**Annex 2: Request for the use of advertising surfaces  
*of the Faculty of Economics***

A complete request form for advertising must be submitted to the Office for Marketing **no later than 2 business days** before the scheduled date for the start of advertising.

*Late requests and incomplete request forms that do not clearly indicate the purpose and description of advertising activities, or there is no responsible person on the client's side mentioned, will not be considered. The Faculty reserves the right to verify the content of the advertisement in the request or to ask for its supplementation.*

|  |  |
| --- | --- |
| **Client** | |
| Company name / name and surname:  Address: | |
| Company code:  ID no. for VAT: | Company registered at FELU: YES / NO  VAT payer: YES / NO |
| Phone: | E-mail: |
| **Advertising information** | |
| Advertising boards (posters)  Stand  Billboard  Advertising rack  Distributing leaflets and materials  LCD screen  Projector and canvas  Portal EF.net  Advertising at an event  Sponsor purchase of the name of a space  Other (describe below) | |
| Estimated term of advertising: | Preferred location of advertising (from pricelist): |
| Purpose and description of advertising activity (+ list of all presented brands): | |
| **Responsible person on the client side** | |
| Name and surname:  Address: | |
| E-mail:  Phone: | Student at FELU: YES / NO  Employed by FELU: YES / NO |
| Signature of the responsible person on the client side:  Ljubljana, date: | |
| **To be filled in by the responsible person at the Faculty of Economics** | |
| Department: *Office for Marketing* |  |
| Request received on: | Received by: |
| Advertising:  Approved  Not approved – reason for refusal: | |
| Charged form of advertising  Free form of advertising - justification: | |
| Name and surname:  Ljubljana, date: | Signature: |