



MEMORANDUM OF UNDERSTANDING

CATEGORY 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 Awards Dinner	Complimentary access to 10 guests at a premium table at the event.
Name of organisation on the trophies of the category sponsored	Name of the organisation on the trophies and certificates for the category sponsored. Please note the Principal sponsor’s logo will be on the Award certificates.

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 and 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 45 000.00** payment on or before the (will insert a month hence)
3. Exposure of the Client’s brand as outlined above will only commence upon deposit **payment**.
4. The organisers are planning to host the Awards in- person event in July 2024.
5. The client agrees to provide names and any special dietary requirements of all their guests no later than 2 weeks before the event.
6. The client agrees to promote the Awards and event regularly through their platforms and distribution channels.
7. 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 in promotion of the event.
8. 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.
9. The client agrees, if possible, that its organisation will not enter an award in this category. However, if this is unavoidable, the Judges reserve the right to move the entry to another category.

Signed on Behalf of the Host			
Name		Surname	
Designation		Date	
Signature			

Signed on Behalf of the Client			
Name		Surname	
Designation		Date	
Signature			

Invoicing details:	
Company name	
Company address	
VAT #	
Purchase order if applicable	