

# Trade Event Partnership Program / Menu of Services Interest Form

## Show Organizer

OMB No.0625-0143 Expires: 01/31/2024

Submitting an interest form does **not** bind you to participation, but rather starts a conversation with ITA trade show experts.

### Getting Started:

1. Download/Save this blank form to your device. Any answers entered before saving will be lost.
2. Complete the form.
3. Submit your completed form via email to [tradeevents@trade.gov](mailto:tradeevents@trade.gov).
4. Within two business days of your submission, one of our experts will reach out to you to discuss options, answer questions, and formalize an agreement for your custom package.

## SHOW INFORMATION

Name of Show:

Show Date(s):

 to 

Show Location (City/State/Country):

Show Venue:

Show Website:

Primary Industry(ies) at Event: *Hold ctrl to select multiple*

## APPLICANT CONTACT INFORMATION

Organization:

Organization Address:

Organization City:

Organization Postal Code:

Contact Person:

Contact Phone:

Organization Website:

Organization Address (line 2):

Organization State/Province:

Organization Country:

Contact Email:

Contact Fax:

Are you currently working with ITA or the U.S. Commercial Service?

Yes

No

Has this show been a TEPP/TEMS Partner event in the past?

Yes

No

Unsure

If answered "Yes" to either question above, who is/was your contact?

## Trade Event Partnership Program (TEPP) Fees

TEPP Partnership Package	Fee
<ul style="list-style-type: none"> <li>✓ ITA/CS Logo &amp; Branding</li> <li>✓ Dedicated ITA Event Lead</li> <li>✓ Digital Event Promotion</li> <li>✓ At-Show Export Counseling</li> <li>✓ End of Show Report</li> </ul>	\$4,700
Value-added Support Options	Fee
Delegation Recruitment (1-5 markets)	\$820/each
Global Delegation Recruitment (6+ markets)	\$4,900
B2B Matchmaking Program	\$1,665
Overseas Market Counseling Program	\$1,530
Promotional Webinar with Market Briefing	\$1,900
At-show Market and/or Industry Briefing	\$1,350
Networking Reception	\$90/hour

## Trade Event Menu of Services (TEMS) Fees

TEMS Service	Fee U.S. Event	Fee Overseas Event
Digital Event Promotion	\$2,205	\$2,205
Delegation Recruitment (per Market)	\$6,390	\$3,420
B2B Matchmaking Program	\$2,250	\$1,080
Overseas Market Counseling Program	\$1,980	\$1,080
Promotional Webinar with Market Briefing	\$1,710	\$2,070
At-Show Market and/or Industry Briefing	\$1,530	\$1,170
At-Show Export Counseling	\$945	\$945
Networking Reception	\$90/hour	\$90/hour

## DESIRED SERVICES

### TEPP Partnership

The Event Partnership includes the following basic components:

- Authorization to use the logo and branding of the U.S. Department of Commerce/International Trade Administration (ITA) on event promotional materials
- A dedicated ITA Event Lead
- Digital Event Promotion
- At-show Export Counseling
- An End of Show Report

Additional components are available upon request below; please indicate which additional components you would like to request by selecting each item individually and providing any required information.

Digital Event Promotion *(Included with TEPP - Check only if requesting without Partnership Package)*

At-Show Export Counseling *(Included with TEPP - Check only if requesting without Partnership Package)*

B2B Matchmaking via Web Portal or Application

Promotional Webinar with Market Briefing

Overseas Market Counseling Program *(e.g., "Showtime" or "Global Chat")*

At-Show Briefing

Networking Reception

Delegation Recruitment *(with on-site buyer assistance and overseas market counseling for U.S. exporters)*

*1-5 select markets – Priced per market*

*Global (6+ Markets) – Flat rate – Exclusive to TEPP partners*

Please identify your preferred/target market(s)

## OTHER RELEVANT INFORMATION

Before submitting form, please add any additional comments below: