

Events Hosting Agreement

FIX Trading Community is to host, with the support of (insert company name), the (insert event name) taking place on (insert date) at (insert location).

FIX Trading Community welcomes working with (host name) to deliver this event; this relationship will enable (host name) to be promoted as the event host, whilst FIX Trading Community will retain event ownership and all management responsibilities.

The following is the proposed agreement for the (event name), FIX Trading Community and (host name) partnership.

The event host will receive the following:

- Acknowledged as the event host within the conference opening and closing remarks.
 - Invited to provide a senior representative to conduct a brief welcome speech at the conference. This will provide the opportunity for the host to speak about why they support the event and the growth of FIX Trading Community, the host's use of the FIX Protocol and the business benefits FIX has delivered.
 - Invited to provide a senior representative to conduct a brief event closing speech at the conference thanking all delegates for attending the event.
- The host and FIX Trading Community logos will exclusively feature on the front cover of the event guide handed to all delegates on arrival (if applicable).
- The opportunity to place the host's freestanding (1m x 2m) banner in the conference room and the coffee/drinks reception area
- The opportunity to conduct one literature/seat drop at the start of the briefing.
- The event website will highlight the host on the event page.
- 1 item of promotional literature to be inserted into the delegate guide distributed to all delegates on arrival (if applicable).
- A copy of the event attendee list, 2 weeks and 1 week prior the event and 1 week post-event (including delegate name, delegate job title, firm name and physical mailing address)
- 10 complimentary delegate passes.
- 150 word company description and logo will feature in a prominent position of the event website sponsorship page.
- 150 word company description and logo included within the event sponsors section of the event Delegate Guide (if applicable).
- Host name or logo will feature on all promotional emails distributed announcing the event (attributed as the event host).
- Host logo will be displayed as part of the list of event sponsors on the presentation screen within the conference theatre.
- Company name or company logo listed on all external advertising and pre-event advertorial materials.

Venue Hire and Catering Costs

- The host to provide the venue, technical equipment (audio visual), translation equipment and cover any equipment setup and costs as well as catering costs.

Logistical Support

- The ability to continue working with a representative from the host firm to provide details requiring local knowledge such as locating and liaising with printers (if necessary) on behalf of FIX Trading Community (FIX Trading Community will cover all print costs).
- At least 1 staff member that can speak the local language (if necessary depending on location) to assist FIX Trading Community on the event set-up day and event day on the registration desk addressing queries from non-English speaking delegates.

Event Promotion

The host will work closely with FIX Trading Community to help promote the conference to its members through the distribution of an email and/or marketing materials to contacts.

FIX Trading Community welcomes the participation of representatives from the host firm within the appropriate event planning subcommittee. The selection of all agenda topics and speakers is the responsibility of this group.

If this is a conference, FIX Trading Community will also face significant additional event costs as the organization seeks to cover all event management resource costs, speaker and event organiser travel costs, printing costs plus much more. To cover these costs, FIX Trading Community will be offering additional firms with an interest in promoting their goods and services in the local market sponsorship and exhibitor opportunities. FIX Trading Community is a neutral standards body and therefore will make sponsorship opportunities and attendance at the event available to all firms.