



# Event Organisers' Bulletin



January 2015

**Dear Organising Committees,**

The ICF Headquarters would like to present you the first 2015 Organiser's Bulletin. Through this "pre-season", bulletin we transfer you important information and updates which can help you to better organising your respective event.

This competition season is consisting of 10 World Championships, 12 World Cups and 2 Olympic Test Events.

If you have questions or need more information, The ICF Headquarters will be there to support you. We do the best we can, we want to get better and we welcome your suggestions and comments.

## **2015 Medals**

For those who have already ordered medals in 2014, there is no any change for this season, In 2015, we have extended our contract with the same medal company for 3 more years. we estimate we will be producing more than 1600 medals for the World Championships and World Cups in the coming season.

**As it gets busier going through the season, I highly recommend all organising committees to send me their logos and order the medals as soon as possible.**

World Championships Organisers must use the medals supplied by ICF.

The price for World Cup Medals is still **13.5 €**.  
And the World Championships Medals are **14 €**.

### **World Cup Medals**

Size: 60 mm x 2 mm

Price includes: The medal, ICF colour logo on the front, Event Logo (One Colour) on the back and the engraving.

### **World Championships**

Size: 65 mm x 4 mm

Price includes: The medal, ICF colour logo on the front, Event Logo (One Colour) Logo on back and the engraving.

**Additional Costs: If you want to use a logo with more than 1 colour on the back side, please note the extra cost below:**

The following charges apply depending on the number of colours

1 Colour	Included
2 Colours	EUR 290
3 Colours	EUR 350
4 Colours	EUR 425
5 Colours	EUR 475
6 Colours	EUR 540

7 Colours	EUR 605
8 Colours	EUR 670
9 Colours	EUR 740
Quadrichromy (shades)	EUR 670

## Shipping

To save costs for the organisers, ICF will be able to hand deliver most of the medals to the organisers. And shipment for those requiring will be considered on a case by case basis.

## Your Logo

**IMPORTANT:** If you have not sent your logo the ICF HQ so far, please send it to [hengameh.ahadpour@canoeicf.com](mailto:hengameh.ahadpour@canoeicf.com) in **eps** and **jpeg** version. As soon as you send you send your logo, you will receive a medal table for the final approval.

Below are 2 examples of ICF Medals:

Back Side: 5 colours



Back Side: 1 Colour



## TECHNICAL OFFICIALS

The list of ITOs for ICF events in 2015 will be published after the BoD meeting in March. (Except Canoe Slalom ITOs which is already announced in the previous Paddle Away)

## ACCOMMODATION DURING EVENTS

Dear organisers, please make sure to provide us with the following information **before 28<sup>th</sup> February 2015:**

- Names and locations of the hotels for the ICF staff (please pay attention to book single rooms for each staff)
- Names, locations and the cost of the hotels for TV crew

- Prices you agreed on for hotels room per night and per person for both ICF staff and TV crew.
- Important: should you have any questions or need any information regarding accommodation and travel (airport pick up, etc) please contact Marine from the ICF HQ at [marine.pergeaux@canoeicf.com](mailto:marine.pergeaux@canoeicf.com)

## TOWER FOR THE SKY CAM

Please contact the ICF TV directly “Hit the Roof”, Mr.Cedric Roger at: [cedric.roger@htroffice.ch](mailto:cedric.roger@htroffice.ch) for tower installation and instructions.

## ICF FLAG



The ICF flag needs to be hoisted at the venue for Opening Ceremonies and at the Medal Ceremony Area.

ICF flags are available for purchase from the HQ:  
120 cm x 180 cm at 100 €  
200 cm x 300 cm at 145 €

You can also borrow the flag for the period of the event and send it back to the ICF HQ afterward.

Please send your request at least 2 months before your event to [catherine.wieser@canoeicf.com](mailto:catherine.wieser@canoeicf.com) to get flags for 2015 events.

## EVENTS PROMOTION on [www.canoeicf.com](http://www.canoeicf.com)



2015 ICF Events are fast approaching and your website or website page should be online by now. Please send the event logo and your event website address to [catherine.wieser@canoeicf.com](mailto:catherine.wieser@canoeicf.com) in order to promote the event on the ICF website.

## HOST AGREEMENTS FOR 2015 ICF EVENT

Each NF has received the Host Agreement for the 2015 ICF Events. Please make sure to send it back to the ICF HQ ([catherine.wieser@canoeicf.com](mailto:catherine.wieser@canoeicf.com)) for signature before January 31.

## ICF BRANDING



Please make sure the ICF logo is displayed in the main places on the venue and **easily identifiable**. The ICF logos must be **visible** for the public and on TV.

Main entrance board, along the banks, ceremony area, departure gates/lines, arrival gates/line, VIP zone, media zone, interview backdrop, water signage, ...



The NF shall present for approval the branding plan (i.e pageantry and banners) to the ICF ([catherine.wieser@canoeicf.com](mailto:catherine.wieser@canoeicf.com)) at least two months before the event.

## ICF SPONSORS & MANUFACTURER PARTNERS

### ICF Sponsors

If any contract is finalized before the 2015 Events start, the relevant National Federation will immediately be informed by the ICF in order to reach a mutually desirable agreement on advertising rights at Event.

### ICF Manufacturer Partners

Braca, Plastex, Nelo, Jantex, Dansprint, Polaritas, (Conti) are Official ICF partners and have specific rights at Events.

Braca, Plastex and Nelo have access to each event. Jantex, Dansprint and Polaritas will be present to some events only; the organizers will be informed by the beginning of February by the ICF HQ.

As a general rule;

- ICF official partners have access on venues
- ICF official partners can be charged by the organizer for the rental of a commercial space (for selling their product)
- ICF official partners providing a service to the athletes should be accommodated for free on site
- Exclusive deals are forbidden for technical services and equipment as outlined in the ICF contract
- Banners (Partners logo) will be provided by the ICF and will have to be displayed on site in good exposure position.
- Partners logo must be placed on the event website and on the official event programme

The organisers will receive further information shortly. For any questions, please contact [catherine.wieser@canoeicf.com](mailto:catherine.wieser@canoeicf.com)