



MEMORANDUM OF UNDERSTANDING

PRIME SPONSORSHIP

This document serves to record an agreement between _____ (hereafter known as The Client] and Africa Supply Chain Excellence Awards^{NPC}, ASCEA (hereafter known as The Host).

The Host agrees to provide the following:

ITEM	DETAIL
Premier Table at the Award Dinner	Complimentary access to 10 guests at a premium table at the event.
Press Release	Dedicated press release on the organisation, its initiatives and its reason for sponsoring the awards.
Logo at the event	Prominent exposure of organisation logo in the Prime sponsor capacity. If the event is online, then handouts, and a banner etc. will be shown on the platform
Complimentary registrations to SAPICS and RFA conferences	A complimentary registration to <ul style="list-style-type: none"> • the 46th SAPICS Conference in June 2024 in Cape Town. • The Road Freight Association conference in May 2024

Standard Inclusion below in all packages in addition to the above

ITEM	DETAIL
Sponsor Logo Pre-Awards evening	On selected promotional material pre – event: Email signature, newsletters, website – logo, banner and profile, and logo on the invitation
Sponsor Logo at the event	On selected elements at the event, either online or physical, Programme and banners

Social Media exposure	Logo alongside other sponsors, and then 2 specific messages to the followers to promote a product, update news, and to advertise an event
Logo to be included on a banner for all stakeholders to share	A banner will be created for the event that can be used by the judges and stakeholder organisations in their own promotional platforms.

The client agrees to the following Terms and Conditions.

1. The Fee in respect of the items listed above is ***R 50 000.00 (Excluding VAT).***
2. A 50% non-refundable deposit payment is due 30 days after this document has been signed.
3. The balance of the payment is due on or before the at the latest 30 days prior to the event.
4. Exposure of the Client's brand as outlined above will only commence upon deposit ***payment.***
5. The organisers are planning to host the Awards in- person event in July 2024
6. The client agrees to provide names and any special dietary requirements of all their guests no later than 2 weeks before the event.
7. The client agrees to promote the Awards and event regularly through their platforms and distribution channels.
8. The client agrees that its logo and call to action details are circulated to the databases of the participating associations and the ASCEA distribution channels.
9. This agreement supersedes all prior agreements, representations, communications, negotiations and understandings between the parties and represents the entire agreement regarding The Client's participation at the event.

Signed on Behalf of the Host			
Name		Surname	
Designation		Date	
Signature			

Signed on Behalf of the Client			
Name		Surname	
Designation		Date	
Signature			

INVOICE DETAILS:

Invoicing details :	
Company Name	
Company Address	
VAT #	
Purchase Order If Applicable	