PROMOTIONAL ITEMS & BRANDING OPPORTUNITIES REQUEST FORM

This form is for requesting promotional items and branding opportunities related to events, partnerships, and marketing activities. Please complete all relevant sections and attach supporting documents for processing and approval.

Ref. No: SCB/NBE/PIBO/AF/20__ (___)

Type of Support: *Kindly tick the applicable option(s) below*

i. Promotional Items Request (___)

(Request for souvenirs, giveaways, brochures, merchandise items, etc.)

ii Branding Support Request (___)

(Request for ticket/table purchases, logo placement, event collaboration, promotional partnerships, brand exposure opportunities, or any other related matters.)

Note: Please complete this form and attach any related supporting documents for processing purposes.

A. Applicant Information

Organization / Company Name : _____

Contact Person : _____

Designation : _____

Contact Number : _____

Email Address : _____

B. Event / Purpose Details

Name of Event / Activity : _____

Venue / Location : _____

Purpose of Requested Items/Support : _____

Target **A**udience / **P**articipants : *(Kindly tick the applicable option(s) below)*

International (___) Sabah Residents (___) Non-Sabah Residents (___)

Estimated Total number of **A/P** : _____ Event / Activity Date: _____

C. Support Details

Please specify the requested item(s): (if any)

No.	Description	Quantity	Remarks/Notes:
1.			
2.			
3.			
4.			
5			

Please specify the support detail (s): (if any)

Kindly specify the support package details that have been proposed or mutually agreed prior to this request.

E. Delivery / Collection Details - For Promotional Items only *(Kindly tick the applicable option(s) below)*

Self-collection (___)
Location :_____
Date :_____Time:_____
Delivery required (___)
Location :_____
Date :_____ Time:_____

E. Which personnel in SCB did you engage with regarding the above request?

Full Name : _____
Position : _____
Request via : Email (___) Whatsapp (___)

F. Declaration

I/We hereby confirm that the requested promotional items are intended solely for promotional or event purposes as stated above, and not for resale or any commercial gain, and will be distributed free of charge in accordance with the relevant guidelines. I/We also acknowledge that any support provided by Sabah Convention Bureau (SCB) shall be subject to the agreed terms, deliverables, branding visibility, publicity and compensation arrangements as mutually agreed upon by both parties.

Applicant's Signature:

_____
( )
Date:_____

FOR OFFICIAL USE ONLY:

Received & checked by: **(Communications)**	Reviewed by: ***(Account & Finance)***
_____ Name: Position: Date: *Remark/Comment:* _____ _____ _____ _____ _____ _____ _____	_____ Name: Position: Date: *Remark/Comment:* _____ _____ _____ _____ _____ _____ _____

Approved / Not Approved: *Remark/Comments:*
(Chief Executive Officer)

_____
Name:
Designation:
Date:

Note: *Original copy (filing purposes) – Communications Unit*