.

**Signature of person authorising sponsorship:** \_\_\_\_\_

**Name of authorised signatory (in block letters):** \_\_\_\_\_

COMPANY STAMP HERE:

**Sponsorship Confirmation Form B**

**Guyana Safety Forum 2019**

YOUR COMPANY'S NAME, AS IT WILL APPEAR ON THE EVENT BADGES, AGENDA AND WHERE TEXT IS REQUIRED:

\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

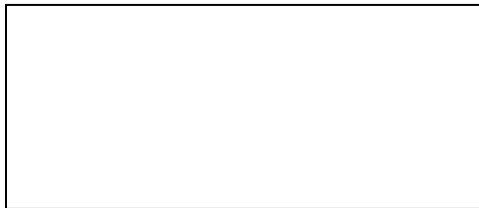
KEY CONTACT/S: \_\_\_\_\_

SIGNATURE OF PERSON COMPLETING THIS  
FORM: \_\_\_\_\_

EMAIL OF KEY CONTACT/S \_\_\_\_\_

DATE: \_\_\_\_\_

COMPANY STAMP HERE:



## Sponsorship Confirmation Form C

### Guyana Safety Forum 2019

#### GENERAL TERMS AND CONDITIONS

1. Confirmation of Sponsorship is only complete upon submission of the Sponsorship Confirmation Forms A,B & C which should be emailed to [michelle@energy.tt](mailto:michelle@energy.tt)
2. On completion and submission of the duly authorized Confirmation Forms, subsequent notification of acceptance by the Chamber and an invoice will be sent to you. These documents will serve as a binding contract.
3. For Energy Chamber members, a payment of 50% of the total cost or company purchase order is required to secure your position within 30 days of the date on the invoice or at least 30 days prior to the event, whichever comes first. If this contract is received by the Energy Chamber within the 30-day period immediately before the event, 100% of payment is due and payable.
4. For non-members of the Energy Chamber, 100% of payment is required to secure/receive any sponsor benefits within one week of receipt of the Energy Chamber's sales order. If this contract is received by the Energy Chamber within the 30-day period immediately before the event, 100% of payment must accompany this contract.
5. *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:*
  - a. 50% of the total value if the cancellation is made before September 16<sup>th</sup>, 2019
  - b. 100% of the total value if the cancellation is made between September 16<sup>th</sup>, 2019 and the date of the event
6. 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.
7. 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.
8. The Sponsor is responsible for submitting all logos in high resolution Adobe Illustrator (AI) File by the specified deadline, in order to be included on the website, the loop, in the conference booklet and other printed collateral. Sponsors will be billed for any additional costs incurred for any changes to logos after submission to the Energy Chamber.
9. The complimentary delegate spaces are for a full day registration and cannot be split among multiple attendees. The Energy Chamber is not responsible for the airfare, ground transfers and accommodation of the delegates who are assigned these complimentary spaces
10. If you have any queries related to this event or your sponsorship, please contact us at (868) 636 3749 ext. 33/22.

Continued on next page

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

Name (Block): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

N.B: To confirm your sponsorship please complete forms A, B & C and send to [michelle@energy.tt](mailto:michelle@energy.tt)  
An invoice will be sent to your company for payment. Signing of this form is an indication of acceptance of the General Terms and Condition which form an integral part of this package.



## Energy Efficiency and Renewables Conference & Tradeshow 2020

June 8<sup>th</sup> – 9<sup>th</sup>, 2020

Investment: Platinum: US\$8000. +VAT

Gold: US\$6500. + VAT

Silver: US\$4000. +VAT

The Energy Chamber of Trinidad and Tobago established the first conference dedicated to renewable energy and energy efficiency in Trinidad and Tobago the **Clean Energy Conference** in 2017. After two successful years, the conference has grown significantly and as such the board of the Energy Chamber has taken the decision rename the conference the “**Energy Efficiency and Renewables Conference**” to be more reflective of the industry’s drive for greater efficiency in the use of our natural resources.

The conference also includes opportunities for exhibitors during the trade show.

The Energy Efficiency and Renewables Conference provides a solid platform for participants to:

- Learn about new and emerging trends in energy efficiency and renewable energy
- forge new business relationships and strategic alliances through networking with like-minded individuals and companies
- highlight their strengths to the major purchasers of goods and services and a cross section of both local and international service companies and contractors

In order to allow for broad participation among members of the Energy Chamber and the wider public, we try to keep our registration fees at a competitive rate. Sponsorship is therefore crucial in helping us make the conference registration fees affordable to all our members, including small local companies, while at the same time allowing us to host an event of a high standard. Our registration fees are under fifty percent of the fees charged by other internationally organised energy sector conferences held in the region. Any surplus generated from the event goes towards supporting the on-going advocacy activities of The Energy Chamber of Trinidad & Tobago.

### **DATE AND VENUE**

**Date:** June 08th and 09<sup>th</sup>, 2020

**Venue:** Hilton Trinidad and Conference Centre

### **WHO WILL BE INVITED TO ATTEND?**

This conference is designed and marketed to attract a broad cross section of participants in the energy industry from the upstream and downstream sector, policy makers, service companies and academia and persons with a unique interest in the Trinidad and Tobago energy mix. The conference will also seek to get diverse opinions from international and regional delegates and presenters.



## Energy Efficiency and Renewables Conference

June 8<sup>th</sup> – 9<sup>th</sup>, 2020

Platinum Sponsor

Investment: US\$8,000 +VAT

### Corporate Branding

- Named and promoted as Platinum Sponsor of the Conference
- Energy Efficiency and Renewables Conference: Platinum Sponsor designation on Conference delegate badges for all company registrants
- Prominent Logo placement:
  - Website
  - Social media platforms
  - E-Newsletter to 3500 contacts weekly
  - Homepage of Conference website with link to Sponsor's website
  - 10 second display in looped run of logos on display screens in Conference over both days of conference
  - In the printed and on-line conference agenda
  - Logo included on print advertisements (in *Trinidad Guardian*, *Trinidad Express* and the *Energy Chamber's trade newspaper, EnergyNow*)
- Opportunity to share social media posts relating to low carbon initiatives on the Energy Chamber social media
- Confirmed opportunity to bring remarks at opening of the conference.
- Confirmed opportunity to have a senior executive from your organization speak at the conference
- Mentioned and thanked in CEO's opening address and closing Vote of Thanks

### Conference:

- Three full complimentary registrations at conference
- Attendee list after event

\*Please note all prices listed above are not final and will be subject to exchange rate fluctuations when converting to TT dollars.



## Energy Efficiency and Renewables Conference

June 8<sup>th</sup>- 9<sup>th</sup>, 2020

Gold Sponsor

Investment: US\$6,500 +VAT

### **Corporate Branding**

- Named and promoted as Gold Sponsor of the Conference
- Energy Efficiency and Renewables Conference: Gold Sponsor designation on Conference delegate badges for all company registrants
- Prominent Logo placement:
  - Website
  - Social media platforms
  - E-Newsletter to 3500 contacts weekly
  - Homepage of Conference website with link to Sponsor's website
  - 5- second display in looped run of logos on display screens in Conference over both days of conference
  - In the printed and on-line conference agenda
  - Logo included on all print advertisements (in *Trinidad Guardian*, *Trinidad Express* and the *Energy Chamber's trade newspaper, EnergyNow*)
- Mentioned and thanked in CEO's opening address and closing Vote of Thanks
- Possible opportunity to have a speaker at the conference

### **Conference:**

- Two full complimentary registrations for Energy Efficiency and Renewables Conference
- Attendee list after event

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



## Energy Efficiency and Renewables Conference

June 8<sup>th</sup>- 9<sup>th</sup>, 2020

Silver Sponsor

Investment: US\$4,000 +VAT

### Corporate Branding

- Named and promoted as Silver Sponsor of the Conference
- Energy Efficiency and Renewables Silver Sponsor designation on Conference delegate badges for all company registrants.
- Logo placement:
  - Promotion on the Website and Social Media
  - Homepage of Conference website with link to Sponsor's website
  - 5 second display in looped run of logos on display screens in Conference
  - E-brochure mailed to at least 3500 contacts weekly
  - Logo included on all print advertisements (in *Trinidad Guardian*, *Trinidad Express* and the *Energy Chamber's trade newspaper, EnergyNow*)
- Mentioned and thanked in CEO's opening address and closing Vote of Thanks

### Conference:

- One full complimentary registration at Energy Efficiency and Renewables Conference
- Attendee list after event

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



**Sponsorship Confirmation Form A**  
**Energy Efficiency and Renewables Conference 2020**

**NAME OF EVENT:** Energy Efficiency and Renewables Conference 2020

**DATE OF EVENT:** June 8<sup>th</sup> - 9<sup>th</sup>, 2020

**VENUE:** Hilton Trinidad and Conference Centre

**NAME OF PERSON COMPLETING THIS FORM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SELECT SPONSORSHIP CATEGORY:**

*(Insert company name here):* \_\_\_\_\_ hereby agrees to

partner with the Energy Chamber of Trinidad & Tobago in sponsoring the Energy Efficiency and Renewable

Conference 2020 in the capacity of: *(Tick one below)*

PLATINUM SPONSOR - (US\$8, 000 + VAT)

GOLD SPONSOR - (US\$6, 500 + VAT)

SILVER SPONSOR - (US\$4, 000 + VAT)

**PRINT COMPANY STAMP HERE:**

**Sponsorship Confirmation Form B**  
**Efficiency and Renewables Conference 2020**

YOUR COMPANY'S NAME, AS IT WILL APPEAR ON CONFERENCE BADGES, AGENDA

AND WHERE TEXT IS REQUIRED: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

KEY CONTACT/S: \_\_\_\_\_

SPONSORSHIP AUTHORISED BY (BLOCK LETTERS): \_\_\_\_\_

SIGNATURE OF AUTHORISED PERSON: \_\_\_\_\_

SIGNATURE OF PERSON COMPLETING THIS FORM: \_\_\_\_\_

EMAIL OF PERSON COMPLETING THIS FORM: \_\_\_\_\_

DATE: \_\_\_\_\_

COMPANY STAMP HERE:

## Sponsorship Confirmation Form C

### Energy Efficiency and Renewables Conference 2020

#### GENERAL TERMS AND CONDITIONS

1. Confirmation of Sponsorship is only complete upon submission of the Sponsorship Confirmation Forms A,B & C which should be emailed to [michelle@energy.tt](mailto:michelle@energy.tt)
2. On completion and submission of the duly authorized Confirmation Forms, subsequent notification of acceptance by the Chamber and an invoice will be sent to you. These documents will serve as a binding contract.
3. For Energy Chamber members, a payment of 50% of the total cost or company purchase order is required to secure your position within 30 days of the date on the invoice or at least 30 days prior to the event, whichever comes first. If this contract is received by the Energy Chamber within the 30-day period immediately before the event, 100% of payment is due and payable.
4. For non-members of the Energy Chamber, 100% of payment is required to secure/receive any sponsor benefits within one week of receipt of the Energy Chamber's sales order. If this contract is received by the Energy Chamber within the 30-day period immediately before the event, 100% of payment must accompany this contract.
5. *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:*
  - a. 50% of the total value if the cancellation is made before May 1<sup>st</sup>, 2020
  - b. 100% of the total value if the cancellation is made between May 1<sup>st</sup>, 2020 and the date of the event
6. 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.
7. 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.
8. The Sponsor is responsible for submitting all logos in high resolution Adobe Illustrator (AI) File by the specified deadline, in order to be included on the website, the loop, in the conference booklet and other printed collateral. Sponsors will be billed for any additional costs incurred for any changes to logos after submission to the Energy Chamber.
9. The complimentary delegate spaces are for a full day registration and cannot be split among multiple attendees.
10. If you have any queries related to this event or your sponsorship, please contact us at (868) 636 3749 ext. 33/22.

Continued on next page

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

Name (Block): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

N.B: To confirm your sponsorship please complete forms A,B & C and send to [michelle@energy.tt](mailto:michelle@energy.tt)  
An invoice will be sent to your company for payment. Signing of this form is an indication of acceptance of the General Terms and Condition which form an integral part of this package.



## Media Sensitization Workshop 2020

March 18<sup>th</sup> & 25<sup>th</sup>, 2020

Investment:

Two sponsors at US\$1850.+ VAT each

The Energy Chamber of Trinidad and Tobago would like to engage the local media in a one-day session aimed at sharing information on the energy sector. We would like to give local media an opportunity to enhance and expand their knowledge of the sector. Given the vast knowledge and expertise which we can draw on from among our Board members and membership, we feel that it would be beneficial to both the local media and the general public; both would benefit from a deeper understanding and a more critical analysis of the issues pertaining to a sector that is key to Trinidad and Tobago's economy.

The session/s would take place at the Energy Chamber's office and include two half-day sessions with an optional tour of the Point Lisas Industrial Estate.

### Corporate Branding

- Named and promoted as sponsor of the workshop
- Logo to be featured on agenda during the workshop
- Sponsor allowed to place signage in room
- Sponsor allowed to share a message/promotional items/stationery with the media in attendance
- Sponsor's name to be listed as the sponsor of the session in invitation to media and/or subsequent correspondence
- Sponsor company name to be included in all social media posts

### Additional benefits:

- Sponsor will be mentioned and thanked in CEO's opening remarks and closing Vote of Thanks
- Opportunity to have a presenter at the session

**Sponsorship Form A**  
**Media Sensitization Workshop 2019-2020**

**(Your company name here):** \_\_\_\_\_

hereby agrees to partner with the Energy Chamber of Trinidad & Tobago in sponsoring the  
Media Sensitization Workshop 2019-2020

YOUR COMPANY'S NAME, AS IT WILL APPEAR ON THE AGENDA  
& WHERE TEXT IS REQUIRED:

\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

KEY CONTACT/S: \_\_\_\_\_

SPONSORSHIP AUTHORISED BY (BLOCK LETTERS): \_\_\_\_\_

SIGNATURE OF AUTHORISED REPRESENTATIVE: \_\_\_\_\_

SIGNATURE OF PERSON COMPLETING THIS FORM: \_\_\_\_\_

EMAIL OF PERSON COMPLETING THIS FORM: \_\_\_\_\_

DATE: \_\_\_\_\_

COMPANY STAMP HERE:

**Sponsorship Form B**  
**Media Sensitization Workshop 2019-2020**

**GENERAL TERMS AND CONDITIONS:**

1. Confirmation of Sponsorship must be made on Sponsorship Confirmation Form and should be emailed to [michelle@energy.tt](mailto: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. These documents will serve as a binding contract.
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3. For non-members of the Energy Chamber, 100% of payment is required to secure/receive any sponsor benefits within one week of receipt of the Energy Chamber's sales order. If this contract is received by the Energy Chamber within the 30-day period immediately before the event, 100% of payment must accompany this contract.
4. *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 before 30 days or more before the date of the event*  
*100% of the total value if the cancellation is made less than 30 days before the date of the event.*
5. 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.
6. 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.
7. The Sponsor is responsible for submitting all logos in high resolution Adobe Illustrator (AI) File by the specified deadline, in order to be included on the website, the loop, in the conference booklet and other printed collateral. Sponsors will be billed for any additional costs incurred for any changes to logos after submission to the Energy Chamber.
8. If you have any queries related to this event or your sponsorship, please contact us at (868) 636 3749 ext. 33/22.

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

Name(block): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

N.B: To confirm your sponsorship please complete forms A & B and send to [michelle@energy.tt](mailto:michelle@energy.tt)  
An invoice will be sent to your company for payment. Signing of this form is an indication of acceptance of the General Terms and Condition which form an integral part of this package.