



GUIDELINES #4
SPONSOR OFFICIAL VEHICLE & LIAISON OFFICER
As of 10/18/2016

Premium Sponsors receive one complimentary Official CEO Summit vehicle (Mitsubishi), including a driver, both duly registered and able to enter the security perimeter.

OFFICIAL VEHICLE

- **Dates & Times:**
Vehicles will be available and at sponsor's disposal from 07:00 am on November 17, 2016 until 07:00 pm on November 20, 2016.
- **Brand & Allocation:**
The vehicles provided for Premium Sponsors are Mitsubishi Montero Sport and Mitsubishi Outlander. The Host Committee is responsible for vehicle allocation.
- **Drivers:**
Driver will be able to work 12-hour shifts. If the VIP plans to use the vehicle longer than this, the Sponsor must communicate this to their Liaison Officer who will be able to coordinate with the company providing the driver in order to change drivers.
- **Restrictions:**
Vehicles can be used in and around Lima Metropolitan area.
- **Initial Pick Up:**
The sponsor must confirm the date, exact location, time, and contact person who will meet the liaison and/or driver. Sponsors must send the required information on the form attached by November 4, 2016.

LIAISON OFFICER

One Liaison Officer will be assigned to each Premium Sponsor VIP to offer support and help in any coordination they might require.

- **Dates & Times:**
Liaison Officers will be available from 07:00am on November 17, 2016 until November 20, 2016 and hours will depend on the requirements of the sponsor.
- **Names & Contact Information:**
The Host Committee will be sending the names and contact information of the liaisons to the Strategic Partners in early November.
- **Initial Meeting:**
The sponsor must confirm the date, exact location, time, and contact person who will meet the liaison officer. Sponsors must send the required information on the form attached by November 4, 2016.



SPONSOR OFFICIAL VEHICLE & LIAISON OFFICER INITIAL MEETING REQUEST FORM

The following information is required from VIP Sponsors in order to coordinate their initial service with the driver and/or liaison officer.

OFFICIAL VEHICLE

Date: _____

(When will the vehicle be used for the first time?)

Time: _____

(What time does the vehicle need to be at the initial location?)

Exact Location: _____

(Where will the first pick up be from? Please provide hotel name, address or any other useful information)

Contact Person: _____

(Whom can the liaison officer or driver contact in case they need to locate the VIP?)

LIAISON OFFICER

Date: _____

(When will the sponsor meet their liaison officer?)

Time: _____

(What time does the liaison officer need to be at the initial location?)

Exact Location: _____

(Where will the liaison officer need to meet the sponsor for the first time?)

Contact Person: _____

(Whom can the liaison officer contact?)