



**2020 ITTF CHALLENGE
SPONSORSHIP IMPLEMENTATION GUIDELINES**

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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 2020 ITTF Challenge.
- 1.2 The event should be referred to as 2020 ITTF Challenge at all times in all external communication.
- 1.3 For the 2020 ITTF Challenge, there are 2 tiers of events:
 - 1.3.1 ITTF Challenge Plus
 - 1.3.2 ITTF Challenge
- 1.4 The sponsorship implementation will be coordinated by the ITTF.
- 1.5 Each event should use the series logo for the 2020 ITTF Challenge 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 ITTF Challenge. The visual identity guideline will be in the Dropbox folder you shall receive from the ITTF.



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 ITTF Challenge.
- 2.5 Pyramidal surrounds and the printing is ordered by ITTF 3 months prior to the event 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 Event Title Sponsor: SECURED BY EACH ORGANIZING COMMITTEE (OC)
- 3.2 Table Supplier: SECURED BY EACH ORGANIZING COMMITTEE (OC)
- 3.3 Ball Sponsor & Supplier: DHS (secured by ITTF)**
- 3.4 Sport Floor Supplier: SECURED BY EACH ORGANIZING COMMITTEE (OC)
- 3.5 Umpire Shirt Supplier: **Lining (secured by ITTF), only for ITTF Challenge Plus**
- 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 (1) right side of table (**ITTF to provide floor stickers design**)
 - 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 22 surrounds for Challenge Plus events and 26 surrounds for Challenge events, 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:

| Tier | ITTF | Ball supplier | OC |
|----------------|-------------------------|---------------|----|
| Challenge Plus | 4 ITTF corners + 8 ITTF | 6 | 22 |
| Challenge | 4 ITTF corners + 4 ITTF | 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 401C. The logos should not exceed 1m X 0.5m.

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" 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 Colour: Black floor stickers on Blue flooring, or Light gray Pantone 877C floor stickers on Red flooring, **without** any background colour.

4.2.4 Size:

4.2.4.1 Top/Bottom of Court: Each logo has to be contained within 5 square metres. It is recommended to stretch the sticker vertically by 3 times for stickers at the top of the court for better visibility on TV.

4.2.4.2 Right/Left of table: size has to be contained within 2.5 metres square. In consideration of space, the width should be restricted to 1.25m for a non-showcourt, or 2m for a showcourt. It is recommended to stretch the sticker vertically by 2 to 2.5 times for stickers at the side of the court for better visibility on TV.

4.3 TV COURT(S) TABLE(S)

4.3.1 Your table supplier should send to your country the specially designed TV court 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 ITTF Challenge logo has to be printed on the 2 long sides.
- 4.3.5 All undercarriage/table skirt must get the agreement of the Equipment Committee (equipment@ittf.com) before they can be used. The design on the undercarriage/table skirt should then be approved by the Marketing Department (tcho@ittf.com)

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 **printed** surrounds needed for the other courts (these surrounds have to be printed by the table supplier/local organiser with the distribution of sponsors in the **same percentage** as the showcourt, for all courts **including** practice courts)

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

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

5 ITTF List of Benefits

- 5.1 The ITTF is to be given the following rights in relation to all the events:
- 5.2 Eight (8) surrounds (Advertising boards) for Challenge events and twelve (12) surrounds around each Centre Court table (total Centre Court tables to be agreed upon); at least one (1) on each side of the table and one (1) on each corner.
- 5.3 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.
- 5.4 In the smaller courts or courts with LED surrounds, the same percentage of advertisement spots will be allocated to the Sponsor.
- 5.5 The Event name should be
2020 ITTF Challenge Plus, <Event Title Sponsor> <Country> Open or
2020 ITTF Challenge, <Event Title Sponsor> <Country> Open
- 5.6 One (1) Sponsor floor logo, at the right side of the court, according to the drawing in the contract.
- 5.7 Full visibility, with best position, with Sponsor's logo on main backdrops that are created, including but not limited to backdrops of the press conference, media interviews and award presentation
- 5.8 Event's full name or logo on the front cover of the Official souvenir programme, tickets & poster and other marketing materials at each of the events.
- 5.9 Logo and recognition on all official correspondence of the events by ITTF and the Organisers related to the ITTF Challenge.
- 5.10 One (1) full-page colour advertisement, free of charge, in the Official programme. Sponsor will provide a print-ready advertisement at Sponsor's own cost.
- 5.11 Sponsor's logo to appear on accreditation passes.
- 5.12 Sponsor's logo on TV Graphics, subject to the relevant TV broadcast regulations.
- 5.13 Sponsor is entitled to receive five (5) VIP-passes and ten (10) complimentary tickets per session at each of the events.
- 5.14 VIP-passes entitle Sponsor access to VIP-facilities at the events.
- 5.15 A private VIP Lounge for Sponsor's use, subject to availability. The cost for catering requirements to be covered and arranged by Sponsor.
- 5.16 Sponsor to have a sales / Show room stand within the venue, operated by Sponsor but free of charges for Sponsor (minimum 40 square meters). Accreditations for staff members operating the Sales / Show room stand are additional to VIP passes
- 5.17 Sponsor is also allowed to sell merchandise with the Official logo and trademarks of the ITTF Challenge; and the Organizers shall provide such logos and trademarks (and mascots if any) to Sponsor.
- 5.18 Sponsor is entitled to four (4) double rooms and one (1) suite at the official hotel at each event on the ITTF Challenge each year.
- 5.19 Sponsor is entitled to complimentary transport from the airport to the stadium at all events.
- 5.20 Sponsor is entitled to one (1) complimentary private car solely for the Sponsor's use at all times during the event, at all events.

6 Recommended Event Title Sponsor List of Benefits

- 6.1 The Event Title Sponsor is recommended to be given the following rights in relation to all the events:
- 6.1.1 Twelve (12) surrounds (Advertising boards) around each Centre Court table (total Centre Court tables to be agreed upon).
 - 6.1.1.1 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.
 - 6.1.1.2 The Event name should be **2020 ITTF Challenge, <Event Title Sponsor> <Country> Open**
 - 6.1.2 Company logo, one on each side on the net, fully visible for TV.
 - 6.1.3 Two (2) floor logos.
 - 6.1.4 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).
 - 6.1.5 Logo and recognition on all official correspondence by ITTF International and the ITTF plus each Organizer of individual events on the Challenge Series in 2020.
 - 6.1.6 One (1) full-page colour advertisement, free of charge, in the Official programme.
 - 6.1.7 Event Title Sponsor will provide a camera-ready advertisement at its own cost.
 - 6.1.8 Company's logo to appear on the umpire table.
 - 6.1.9 Event Title Sponsor is entitled to receive five (5) VIP-passes and ten (10) complimentary tickets to the event
 - 6.1.10 VIP-passes entitle Event Title Sponsor access to VIP-facilities at the event.
 - 6.1.11 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 ITTF Challenge.
 - 6.1.12 Logo on banner at the public entrance of the competition hall produced by the organising committee.
 - 6.1.13 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).
 - 6.1.14 Accreditations for staff members operating the Sales / Show room stand are additional to passes stated in 5.1.12.

- 6.1.15 Event Title Sponsor is also allowed to sell merchandise with the Official logos and trademarks of the 2020 ITTF Challenge.
- 6.1.16 Event Title Sponsor is entitled to a private VIP-room at each event if requested, furnished at the own cost of Event Title Sponsor.
- 6.1.17 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.
- 6.1.18 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.

7 Official Ball Sponsor and Supplier

7.1 OFFICIAL BALL SPONSOR AND SUPPLIER LIST OF BENEFITS

- 7.1.1 The Official Ball Sponsor & Supplier, DHS, for the events being part of the agreement has the following rights in relation to all the events:
- 7.1.1.1 Six (6) surrounds (Advertising boards) around each Centre Court table (total Centre Court tables to be agreed upon).
 - 7.1.1.1.1 DHS is to bear the printing cost for its own A-boards on all competition Courts.
 - 7.1.1.1.2 This is based on a total of thirty-six (36) surrounds.
 - 7.1.1.1.3 DHS is entitled to the same percentage (16,66%) on the other Court's A- boards.
 - 7.1.1.2 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.
 - 7.1.1.3 One (1) DHS logo / trademark on each towel box provided.
 - 7.1.1.4 One (1) DHS logo on each scoring devise provided.
 - 7.1.1.5 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.
 - 7.1.1.6 Location to be agreed upon between ITTF and various OC of ITTF Challenge events and DHS but only Overall title Sponsor or Table package sponsor (if payment is higher than DHS's) has a higher priority.
 - 7.1.1.7 DHS is allowed to sell all their normal products on-site, observing the rules and regulations for the same sales.
 - 7.1.1.8 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.
 - 7.1.1.9 DHS will receive recognition with company name and/ or logo on the ITTF's and OC's websites for the 2020 ITTF Challenge events organizers, with a link to their own home page.
 - 7.1.1.10 One (1) full-page colour advertisement, free of charge, in the Official programme of each ITTF Challenge event.

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

7.2 OFFICIAL BALL SPONSOR AND SUPPLIER DUTIES

- 7.2.1 DHS has the following duties and obligations to providing the following equipment, free of charges to the organizers, of each event:
 - 7.2.1.1 A number of Gross, to be agreed upon, of **WHITE** 40mm top-of-the-line specially selected to cover the needs for each event.
 - 7.2.1.2 Manual scoring devices, a number to be agreed upon for each event.
 - 7.2.1.3 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.
 - 7.2.1.4 A sufficient number of assistant umpire tables, exact number to be agreed upon between DHS, OC's of ITTF Challenge events and ITTF depending on the various venue lay- outs and information possibilities of displaying the score of each match.
 - 7.2.1.5 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.
 - 7.2.1.6 Transportation and delivery from DHS's warehouse to all the various ITTF Challenge organizers' designated warehouse will be the responsibility of the ball sponsor and at their own cost.

8 Visual Identity Guidelines on Branding of the 2020 ITTF Challenge

- 8.1 All challenge series events should follow the ITTF Challenge 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 uploaded to the dropbox link for approval. The dropbox link will be sent to you in advance by ITTF staff.
- 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



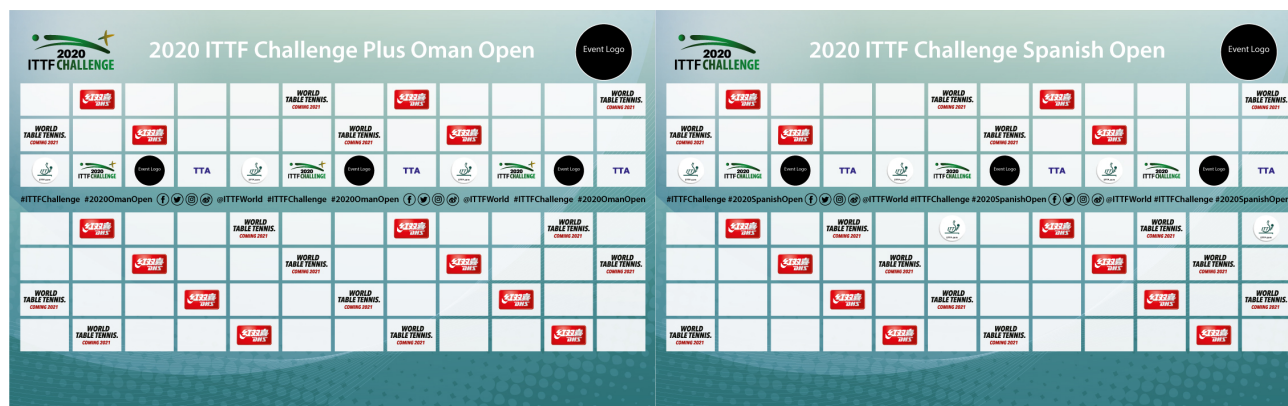
- 8.3.3 Series Logo



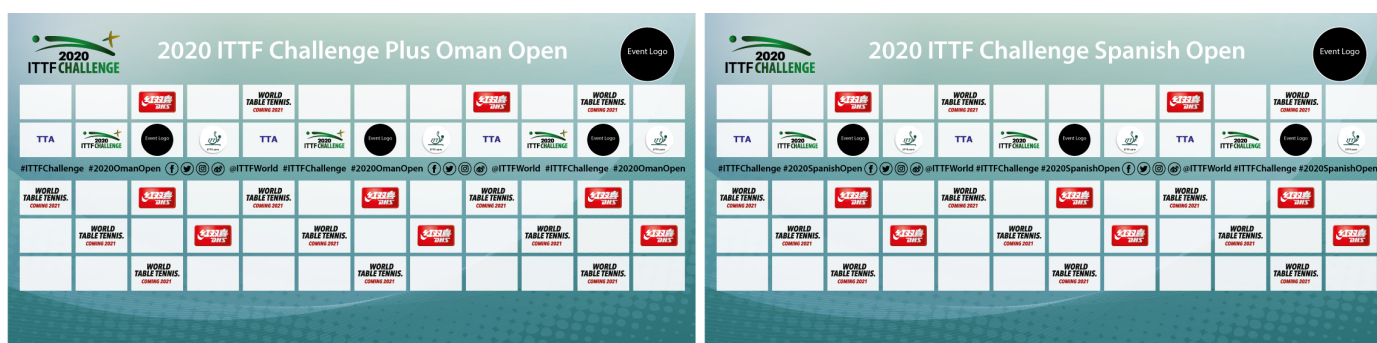
- 8.3.4 ITTF Logo
- 8.3.5 Event Logo
- 8.3.6 Event Title Sponsor Logo
- 8.3.7 Other sponsors' logos

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.

