



2018 ITTF CHALLENGE SERIES | SPONSORSHIP IMPLEMENTATION GUIDELINES

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If there are any questions, please contact Kimberly at kimberly@ittfmail.com or Zena at zena@ittfmail.com

1 Introduction

- 1.1 This document will explain how the rights for all sponsors should be implemented and forms part of the overall contract with the Organiser for the 2018 ITTF Challenge Series.
- 1.2 The sponsorship implementation will be coordinated by the ITTF.
- 1.3 Each event should use the series logo for the 2018 ITTF Challenge Series in tandem with the individual Event logo. In order to ensure a stronger brand identity for each tier, organisers are kindly requested to use colour schemes (especially in the venue dressing) related to the Challenge Series.
- 1.4 Please download the Challenge Series Marketing materials [here](#):



2 Implementation of Show-Courts

- 2.1 The implementation of one (1) show-court is mandatory for the last 2 days of the event, and all costs related will be borne by the organising committee.
- 2.2 The show court will be provided with specially designed surrounds, umpire table and umpire chair by the ball sponsor (DHS).
- 2.3 Your table supplier provides the specially designed tables.
- 2.4 For consistency, the same colour pyramidal surrounds will be applied to all the events in the Challenge Series.
- 2.5 Pyramidal surrounds and the printing is ordered by ITTF and delivered to each organizing committees 1 month in advance. When contacted by ITTF, please reply with the following details as soon as possible, in order to ensure on-time delivery of your equipment:
 - 2.5.1 Number of Show Courts
 - 2.5.2 Number of Regular Competition Courts
 - 2.5.3 Sponsors' logo to print on the surrounds
 - 2.5.4 Allocation of surrounds for respective sponsors
 - 2.5.5 Name of Contact Person
 - 2.5.6 Contact Details
 - 2.5.7 Stadium Address
 - 2.5.8 Delivery Address (if different from stadium address)
 - 2.5.9 Consignee (if applicable)
- 2.6 Each table supplier is responsible to print the other courts surrounds according to the drawings for each event. The mock-ups should be sent to ITTF for checking prior to printing.
- 2.7 Any other additional row of surrounds must be either blank or printed with the logos of the show court with the same percentage.

3 Sponsors' List of Benefits

- 3.1 Overall Series Sponsor: **To be decided**
- 3.2 Event Title Sponsor: SECURED BY EACH ORGANIZING COMMITTEE (OC)
- 3.3 Table Supplier: SECURED BY EACH ORGANIZING COMMITTEE (OC)
- 3.4 Ball Sponsor & Supplier: **DHS (secured by ITTF)**
- 3.5 Sport Floor Supplier: SECURED BY EACH ORGANIZING COMMITTEE (OC)
- 3.6 Show-court(s): at least one show court of 36 specially designed surrounds + 4 corners must be installed
- 3.7 Assistant Umpire's Table logos:
 - 3.7.1 Event Title Sponsor on the top position
 - 3.7.2 DHS on the middle position
- 3.8 Floor logos:
 - 3.8.1 ITTF overall title sponsor (1) beside table (**ITTF to provide floor stickers**)
 - 3.8.2 ORGANIZING COMMITTEE sponsor (3): 1 beside table and 2 on the top and bottom position (**OC to provide floor stickers unless otherwise agreed**)
- 3.9 Net logos: ORGANIZING COMMITTEE sponsor (2) on each side of all the nets (all competition tables)
- 3.10 OC will have 26 surrounds, but it is recommended that 12 will be for the event title sponsor and 5 for table sponsor.
- 3.11 No other table tennis equipment sponsor apart from the Ball, Table and Floor Sponsor should be advertised in the surrounds or any other promotional materials/events related to the competition.
- 3.12 Summary of surrounds allocated:

ITTF Major sponsor	Overall title sponsor	Ball supplier	OC
4 corners	4	6	26

4 Order, Printing and Delivery

4.1 TV COURT (S)

- 4.1.1 DHS, on behalf of the ITTF, will produce, print and ship the following package to your country:
- 4.1.1.1 36 pyramidal surrounds printed as per the attached drawing
 - 4.1.1.2 1 umpire chair
 - 4.1.1.3 1 umpire table & towel boxes
- 4.1.2 Printing description done by the company and paid by the Organising Committee on the drawings attached.
- 4.1.3 The Organizing Committee is responsible to produce the stickers for their own sponsors in GREY pantone 415C.
- 4.1.4 You can also ask the company to do it for you at your or your sponsor's cost.

4.2 FLOOR STICKERS

- 4.2.1 1 floor sticker "ITTF Overall Sponsor" produced and sent by ITTF for the right side of the playing area
- 4.2.2 3 floor stickers "Organizing Committee" produced at OC's own cost for the right & top & bottom side of the playing area.
- 4.2.3 Recommended colour: Black floor stickers on Blue flooring, or Light gray Light gray P 877c floor stickers on Red flooring

4.3 TV COURT(S) TABLE(S)

- 4.3.1 Your table supplier should send to your country the specially designed TV table.
- 4.3.2 According to the ITTF rules and regulations, the table supplier is allowed to display not more than 6 logos or brand names on the sides (table top) of the table (2 on the long side and 1 on the short side).
- 4.3.3 No other logos or brand names are allowed anywhere on the table as well as on the undercarriage.
- 4.3.4 In case there is an undercarriage below the table, the Challenge Series logo has to be printed on the 2 long sides.

4.3.5 A photo jpeg of the TV table has to be sent by the table supplier to ITTF (zena@ittfmail.com) for approval.

4.4 OTHER COURTS SURROUNDS AND TABLES

4.4.1 Your table supplier should send the following package to your country:

4.4.1.1 The number of tables needed for the other courts

4.4.1.2 The number of tables needed for practice (or use existing tables, but they have to be same colour, brand and type)

4.4.1.3 The number of surrounds **printed** needed for the other courts

4.4.1.4 These surrounds have to be printed by the table supplier as per the attached drawings depending of the surrounds size used (1.4m, 2m or 2.33m).

4.5 BALLS, OTHER COURTS UMPIRE TABLES & TOWELS BOXES AND UMPIRE CHAIRS

4.5.1 As the official ball supplier and sponsor of the Challenge Series, DHS will send you the number of umpire tables & towel boxes, umpire chairs needed and the balls for the event.

5 Recommended Event Title Sponsor List of Benefits

- 5.1 The Event Title Sponsor is recommended to be given the following rights in relation to all the events:
- 5.1.1 Twelve (12) surrounds (Advertising boards) around each Centre Court table (total Centre Court tables to be agreed upon).
- 5.1.1.1 This is based on a total of thirty-six (36) surrounds (Advertising boards) around each table, each surround being one meter and forty centimetres (1,40 meters) long and four (4) corner boards being 1,0 meters long.
- 5.1.1.2 The Event name should be 2018 ITTF Challenge Series, <Event Title Sponsor> <Country> Open.**
- 5.1.2 Company logo, one on each side on the net, fully visible for TV.
- 5.1.3 Two (2) floor logos.
- 5.1.4 Full visibility, with best position, with company's logo on Press conference site "backdrop" and Mixed zone (for TV interviews) "backdrop" (if such is created).
- 5.1.5 Logo and recognition on all official correspondence by ITTF International and the ITTF plus each Organizer of individual events on the Challenge Series in 2018.
- 5.1.6 One (1) full-page colour advertisement, free of charge, in the Official programme.
- 5.1.7 Event Title Sponsor will provide a camera-ready advertisement at its own cost.
- 5.1.8 Company's logo to appear on the umpire table.
- 5.1.9 Event Title Sponsor is entitled to receive five (5) VIP-passes and ten (10) complimentary tickets to the event
- 5.1.10 VIP-passes entitle Event Title Sponsor access to VIP-facilities at the event.
- 5.1.11 Three (3) double rooms, free of charges, including transportation between the airport to the hotel and the hotel to the stadium, free of charges, at the official ITTF Hotel for the duration of your Open Championships.
- 5.1.12 Logo on banner at the public entrance of the competition hall produced by the organising committee.
- 5.1.13 Event Title Sponsor to have a sales / Show room stand within the venue, operated by Event Title Sponsor but free of charges for Event Title Sponsor (minimum 40 square meters).
- 5.1.14 Accreditations for staff members operating the Sales / Show room stand are additional to passes stated in 5.1.12.

- 5.1.15 Event Title Sponsor is also allowed to sell merchandise with the Official logos and trademarks of the 2018 ITTF Challenge Series.
- 5.1.16 Event Title Sponsor is entitled to a private VIP-room at each event if requested, furnished at the own cost of Event Title Sponsor.
- 5.1.17 Event Title Sponsor is entitled to have one (1) Press conference the day prior the event, or at a convenient time for Event Title Sponsor.
- 5.1.18 Event Title Sponsor is entitled to have one (1) 30s Advertisement on each session of the event on the large screen, if such is implemented.

6 Official Ball Sponsor and Supplier

6.1 OFFICIAL BALL SPONSOR AND SUPPLIER LIST OF BENEFITS

- 6.1.1 The Official Ball Sponsor & Supplier, DHS, for the events being part of the agreement has the following rights in relation to all the events:
- 6.1.1.1 Six (6) surrounds (Advertising boards) around each Centre Court table (total Centre Court tables to be agreed upon).
 - 6.1.1.1.1 DHS is to bear the printing cost for its own A-boards on all competition Courts.
 - 6.1.1.1.2 This is based on a total of thirty-six (36) surrounds.
 - 6.1.1.1.3 DHS is entitled to the same percentage (16,66%) on the other Court's A- boards.
 - 6.1.1.2 One (1) DHS logo on each umpire table in the secondary position, with the Overall title sponsor having the first option to allocate its logo.
 - 6.1.1.3 One (1) DHS logo / trademark on each towel box provided.
 - 6.1.1.4 One (1) DHS logo on each scoring devise provided.
 - 6.1.1.5 One (1) sales / Exhibition stand, free of charges to DHS, same size as the Official Table Sponsor and Supplier but double the size of other competing table tennis manufacturers.
 - 6.1.1.6 Location to be agreed upon between ITTF and various OC of Challenge Series events and DHS but only Overall title Sponsor or Table package sponsor (if payment is higher than DHS's) has a higher priority.
 - 6.1.1.7 DHS is allowed to sell all their normal products on-site, observing the rules and regulations for the same sales.
 - 6.1.1.8 DHS's logo recognition on posters, results service, Press conference site and accreditation passes in a position not less prominent than other sponsors except for the Overall title sponsor.
 - 6.1.1.9 DHS will receive recognition with company name and/ or logo on the ITTF's and OC's websites for the 2018 Challenge Series events organizers, with a link to their own home page.
 - 6.1.1.10 One (1) full-page colour advertisement, free of charge, in the Official programme of each of the Challenge Series events.

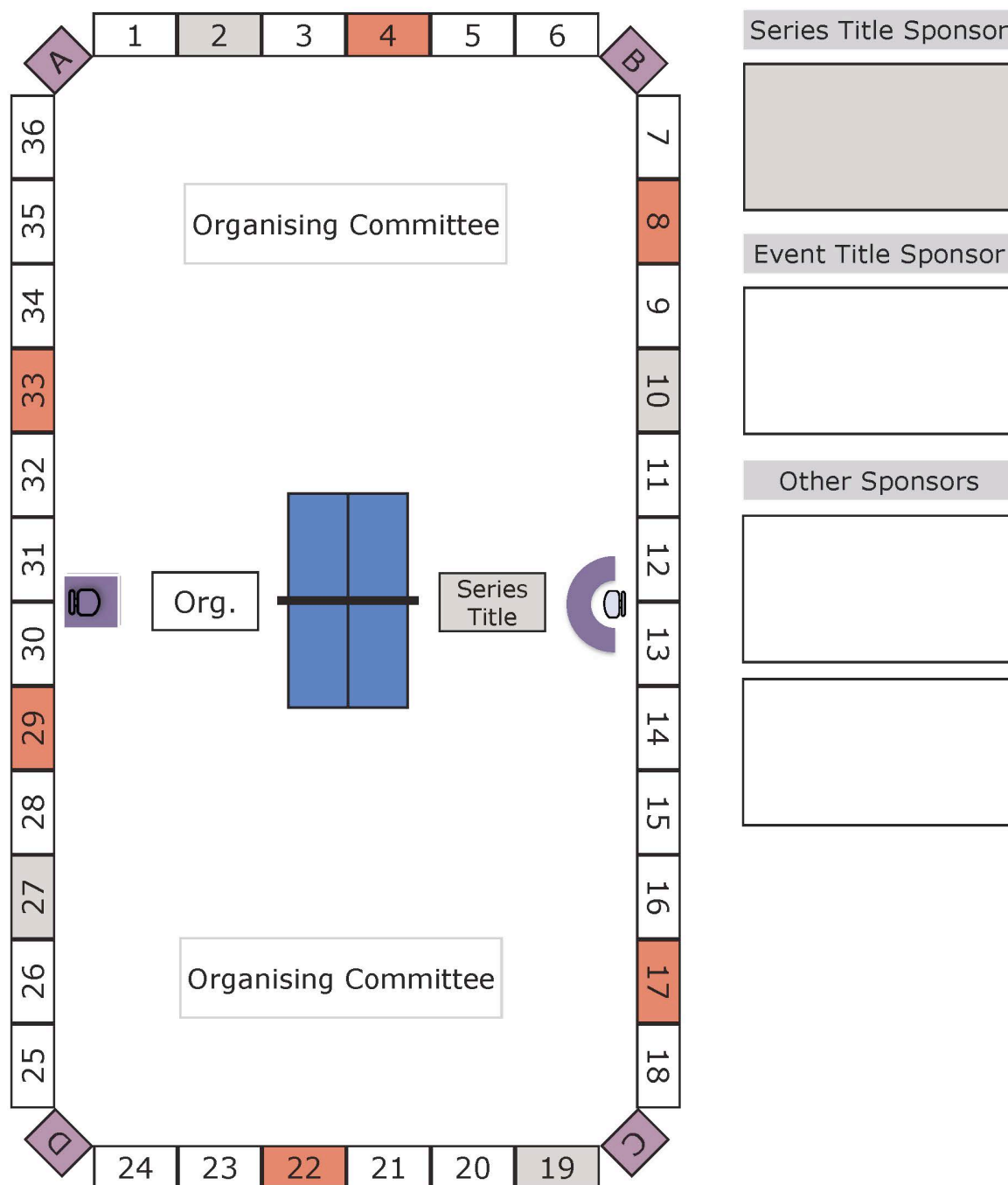
- 6.1.1.11 DHS will provide a camera-ready advertisement at their own cost.
- 6.1.1.12 Ten (10) VIP-tickets to each of the events being part of this agreement.
- 6.1.1.13 VIP-passes entitle them access to VIP-facilities at the events.
- 6.1.1.14 A number of accreditation passes to be agreed upon for sales booth staff, if DHS uses the option to operate a sales booth.

6.2 OFFICIAL BALL SPONSOR AND SUPPLIER DUTIES

- 6.2.1 DHS has the following duties and obligations to providing the following equipment, free of charges to the organizers, of each event:
 - 6.2.1.1 A number of Gross, to be agreed upon, of **WHITE** 40mm top-of-the-line specially selected to cover the needs for each event.
 - 6.2.1.2 Manual scoring devices, a number to be agreed upon for each event.
 - 6.2.1.3 Specially designed towel boxes, number to be finalized upon agreeing of the layout of the Centre Court, and an additional normal towel box for each of the events as part of the agreement.
 - 6.2.1.4 A sufficient number of assistant umpire tables, exact number to be agreed upon between DHS, OC's of Challenge Series events and ITTF depending on the various venue lay- outs and information possibilities of displaying the score of each match.
 - 6.2.1.5 Up to four (4) special umpire chairs and umpire tables (Television courts only), number to be finalized upon agreeing of the layout of the Centre Court.
 - 6.2.1.6 Transportation and delivery from DHS's warehouse to all the various Challenge Series organizers' designated warehouse will be the responsibility of the ball sponsor and at their own cost.

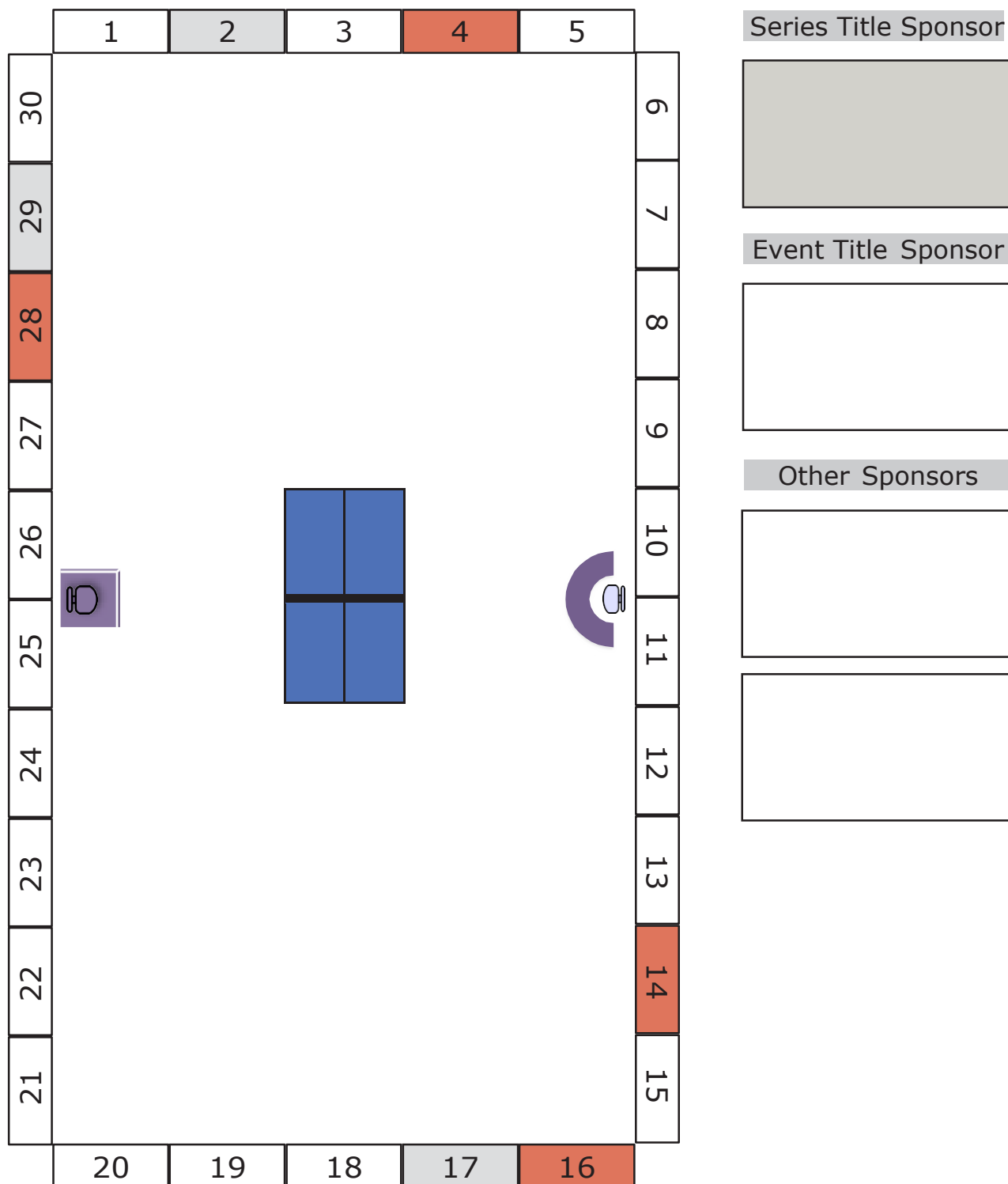
7 Drawings for Court Layouts

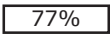


7.1 TV COURT – 36 SURROUNDS + 4 CORNERS, 1.4m each



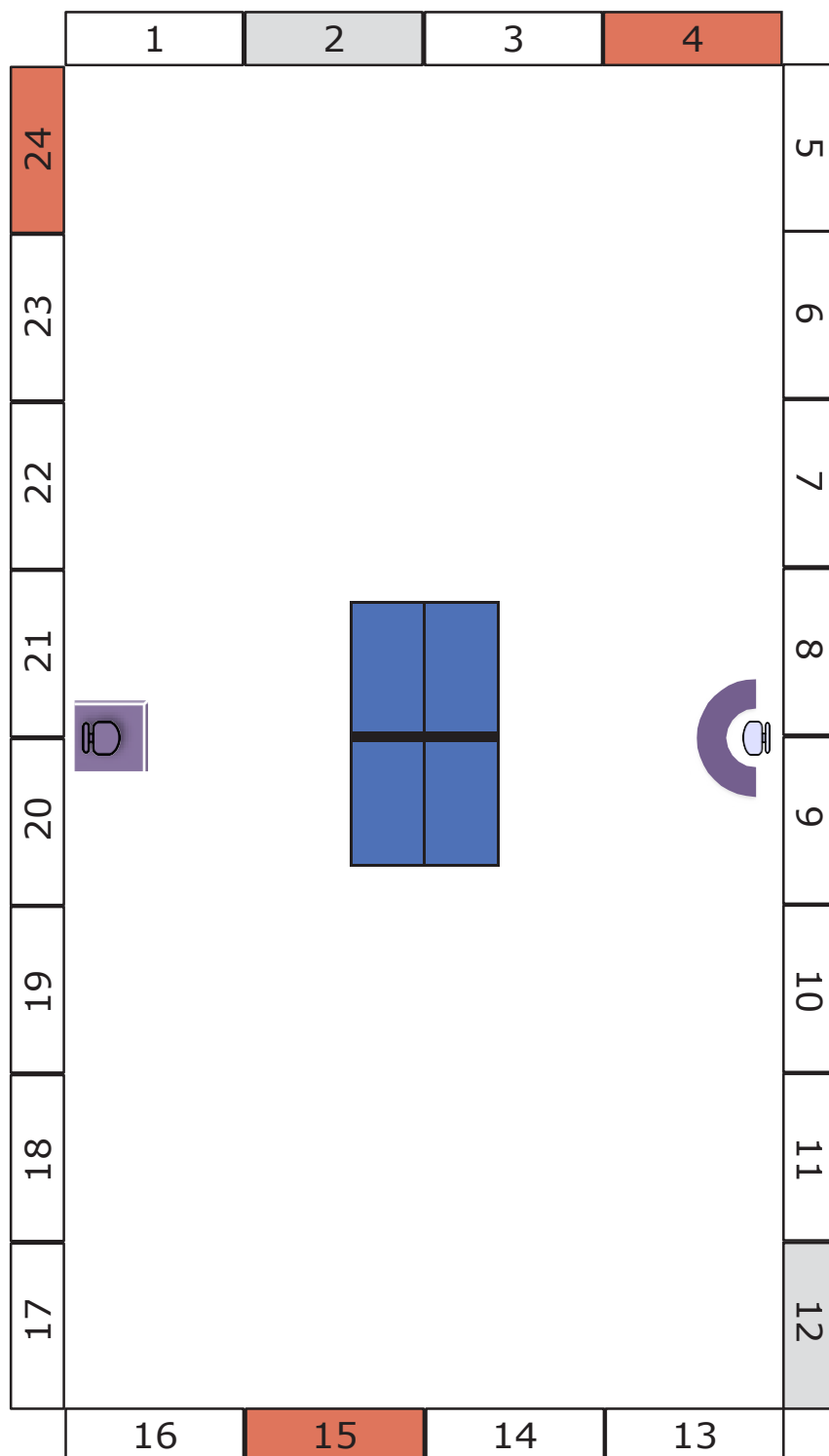
65%	26	Organising Committee (+3 Floor)
15%	6	Ball Sponsor
10%	4	Series Title Sponsor: TBD (+1 Floor)
10%	4	Major Sponsor: itTV/ITTF

7.2 OTHER COMPETITION COURTS – 30 SURROUNDS, 1.4m each

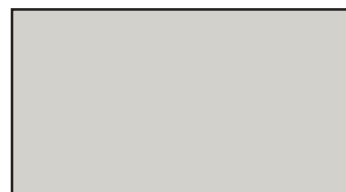


- | | | |
|---|----|---------------------------|
|  | 21 | Organising Committee |
|  | 4 | Ball Sponsor |
|  | 3 | Series Title Sponsor: TBD |

7.3 OTHER COMPETITION COURTS – 24 SURROUNDS, 2m each



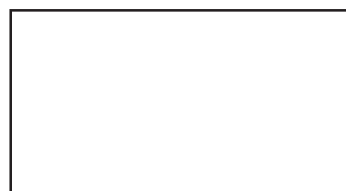
Series Title Sponsor



Event Title Sponsor

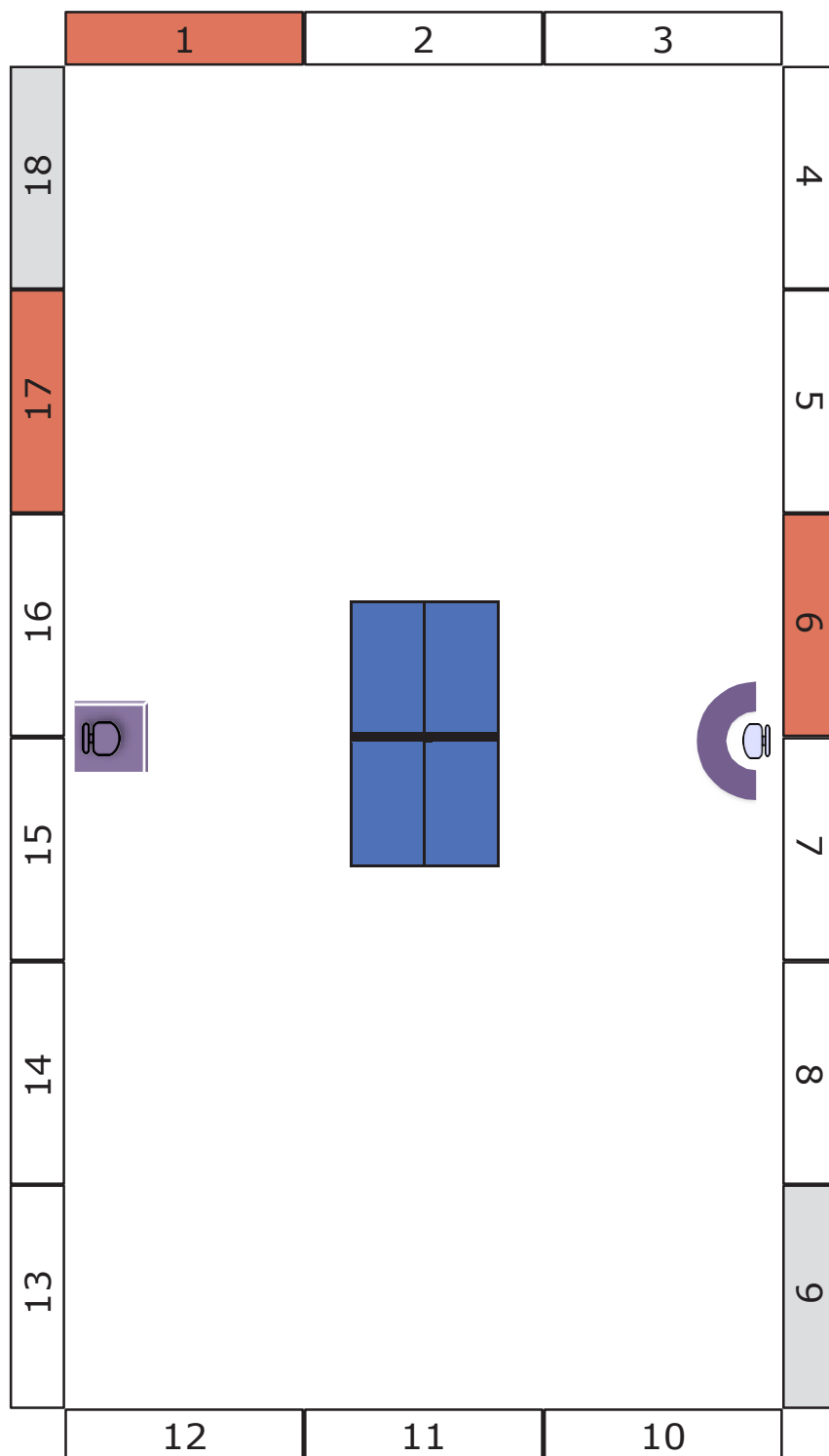


Other Sponsors

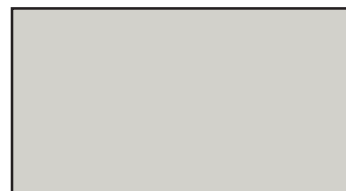


- 79.5% 19 Organising Committee
- 12.5% 3 Ball Sponsor
- 8% 2 Series Title Sponsor

7.4 OTHER COMPETITION COURTS – 18 SURROUNDS, 2.33m each



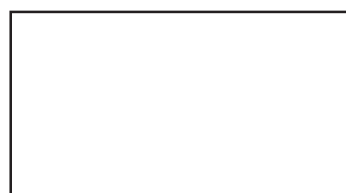
Series Title Sponsor



Event Title Sponsor



Other Sponsors



- 72% 6 Organising Committee
- 17% 3 Ball Sponsor
- 11% 2 Series Title Sponsor

8 Visual Identity Guidelines on Branding of 2018 ITTF Challenge Series

- 8.1 All challenge series events should follow the Challenge Series Visual Identity (VI) System in the production of all promotional materials including backdrop designs, banners and posters, program magazines, accreditations, tickets, etc.
- 8.2 Please note that all drafts of promotional materials have to be sent to ITTF (zena@ittfmail.com) for approval before printing
- 8.3 Elements that should be added to your design (promotional materials) are:
 - 8.3.1 Series and Event name, date, other information as necessary
 - 8.3.2 Background Design



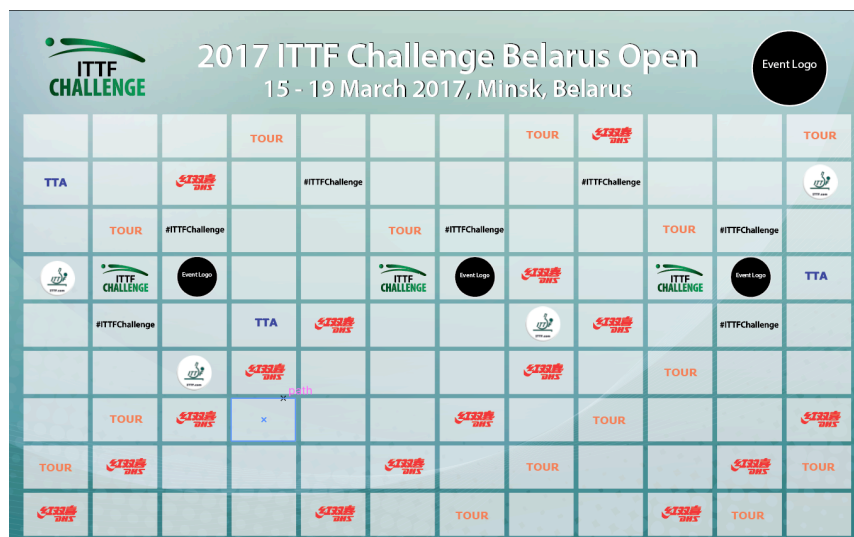
- 8.3.3 Series Logo



- 8.3.4 Series Title Sponsor Logo
- 8.3.5 Event Logo
- 8.3.6 Event Title Sponsor Logo
- 8.3.7 Other sponsors' logos

8.4 Mixed Zone & Press Conference Backdrops

8.4.1 The Mixed Zone backdrop should follow the template (download from [Dropbox](#)) below, only changing the text and the relevant logos



8.4.2 The Press Conference backdrop should follow the template (download from [Dropbox](#)) below, only changing the text and the relevant logo



8.5 Banners/Venue Dressing

8.5.1 Venue dressing around the courts should maintain the same theme as posters, banners, and other promotional materials.

