|  |  |  |  |
| --- | --- | --- | --- |
| **Letter of invitation (to be completed by the programming entity)** | | | |
| **Particulars of the programming entity (venue, fair, exhibition or biennial)** | | | |
| Name | | | |
| Address | | | |
| Town/City | Country | | |
| Website address | | | |
| Name and surname of legal representative | | | Position in the programming entity |
| Legal representative’s e-mail address | | |  |
| **Artist / Curator/ Architect/Designer** | | | |
| Name | | | |
| Name and duties (if applicable) | | | |
| Does the programming entity undertake to pay the total cost of travel and/or transport of loads?  Yes NO  Does the programming entity undertake to pay the total cost of accommodation?  Yes NO | | | |
| If the programming entity undertakes to defray part of the cost of travel and/or transport of loads, the amount it pays in this regard must be specified.  Partial amount paid by the programming entity:        € | | | |
| **Activity** | | | |
| Type of activity | | Title (if applicable) | |
| Website address of venue, fair, exhibition or biennial | | | |
| Dates of the activity  Start date       End date | | | |

**Signature of legal representative**

|  |  |
| --- | --- |
| Place / country and date |  |
| **Note:** The programming entity may attach to this letter all the information it considers necessary. | |