



Memorandum of Agreement of Terms of Sponsor Membership for the SmartCard Networking Forum

This Memorandum sets out the terms of relationship between the **SmartCard Networking Forum** (“the Forum”) and

(Company name) (“the Sponsor”)

- The SmartCard Networking Forum’s Core Group (on behalf of the Forum Members) agrees, on signature of this Memorandum, to accept the Sponsor as a Sponsor Member of the Forum for the Period *1 Jan 2009 to 31 March 2010*.
- The Sponsor Member agrees to make payment to the Forum as set out below, at the rate appropriate to the Member company’s turnover. *
- Membership shall be subject to the Smartcard Networking Forum constitution.

The Core Group agrees that during the Sponsor’s period of Membership:

1. The Sponsor may contribute articles, bulletin board posts, case studies or news items to the Forum’s web site or other appropriate publications. (Editorial control shall remain with the Core Group).
2. The Sponsor may have a presence on the Forum website, comprising their logo and a link to their own site.
3. The Sponsor may exhibit at SmartCard Networking Forum events. It will be entitled to a 2m by 1m stand space with the option to purchase more if space is available. (If the venue is not suitable for exhibition stands then employees from the sponsor organisation may still attend the event, up to the number appropriate to their Turnover band – see below).
4. The Sponsor may send delegates (including stand personnel) to SmartCard Networking Forum Events up to a maximum number of six, depending on turnover (see below)
5. The Sponsor’s logo will appear on an insert at the front of Forum event folders and it will be acknowledged in the Forum written material with a paragraph of text about the organisation.
6. The Sponsor will be invited to host a Forum event and provide the additional funds to cover venue and catering costs (if required). In return the Core Group agrees:
 - The Sponsor may run a seminar as part of the programme at the event they host. (Members’ attendance will of course be optional).
 - For the pre and post event period the Sponsor will have prime treatment of their logo on all event collateral and appropriate area of the Forum web site.
7. The employees of the Sponsor are entitled to stand for election to the Core Group every April, in accordance with the SmartCard Forum constitution. Membership rests with the Sponsor and extends to its employees as appropriate.

***Standard Fees payable**

Annual Turnover	Tick as applicable	Sponsorship fees 1 year (£)	Sponsorship fees 2 years (£)	Sponsorship fees 3 years (£)	Delegate Entitlement
Less than £100,000 ¹ pa		195	n/a	n/a	1
£100,000- £499,000 pa		595	1,040	1,430	2
£500,000 - £999,000 pa		995	1,740	2,390	3
£1 million - £9 million pa		1,995	3,490	4,780	4
£10 million - £49 million pa		4,995	8,740	11,980	5
More than £50 million pa		9,995	17,995	23,980	6

(Fees are subject to VAT @ 15%)

1. Primarily aimed at sole traders
2. The annual turnover must be supported by the most recent published annual report. In any event this should be no more than 18 months old.



Please provide the following information:

Company	
Contact name	
Address	
Tel	
Invoice addressee	

Signed for and on behalf of the Forum by

Signature:

Name: Ron Hetherington

Position: Treasurer

Date: _____

Signed for and on behalf of the Sponsor

Signature:

Name:

Position:

Date: _____

Fee applicable : £

Please send 2 completed, signed copies to:

Ron Hetherington
 SCNF Treasurer
 DMBC ICT Services
 Cloughton Centre
 Blowers Green Road
 Dudley
 West Midlands
 DY2 8UZ.

For office use only:

Period covered by invoice /Membership date	
Amount due to end of March 09	