

# Viessmann FIS Nordic Combined World Cup

Marketing Guide 2018/2019



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## 1. Contacts



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## 2. General Marketing Information

This Marketing Guide is in accordance with and a visualization of the existing advertising rules and is meant as a guideline to work with for the OCs. For further detailed information please see the Advertising Rules, which can be found on the FIS Website.

## 2.1 FIS Nordic Combined World Cup Sponsors

Viessmann is the official Title Sponsor of the FIS Nordic Combined World Cup.

Audi is the official Presenting Sponsor of the FIS Nordic Combined World Cup.

Right now, there is no official Data/Timing Sponsor of the FIS Nordic Combined World Cup. FIS will inform immediately, if there is a new partner.

### **Branch Exclusivity of FIS Sponsors**

The FIS Sponsors have branch exclusivity within the following product categories:

- Viessmann: Heating technology, solar systems (thermal and photovoltaic), air conditioning, cooling and ventilation technology, production of process heat, heat and power generation systems as well as in the areas of smart home and energy management
- Audi: Manufacture and retailer (incl. leasing and renting companies) of automobiles and automobile accessories. Companies which could be associated to the production or the distribution of automobiles and the entire financing part of such products

The Local Organizing Committee (hereafter known as LOC) assures that no competitors are present with their branding in any commercial or public area of the event (inside and outside the TV range). In case of any questions or uncertainties regarding exclusivities, please contact FIS Marketing AG.

### **Frequent Updates**

Frequent updates between the LOC and FIS Marketing AG are important. Keep FIS Marketing AG informed about local sponsor activities, open advertisement space that could be acquired, arising issues etc. FIS Marketing AG will contact the LOC, if FIS Sponsors are planning on doing sponsorship activation on-site.

## 2.2 Responsibilities FIS

To define the advertising rules and guidelines for marketing and implementation of sponsor rights. FIS has an overview of all marketing related issues whereas at the event the Race Director is the contact person.

## 2.3 Responsibilities FIS Marketing AG

FIS Marketing AG will be your primary contact for marketing related questions during the preparation and implementation of the FIS Nordic Combined World Cup event. During the FIS Nordic Combined World Cup, FIS Marketing AG will be present with a professional implementation team at each venue to implement the FIS sponsor rights.

## 2.4 Responsibilities Organizing Committee

The LOC has to provide the necessary preparation of the sponsor area inside the TV-range in prior consultation with the FIS Marketing AG implementation team (banner fences, frames, posts, electricity, etc.). In addition, the LOC is responsible for a clean appearance of the sponsors outside the TV-range, in accordance with FIS Marketing AG. The LOC is asked to provide assistance for the setting up and dismantling of all advertising material on place one to two days before and after the event. In some cases the LOCs are asked to provide FISMAG with basic wooden constructions for the installations. All information required will be communicated by FISMAG in due time before the season starts.

All advertising material set up by the LOC inside the TV-range must be according to the guidelines set forth in the Advertising Rules and the Marketing Guide. In the event that the advertising material does not conform to these, FIS Marketing AG reserves the right to undertake all the necessary amendments.

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### 3. FIS Nordic Combined World Cup Venue

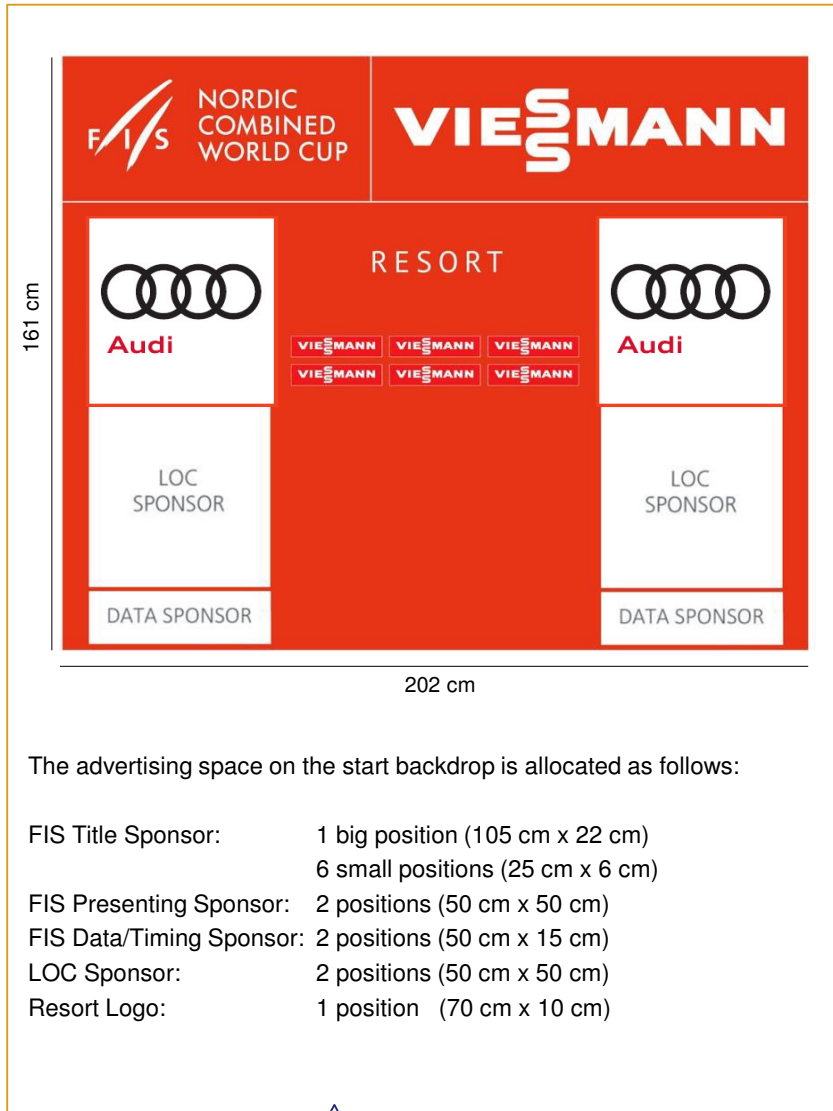


### 3.1 Start and Finish Area

#### **Installations**

The LOC must use the official installations provided and installed by FIS Marketing AG. The LOC is responsible for assisting with the set up and handling of all installations.

### 3.1.1 Start



The advertising space on the start backdrop is allocated as follows:

- FIS Title Sponsor: 1 big position (105 cm x 22 cm)  
6 small positions (25 cm x 6 cm)
- FIS Presenting Sponsor: 2 positions (50 cm x 50 cm)
- FIS Data/Timing Sponsor: 2 positions (50 cm x 15 cm)
- LOC Sponsor: 2 positions (50 cm x 50 cm)
- Resort Logo: 1 position (70 cm x 10 cm)

**Start Backdrop – Ski Jumping**  
(202 cm x 161 cm)

#### Start backdrop – Ski Jumping

The start backdrop will be provided and installed by FIS Marketing AG.

It must be placed at the starting point, i.e. behind the starting beam towards the position of the camera in such a way that it appears in the start and the camera range.

#### Technical Instructions and Conditions:

The LOC is responsible for the production and provision of the stickers for the LOC Sponsor and the Resort logo. The costs for production are to be borne by the LOC.

#### LOC Sponsor logo:

- Recommended material: magnet foil
- Fixation: magnetic
- Dimension: 50 cm x 50 cm
- Amount: 2 stickers

#### Resort logo:

- Recommended material: magnet foil
- Fixation: magnetic
- Dimension: 70 cm x 10 cm
- Amount: 1 sticker

### 3.1.1 Start



The advertising space on the cover is allocated as follows:

World Cup Logo:	1 position (50 cm x 28.5 cm)
Resort Logo:	1 position (50 cm x 28.5 cm)

**Cover Equipment Control**  
(120 cm x 200 cm)

#### **Equipment Control Box before the start – Ski Jumping**

FIS Marketing AG will provide and install a unicolour cover on the box side (max. 1 x 2m) that is in the view of the camera.

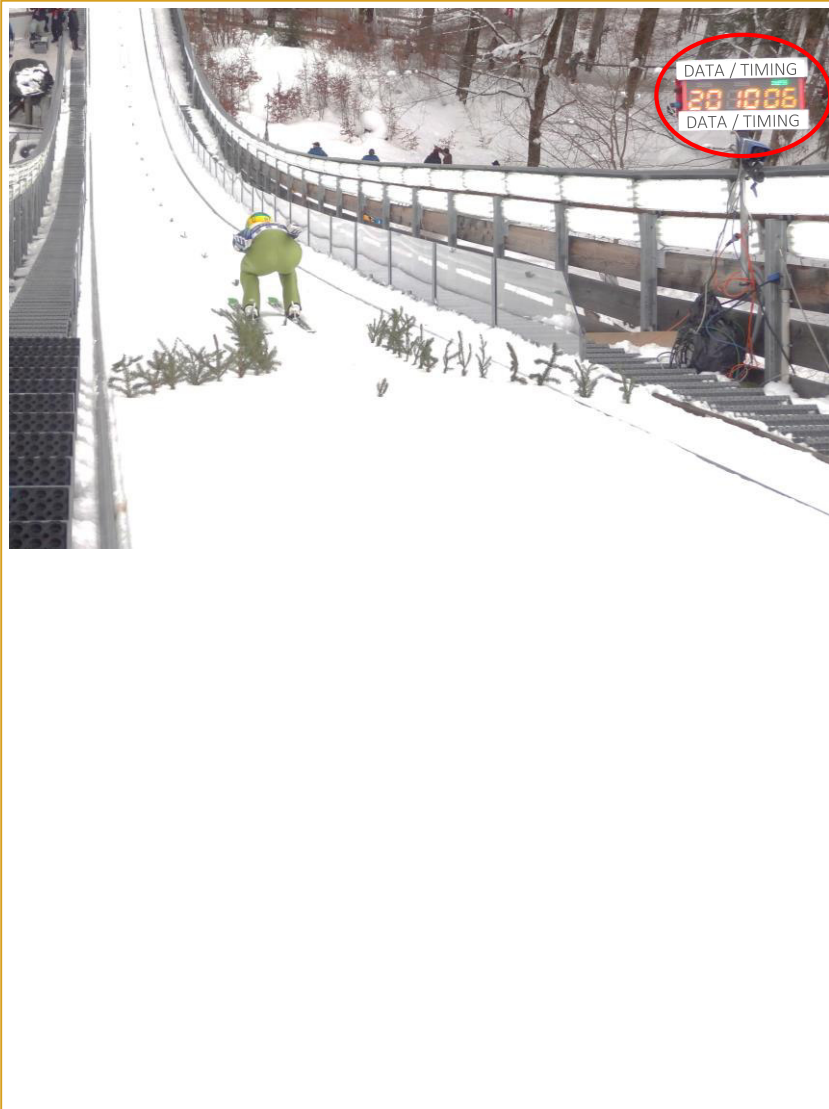
#### **Technical Instructions and Conditions:**

The LOC is responsible for the production and provision of the sticker for the Resort logo. The costs for production are to be borne by the LOC.

#### **Resort logo:**

Recommended material:	hard plates (e.g. twin-wall sheet)
Fixation:	Velcro (hook/scratchy side)
Dimension:	50 cm x 28,5 cm
Amount:	1 sticker

### 3.1.1 Start

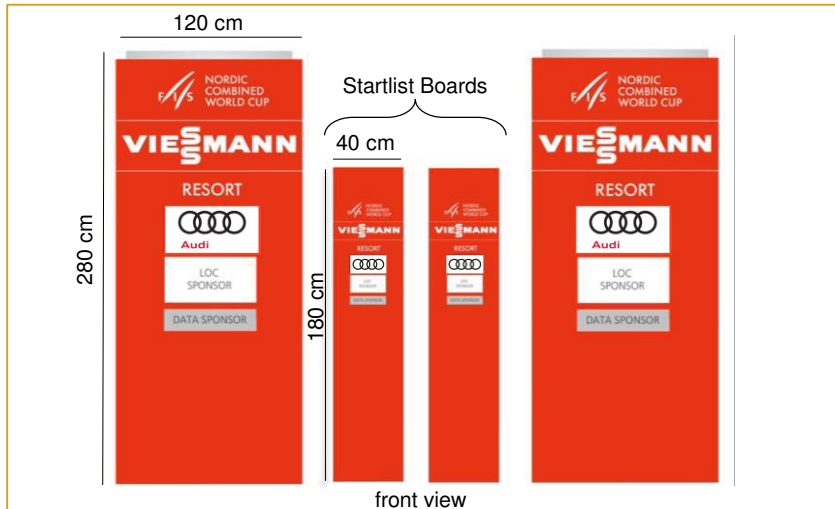


#### **Starting Signal at starting point – Ski Jumping**

The official Data/Timing Sponsor has two positions on the starting signal at the starting point.

The area next to the start installation must be supplied with an electrical socket (220V) and a 5 meter extension cord.

### 3.1.1 Start



The advertising space on the start installation is allocated as follows:

#### Start Towers (2 towers in total):

FIS Title Sponsor:	10 positions: 2 front, 2 back (110 cm x 23 cm); 2 left, 2 right side (91 cm x 19 cm); 2 vertical left or right side (212 cm x 47 cm)
FIS Presenting Sponsor:	4 positions: 2 front, 2 back side (60 cm x 30 cm)
FIS Data Sponsor:	4 positions: 2 front, 2 back side (60 cm x 15 cm)
LOC Sponsor:	4 positions: 2 front, 2 back side (60 cm x 30 cm)
Resort Logo:	4 positions: 2 front, 2 back side (85 cm x 15.5 cm)

#### Startlist Boards (4 boards in total):

FIS Title Sponsor:	4 positions (37 cm x 8 cm)
FIS Presenting Sponsor:	4 positions (21 cm x 10.5 cm)
FIS Data Sponsor:	4 positions (21 cm x 4.2 cm)
LOC Sponsor:	4 positions (21 cm x 10.5 cm)
Resort Logo:	4 positions (35 cm x 6.4 cm)

**Start Installation – Cross-Country  
(Individual, Team Sprint, Team)**

#### **Start installation – Cross-Country**

The start installation will be provided and installed by FIS Marketing AG.

The position at which this start installation shall be placed, will be determined by FIS Marketing AG in consultation with the FIS Race Director.

#### **Technical Instructions and Conditions:**

The LOC is responsible for the production and provision of the stickers for the LOC Sponsor and the Resort logo. The costs for production are to be borne by the LOC.

#### **LOC Sponsor logo (Start Towers):**

Recommended material:	hard plates (e.g. twin-wall sheet)
Fixation:	Velcro (hook/scratchy side)
Dimension:	60 cm x 30 cm
Amount:	4 stickers

#### **Resort logo (Start Towers):**

Recommended material:	hard plates (e.g. twin-wall sheet)
Fixation:	Velcro (hook/scratchy side)
Dimension:	85 cm x 15.5 cm
Amount:	4 stickers

#### **LOC Sponsor logo (Startlist Boards):**

Recommended material:	magnet foil
Fixation:	magnetic
Dimension:	21 cm x 10.5 cm
Amount:	4 stickers

#### **Resort logo (Startlist Boards):**

Recommended material:	magnet foil
Fixation:	magnetic
Dimension:	35 cm x 6.4 cm
Amount:	4 stickers

### 3.1.2 Finish



The advertising space on the exit gate is allocated as follows:

- FIS Title Sponsor: 14 positions: 1 front, 1 back (155 cm x 34 cm);  
4 on doors (49 cm x 11 cm);  
4 inside / 4 outside (74 cm x 16 cm)
- FIS Presenting Sponsor: 4 positions: 2 front, 2 back side (72 cm x 40 cm)
- FIS Data Sponsor: 4 positions: 2 front, 2 back side (72 cm x 17.5 cm)
- LOC Sponsor: 4 positions: 2 front, 2 back side (72 cm x 40 cm)
- Resort Logo: 4 positions: 2 front, 2 back side (72 cm x 17.5 cm)

**Exit Gate – Ski Jumping**  
(310 cm x 260 cm (Front))

#### Exit Gate – Ski Jumping

The exit gate will be provided and installed by FIS Marketing AG.

The exit gate must be placed at an attractive functional position in the outrun. A gap of 320 cm must be left in the banner fence at the position where the exit gate is supposed to be.

#### Technical Instructions and Conditions:

The LOC is responsible for the production and provision of the stickers for the LOC Sponsor and the Resort logo. The costs for production are to be borne by the LOC.

#### LOC Sponsor logo:

- Recommended material: hard plates (e.g. twin-wall sheet)
- Fixation: Velcro (hook/scratchy side)
- Dimension: 72 cm x 40 cm
- Amount: 4 stickers

#### Resort logo:

- Recommended material: hard plates (e.g. twin-wall sheet)
- Fixation: Velcro (hook/scratchy side)
- Dimension: 72 cm x 17.5 cm
- Amount: 4 stickers

### 3.1.2 Finish



The advertising space on the finish installation is allocated as follows:

#### Finish Towers (2 towers in total):

FIS Title Sponsor:	10 positions: 2 front, 2 back (110 cm x 23 cm); 2 left, 2 right side (91 cm x 19 cm); 2 vertical left or right side (212 cm x 47 cm)
FIS Presenting Sponsor:	4 positions: 2 front, 2 back side (60 cm x 30 cm)
FIS Data Sponsor:	4 positions: 2 front, 2 back side (60 cm x 15 cm)
LOC Sponsor:	4 positions: 2 front, 2 back side (60 cm x 30 cm)
Resort Logo:	4 positions: 2 front, 2 back side (85 cm x 15.5 cm)

**Finish Installation Cross-Country  
(Individual, Team Sprint, Team)**  
(120 cm x 100 cm x 280 cm)

#### **Finish installation – Cross-Country**

The finish installation will be provided and installed by FIS Marketing AG.

The position at which this finish installation shall be placed, will be determined by FIS Marketing AG in consultation with the FIS Race Director.

#### **Technical Instructions and Conditions:**

The LOC is responsible for the production and provision of the stickers for the LOC Sponsor and the Resort logo. The costs for production are to be borne by the LOC.

#### **LOC Sponsor logo:**

Recommended material:	hard plates (e.g. twin-wall sheet)
Fixation:	Velcro (hook/scratchy side)
Dimension:	60 cm x 30 cm
Amount:	4 stickers

#### **Resort logo:**

Recommended material:	hard plates (e.g. twin-wall sheet)
Fixation:	Velcro (hook/scratchy side)
Dimension:	85 cm x 15.5 cm
Amount:	4 stickers

### 3.1.3 Scoreboard in Cool Down Area



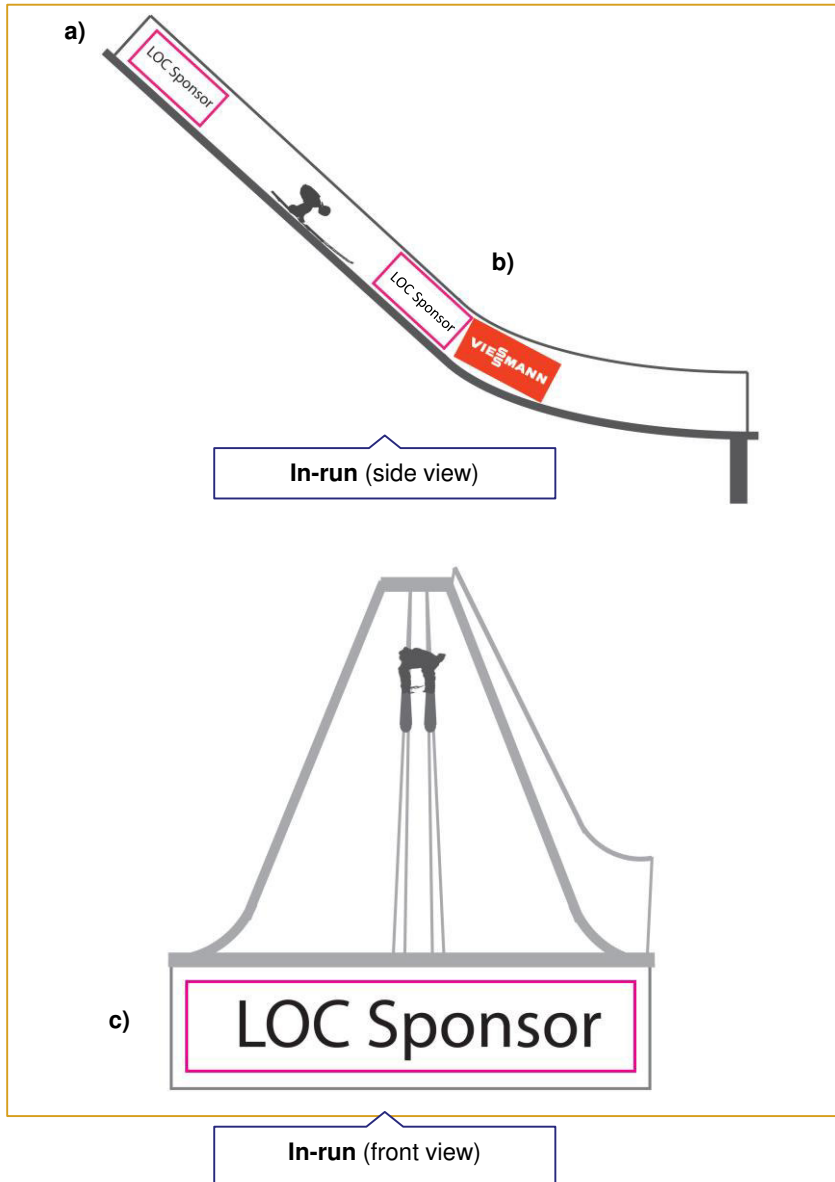
#### Scoreboard – Ski Jumping

The FIS Data/Timing Sponsor has the exclusive right to place branded technical equipment in terms of a scoreboard for the athletes on one side of the exit gate in the cool down area. The scoreboard is not attached to the banners or the exit gate.

The area next to the exit gate must be supplied with an electrical socket (220V) and a 5 meter extension cord.



### 3.2 Advertising in Stadium



#### In-run Banner – Ski Jumping

The in-run banner for the FIS Title Sponsor will be provided and installed by FIS Marketing AG.

Advertising in the In-run area has to be limited to the following elements:

**a) Banner at the Start:** Along the in-run, immediately after the starting point, one advertising board of 200 cm in length and 50 cm in height is allowed for an LOC sponsor within the guardrail. If the board is positioned outside the guardrail, the size can be 300 cm in length and 80 cm in height.

**b) Banner in the In-run:** Two banners can be positioned along the in-run at the in-run radius. Each 150 cm in length and 50 cm in height with one for the FIS Title Sponsor and one for the LOC.

**c) Banner at the Take-off (front position):** On the nose of the take-off the name of one sponsor shall be permitted, in letters not exceeding 100 cm in height.

#### Technical Instructions and Conditions:

The LOC is responsible for the production and provision of the LOC sponsor banners. The costs for production are to be borne by the LOC

#### LOC Sponsor logo:

Recommended Material: hard plates (e. g. twin-wall sheet)

Fixation: c-clamps and/or double faced adhesive tape

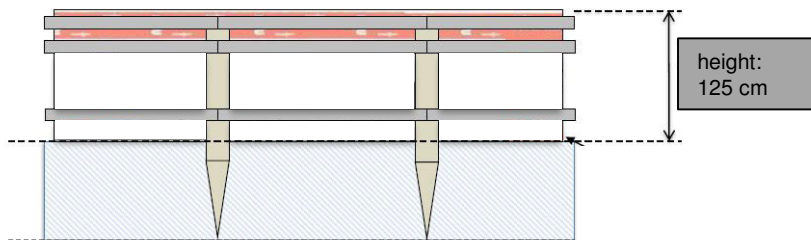


### 3.2 Advertising in Stadium



The banner positions in the stadium are allocated as follows:

FIS Title Sponsor	Platinum circle
LOC	All banners



**Platinum Circle**  
(200 cm x 25 cm)

#### **Platinum Circle**

The platinum circle will be provided and installed by FIS Marketing AG.

#### **Technical Instructions and Conditions:**

The LOC is responsible for setting up a firm banner fence in the Ski Jumping Outrun as well as the Cross-Country Stadium. A full length firm wooden panel has to be installed on top of the banners in order to affix the platinum circle.

The height of the platinum circle is 25 cm. The banner fence therefore should have a minimum height of 125 cm above snow level.

FIS Marketing AG will provide and install the platinum circle in the Ski Jumping Outrun as well as the Cross-Country Stadium. Please coordinate with FIS Marketing AG the areas where the platinum circle shall be installed.

### 3.2 Advertising in Stadium



#### **Viessmann arch:**

Overall dimensions: 12,6 x 4.7 m

Internal dimensions: 9 x 3.2 m

**Viessmann arch**

#### **Inflatables/arches**

In total, there can be 5 inflatables/arches in TV relevant area. In general, only one element over 1.5 m height (installation, inflatable or arch) shall be allowed per position on CC course outside stadium.

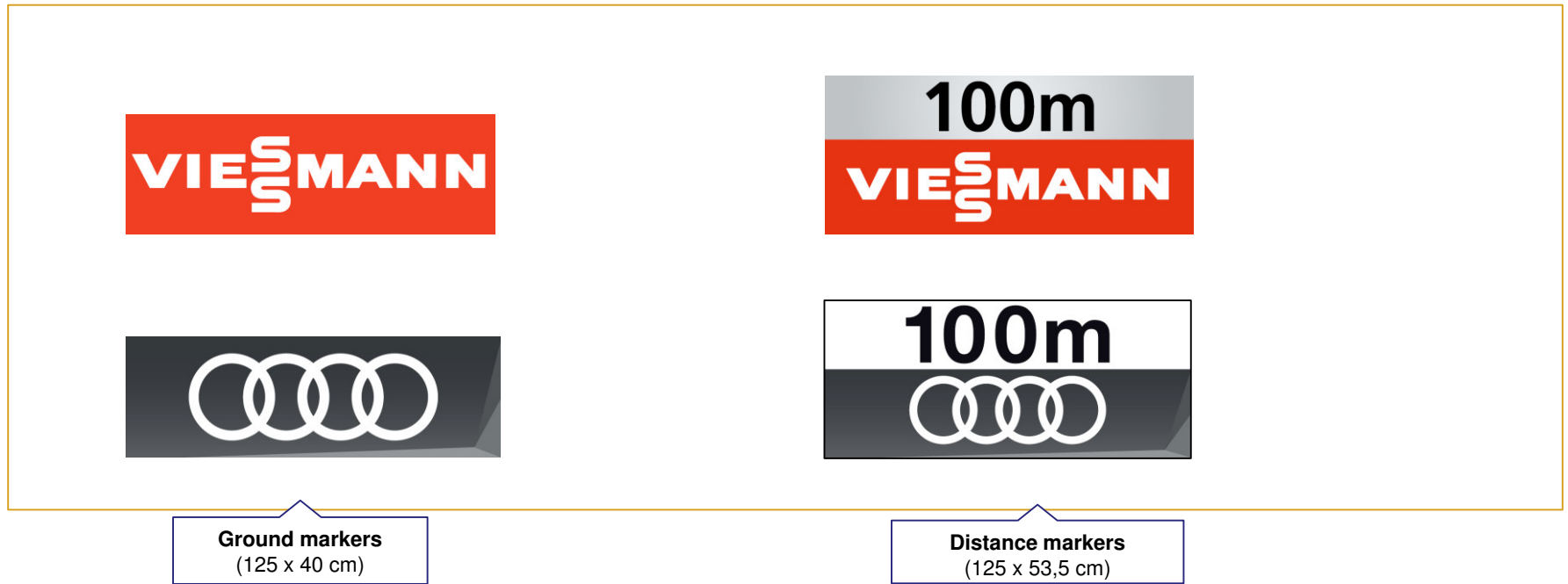
The Title Sponsor (Viessmann) has the right to place an inflatable arch in the stadium/on the homestretch or in close vicinity to the stadium.

The exact placement will be determined by FIS Marketing AG prior to the event.

#### **Technical Instructions and Conditions:**

The Organizing Committee shall have an electrical socket (220V) and a 5 meter extension cord ready at the arrival of the FIS Marketing AG implementation crew.

### 3.2 Advertising in Stadium



#### Ground markers:

Ground markers in the design of the two FIS sponsors will be placed in the Cross-Country stadium to mark the track. To mark the Cross Country track on course, only neutral or NSA resort branded ground markers are allowed.

#### Distance markers:

Branded distance markers will be placed in the stadium to mark the distance to the finish line. Furthermore, Viessmann branded distance markers will be used on course to mark the distance to the intermediate timing position.

### 3.3 Advertising on Course



The advertising space on the intermediate time installation is allocated as follows:

#### Intermediate Time Towers (2 towers in total):

FIS Title Sponsor:	10 positions: 2 front, 2 back (110 cm x 23 cm); 2 left, 2 right side (91 cm x 19 cm); 2 vertical left or right side (212 cm x 47 cm)
FIS Presenting Sponsor:	4 positions: 2 front, 2 back side (60 cm x 30 cm)
FIS Data Sponsor:	4 positions: 2 front, 2 back side (60 cm x 15 cm)
LOC Sponsor:	4 positions: 2 front, 2 back side (60 cm x 30 cm)
TV:	4 positions: 2 front, 2 back side (60 cm x 15 cm)

**Intermediate Time Installation**  
(120 cm x 100 cm x 280 cm)

#### **Intermediate time installations – Cross-Country**

All intermediate time installations will be provided and installed by FIS Marketing AG.

The position at which these intermediate timing installations shall be placed, will be determined by FIS Marketing AG in consultation with the FIS Race Director.

#### **Technical Instructions and Conditions:**

The LOC is responsible for the production and provision of the stickers for the LOC Sponsor and the TV / Host Broadcaster logo. The costs for production are to be borne by the LOC.

#### **LOC Sponsor logo:**

Recommended material:	hard plates (e.g. twin-wall sheet)
Fixation:	Velcro (hook/scratchy side)
Dimension:	60 cm x 30 cm
Amount:	2 stickers per tower

#### **TV / Host Broadcaster logo:**

Recommended material:	hard plates (e.g. twin-wall sheet)
Fixation:	Velcro (hook/scratchy side)
Dimension:	60 cm x 15 cm
Amount:	2 stickers per tower

### 3.3 Advertising on Course

#### **Advertising at intermediate timing points**

Depending on the possible amount of banner positions due to space reasons, at intermediate timing points, the banner positions shall be split up due to the following rules:

#### **Pursuit (Gundersen) / Mass starts**

- with 1 intermediate timing point on course: all banner positions belong exclusively to the FIS sponsor
- with 2 intermediate timing points course: 1 intermediate timing point exclusively for FIS sponsor and other intermediate timing point will be split up according to this rule:
  - 2 banners positions = 1x FIS, 1x NSA
  - 3 banners positions = 2x FIS, 1x NSA
  - 4 banners positions = 2x FIS, 2x NSA
  - 5 banners positions = 3x FIS, 2x NSA
  - etc.

The Title sponsor is always linked to the installation and placed closest of all sponsors to the installation. It is necessary, to have enough space between two different sponsor banners, from the cameras' point of view.

The LOC sponsor on the intermediate time installation must be the same sponsor as on the banners.

These rules shall not apply for intermediate timing positions in the stadium, as there are no specific banners around the installation.

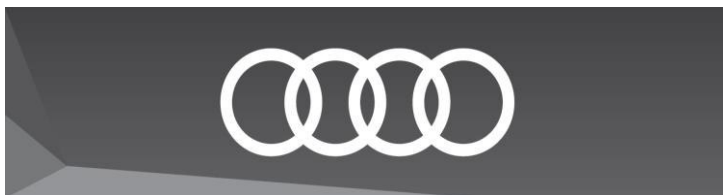
All possible banner positions must be reflected from the camera shot and discussed in good faith between FIS Marketing AG and the LOC prior to the event.

FIS is having the first choice for banner positions and exclusive intermediate timing points.

### 3.3 Advertising on Course



Banners  
Viessmann



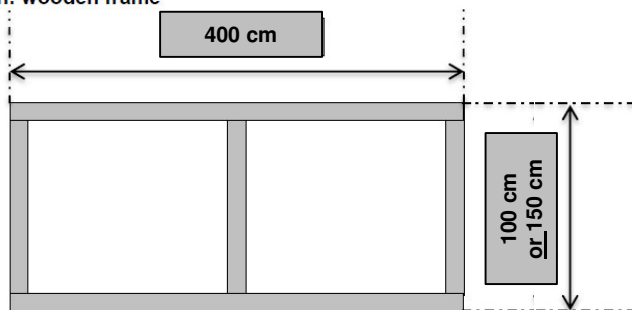
Banners  
Audi

layouts may vary

The banner positions along the Cross-Country Course are allocated as follows:

FIS Title Sponsor	2 (or 25% of ) positions in TV relevant area
FIS Presenting Sponsor	1 (or 12.5% of ) position in TV relevant area
LOC	5 (or 62.5% of ) positions in TV relevant area

sketch: wooden frame



FIS Marketing AG will provide and install all banners of the FIS Title Sponsor as well as the FIS Presenting Sponsor along the Cross-Country Course.

In general, a “one shot policy” shall apply, meaning one sponsor per camera shot. For the advertising rules at intermediate timing positions, please see page 22.

The LOC has to provide FIS Marketing AG with detailed maps of all tracks incl. exact camera positions at least **1 month prior to the event.**

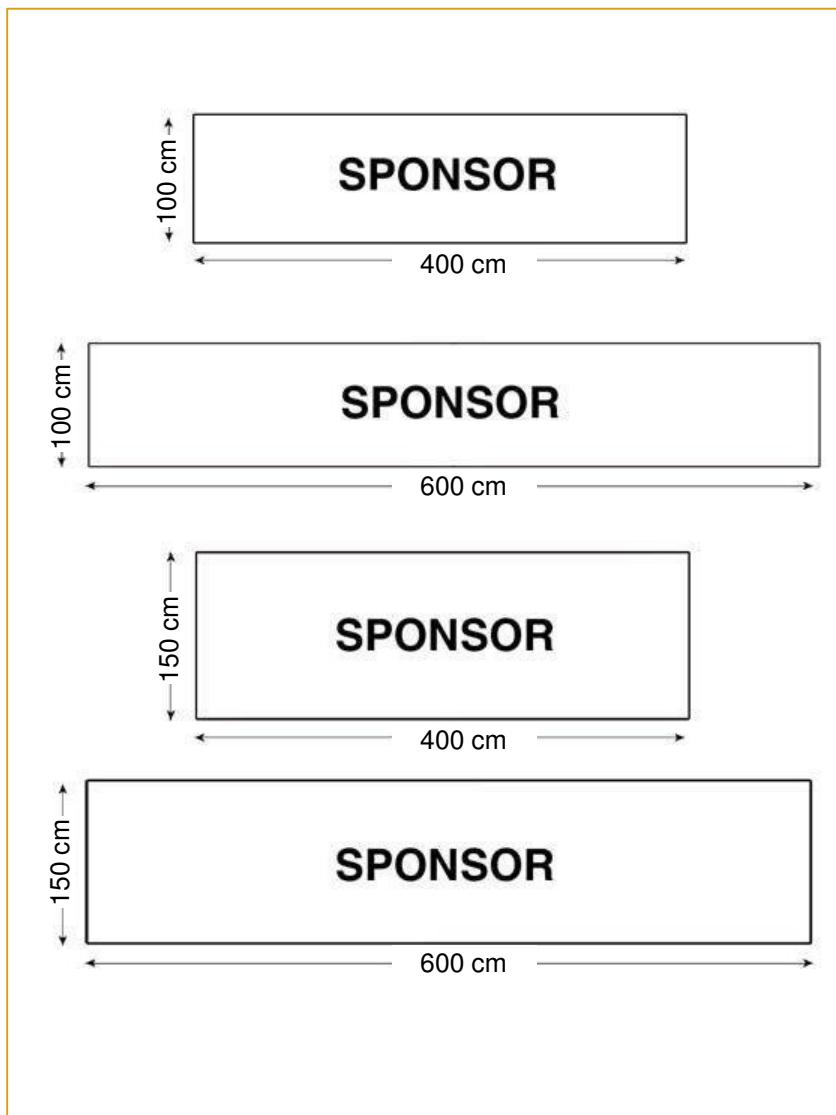
#### Technical Instructions and Conditions:

The Organizing Committee shall produce wooden banner frames for the banners on course before the implementation team arrives.

20 pieces	400 cm x 100 cm
8 pieces	400 cm x 150 cm

Please also have enough extra wood (posts and latches) available and make sure that all posts are sharpened at one end.

### 3.3 Advertising on Course



#### **Banners on Course – Cross-Country**

The following banner sizes are allowed to use on course. Please use only soft banners due to safety reasons. The LOC is responsible for the production and implementation of LOC sponsor banners.



### 3.4 Event dressing



**Endless banners**

#### **Event Dressing**

FIS Marketing AG will produce endless banners with the FIS World Cup design. FIS Marketing AG can provide the LOC with a certain amount of endless banner, to cover the mixed zone, the media and press conference centre, scaffolds (for TV cameras, seating etc.) and to cover up construction areas.

Please coordinate with FIS Marketing AG before the event, if you wish to use the endless banners.

### 3.5 Award Ceremony

#### **Podium / Backdrop**

The backdrop and the podium for the award ceremony will be provided and installed by FIS Marketing AG.

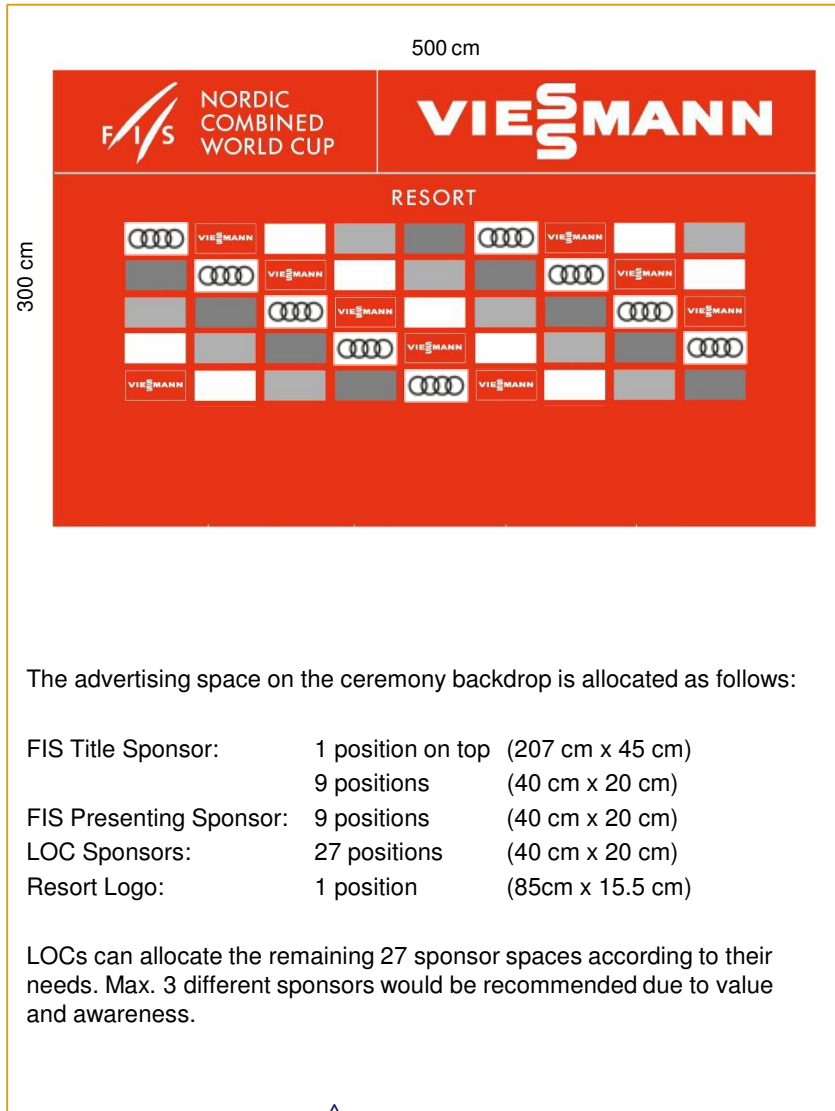
#### **Placement**

The placement of the podium and the backdrop shall be determined by the FIS World Cup Race Director in cooperation with the LOC and FIS Marketing AG based on the best possible TV exposure.

#### **Corridor**

The LOC must create an action sector for the athletes in the finish area of the Cross-Country stadium in accordance with the existing possibilities. A fenced off corridor shall secure an immediate and smooth carrying out of the winner's presentation / award ceremony and a live TV transmission at the end of the event, as well as good working conditions for photographers.

### 3.5 Award Ceremony



The advertising space on the ceremony backdrop is allocated as follows:

FIS Title Sponsor:	1 position on top	(207 cm x 45 cm)
	9 positions	(40 cm x 20 cm)
FIS Presenting Sponsor:	9 positions	(40 cm x 20 cm)
LOC Sponsors:	27 positions	(40 cm x 20 cm)
Resort Logo:	1 position	(85cm x 15.5 cm)

LOCs can allocate the remaining 27 sponsor spaces according to their needs. Max. 3 different sponsors would be recommended due to value and awareness.

**Award Ceremony Backdrop**  
(500 cm x 300 cm)

#### Award Ceremony Backdrop

The award ceremony backdrop will be provided and installed by FIS Marketing AG.

The placement of the podium and the backdrop shall be determined by the FIS World Cup Race Director in cooperation with the LOC and FIS Marketing AG based on the best possible TV exposure.

#### Technical Instructions and Conditions:

The LOC is responsible for the production and provision of the stickers for the LOC Sponsors and the Resort logo. The costs for production are to be borne by the LOC.

#### LOC Sponsor logo:

Recommended material:	hard plates (e.g. twin-wall sheet)
Fixation:	Velcro (hook/scratchy side)
Dimension:	40 cm x 20 cm
Amount:	27 stickers

#### Resort logo:

Recommended material:	hard plate (e.g. twin-wall sheet)
Fixation:	Velcro (hook/scratchy side)
Dimension:	85 cm x 15.5 cm
Amount:	1 sticker

### 3.5 Award Ceremony



Podium

#### **Podium**

The Podium will be provided and installed by FIS Marketing AG.

The dimensions of the podium are as follows: (height x width x depth)

3<sup>rd</sup> place: 31cm x 91cm x 90cm

2<sup>nd</sup> place: 41cm x 103cm x 90cm

1<sup>st</sup> place: 52cm x 115cm x 90cm

### 3.6 Interview / Leader Backdrop



198 cm

225 cm

The advertising space on the Interview / Leader Backdrop is allocated as follows:

FIS Title Sponsor:	1 position on top	(102 cm x 22 cm)
	5 positions	(27 cm x 13.5 cm)
FIS Presenting Sponsor:	5 positions	(27 cm x 13.5 cm)
FIS Data/Timing Sponsor:	2 positions	(27 cm x 13.5 cm)
LOC Sponsors:	18 positions	(27 cm x 13.5 cm)
Resort Logo:	1 position on top	(70 cm x 10 cm)

LOCs can allocate the remaining 18 sponsor spaces according to their needs. Max. 3 different sponsors would be recommended due to value and awareness.

#### Interview / Leader Backdrop

The interview / leader backdrop will be provided and installed by FIS Marketing AG. At Nordic Combined World Cup, there will be 2 backdrops on site, one at the Ski Jumping stadium and one at the Cross-Country stadium.

The interview / leader backdrops are used for the international flash interviews. The unilateral interviews have to be done in front of the backdrop. They are placed in accordance with the FIS Nordic Combined World Cup Media Coordinator, the host broadcaster and FIS Marketing AG.

#### Technical Instructions and Conditions:

The LOC is responsible for the production and provision of the stickers for the LOC Sponsors and the Resort logo. The costs for production are to be borne by the LOC.

#### LOC Sponsor logo:

Recommended material:	magnet foil
Fixation:	magnetic
Dimension:	27 cm x 13.5 cm
Amount:	18 stickers per backdrop

#### Resort logo:

Recommended material:	magnet foil
Fixation:	magnetic
Dimension:	70 cm x 10 cm
Amount:	1 sticker per backdrop

Interview / Leader Backdrop  
(198 cm x 225 cm)

### 3.7 Press Conference Backdrop



If the LOC does not have its own backdrop, FIS Marketing AG will provide one free of charge. On this backdrop, the advertising spaces are divided between the FIS Title, Presenting and Data Sponsor as shown in the graphic above.

FIS Title Sponsor:	1 position on top	(162 cm x 35 cm)
	17 positions	(30 cm x 15 cm)
FIS Presenting Sponsor:	17 positions	(30 cm x 15 cm)
FIS Data Sponsor:	2 positions	(30 cm x 15 cm)
Resort Logo:	1 position on top	(85 cm x 15.5 cm)

If the LOC uses the backdrop provided by FIS Marketing AG, please make sure to provide a resort logo.

**FIS Press Conference Backdrop**  
(370 cm x 225 cm)

#### Press Conference Backdrop

The LOC is allowed to use its own press backdrop as long as the FIS partners are correctly included. FIS Marketing AG needs to approve the layout of the backdrop in advance of the event. Otherwise FIS Marketing AG reserves the right to undertake the necessary amendments. The advertising space has to be allocated as follows:

FIS Title Sponsor:	20% of advertising space
FIS Presenting Sponsor:	20% of advertising space
LOC Sponsors:	40% of advertising space
Resort:	20% of advertising space

LOCs can allocate their 40% of advertising space according to their needs. Max. 3 different sponsors would be recommended due to value and awareness.

#### Placement

The placement of the podium and the backdrop shall be determined by the FIS Media Coordinator.

#### Technical Instructions and Conditions:

The LOC is responsible for the production and provision of the sticker for the Resort logo. The costs for production are to be borne by the LOC.

#### Resort logo:

Recommended material:	hard plate (e.g. twin-wall sheet)
Fixation:	Velcro (hook/scratchy side)
Dimension:	85 cm x 15.5 cm
Amount:	1 sticker

### 3.8 Video wall



Draft of Video Wall

Video wall

#### Advertising Spot on video wall

The Title Sponsor (Viessmann), and the Data Sponsor each shall have the possibility to show a 30 second, and the Presenting Sponsor (Audi) a 60 second advertisement spot on the video wall at the FIS Nordic Combined World Cup event. Furthermore, FIS provides a promotional trailer for the FIS World Snow Day and Snow Kidz.

The advertisement spots of the sponsors shall be shown several times before, in between and after the races aired at least 3 times per event day.

Please communicate specifics about the necessary video spot format to FIS Marketing AG **30 days** prior to the event. FIS Marketing AG will provide all spots.

### 3.9 Car Display



#### Examples for Car Display

#### Car Display

After agreement with the LOC in due time, the FIS Presenting Sponsor Audi may place a car display at each event (if possible in TV position) free of charge, provided that this is permitted by national law and location.

If the position is TV-relevant, the NSA or its rights holder and the Presenting Sponsor / FIS will agree on an appropriate consideration.

#### Technical instructions and conditions:

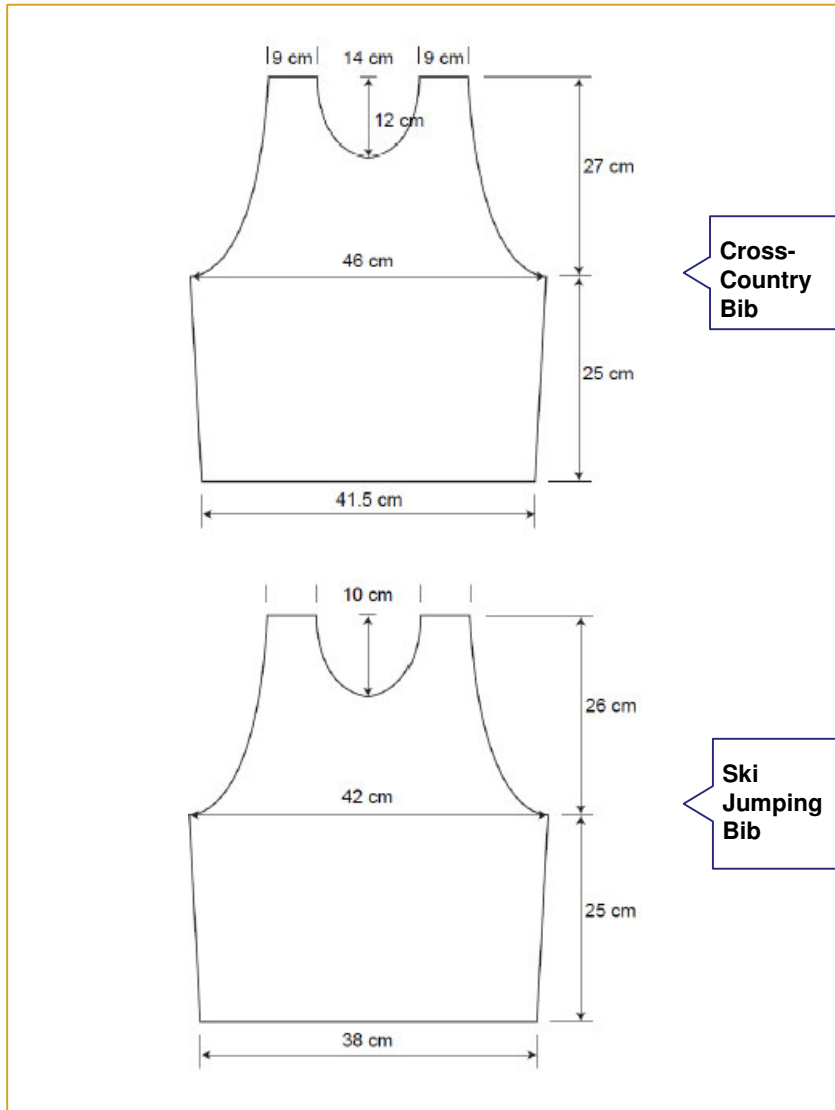
All costs related to the car display (power supply, substructures, backdrops, transport etc.) are to be borne by the FIS Presenting Sponsor.



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## 4. Bib numbers

## 4.1 General Information



### FIS Specifications for bibs

For all FIS specifications for Nordic Combined starting bibs, please see paragraphs G 2 (Cross-Country) and 3 (Ski Jumping) of the latest edition of the [FIS Specifications for Competition Equipment](#).

## 4.2 Starting bibs

### **Starting bibs**

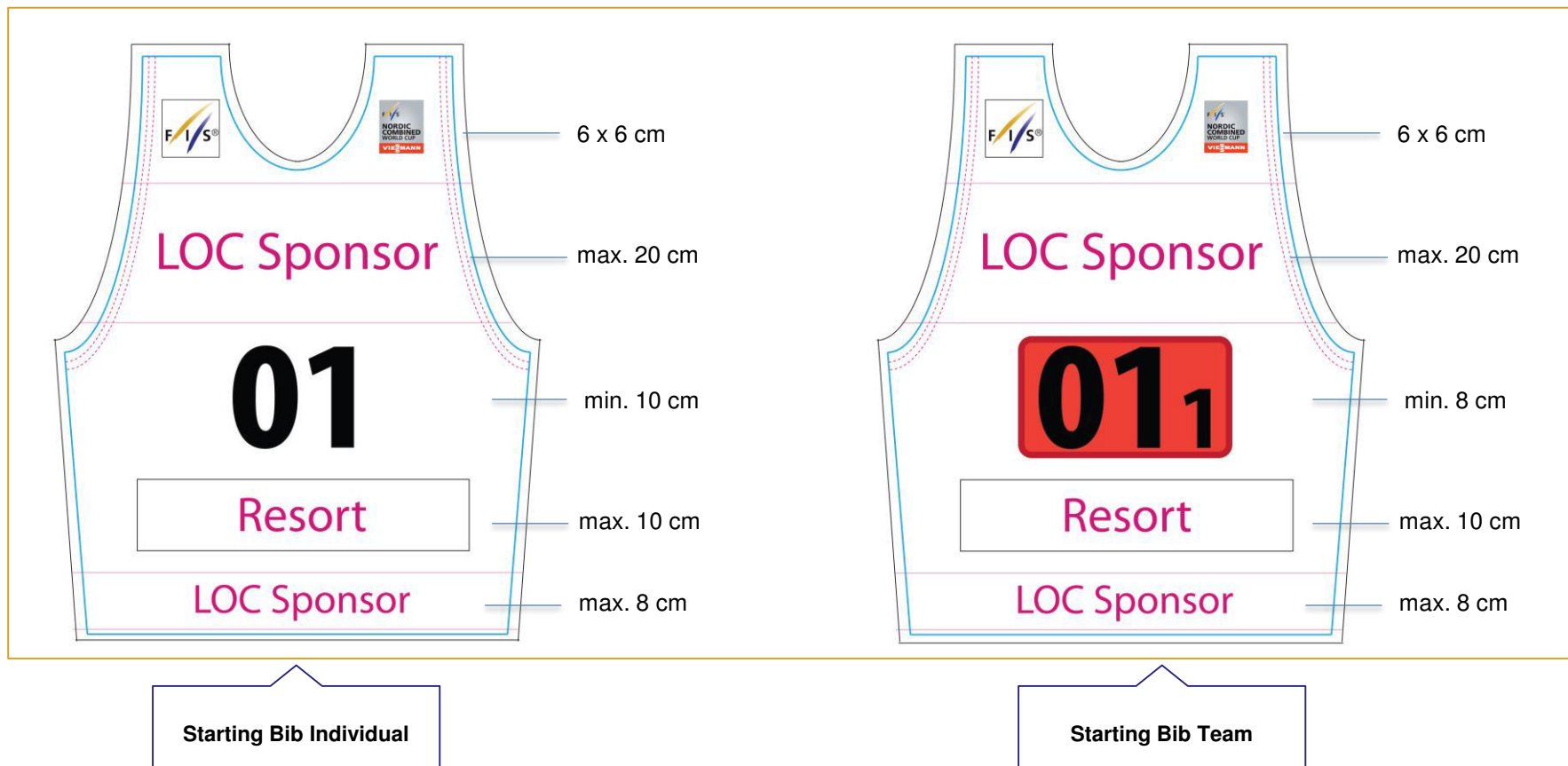
The LOC is responsible for the production of all starting bibs for the Nordic Combined Ski Jumping and Cross-Country competitions.

All bibs must be in conformity with the Advertising Rules and colours and sizes as shown in the Marketing Guide. **Should this not be the case, neutral bibs without LOC sponsor, provided by FIS Marketing AG will be used without exception.**

Please send the layout of all bibs to FIS for approval at least 10 days before production. Such approval is not to be unreasonably withheld.

FIS  
Ms. Sibylle Bührer  
Office: +41 33 244 61 61  
@: [buehrer@fisski.com](mailto:buehrer@fisski.com)

## 4.2 Starting bibs



#### 4.3 Best Jumper / Best Skier bibs

##### **Best Jumper / Best Skier bibs**

The LOC is responsible for the production of the best jumper bib (blue) and best skier bib (red) for the Nordic Combined Ski Jumping and Cross-Country competitions.

FIS Marketing AG will provide templates of the blue Best Jumper and red Best Skier spaces as shown on the next page.

All bibs must be in conformity with the Advertising Rules and colours and sizes as shown in the Marketing Guide. **Should this not be the case, neutral leader bibs without LOC sponsor, provided by FIS Marketing AG will be used without exception.**

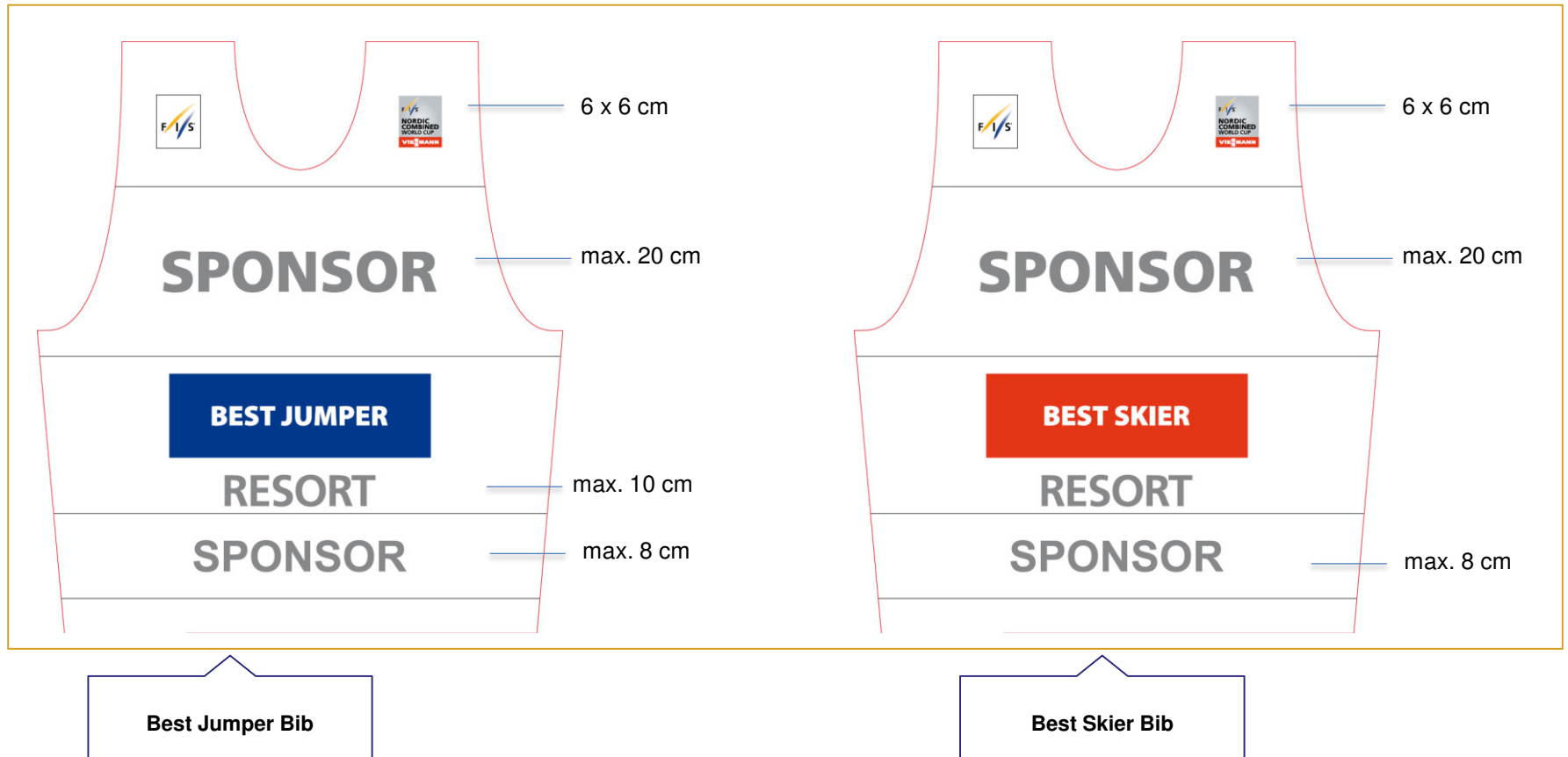
The bibs must be worn by the best jumper and best skier (based on overall performance in the current season) during the FIS World Cup event, as well as at the prize-giving ceremony.

**For the prize-giving ceremony**, one best jumper and one best skier bib per competition have to be handed out by the Organizing Committee only to Jan Rune Grave (FIS Assistant Race Director).

Please send the layout of the leader bibs to FIS for approval at least 10 days before production. Such approval is not to be unreasonably withheld.

FIS  
Ms. Sibylle Bühner  
Office: +41 33 244 61 61  
@: [buehrer@fisski.com](mailto:buehrer@fisski.com)

### 4.3 Best Jumper / Best Skier bibs



#### 4.4 Leader bibs

##### **Leader bibs**

The LOC is responsible for the production of all leader bibs for the Nordic Combined Ski Jumping and Cross-Country competitions.

FIS Marketing AG will provide the leader bib templates as shown on the next page.

All bibs must be in conformity with the Advertising Rules and colours and sizes as shown in the Marketing Guide. **Should this not be the case, neutral leader bibs without LOC sponsor, provided by FIS Marketing AG will be used without exception.**

The leader bib must be worn by the FIS World Cup leader during the FIS World Cup event, as well as at the prize-giving ceremony.

##### **Velcro bib**

For the prize-giving ceremony, a special version of the leader bib with a velcro on the back must be produced by the LOC. The velcro bib has to be handed out by the LOC only to Jan Rune Grave (FIS Assistant Race Director). It has to be absolutely guaranteed that the correct velcro bib with the right sponsor logo is used for the respective ceremony.

Please send the layout of the leader bibs to FIS for approval at least 10 days before production. Such approval is not to be unreasonably withheld.

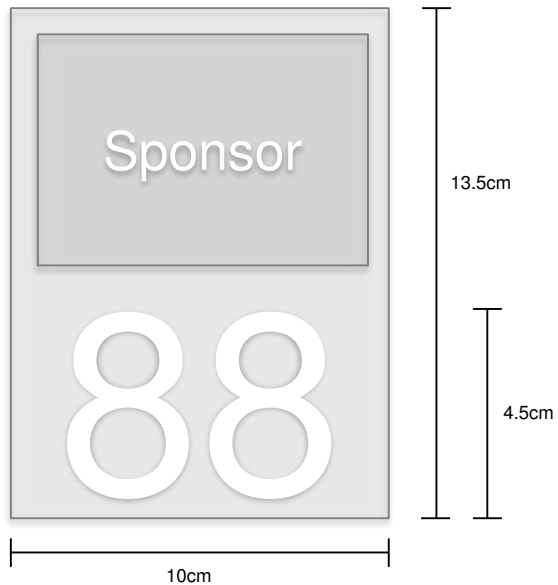
FIS  
Ms. Sibylle Bühler  
Office: +41 33 244 61 61  
@: [buehrer@fisski.com](mailto:buehrer@fisski.com)

#### 4.4 Leader bibs





#### 4.5 Leg bibs



**Example:** Leg Bib



#### **Leg Bibs**

Leg bibs need to be used all Nordic Combined Cross-Country races. Each athlete has to wear a leg bib on the outside of each leg. The number on the leg bib has to match with the starting bib number.

Leg bibs must be self-sticking badges.

We recommend a size of 13.5x10cm. Whereas, the height of the number shall be minimum 4.5cm. Visibility will be lost, if a bigger badge will be used.

The LOC is responsible for the production and provision of the leg bibs. The costs for production are to be borne by the LOC.

#### 4.6 Athletes' Training Bibs



Athletes' Training Bibs

#### **Athletes' Training Bibs**

Will be provided by FIS Marketing AG. No further action needed.

#### **Forerunner bibs**

LOC has to produce them on their own. Only event sponsors and/or the resort name/logo are allowed on it.

#### 4.7 Service bibs



#### 4.7 Service bibs

##### **Jury, FIS, FIS Marketing AG, FIS Service, NC Team, Start Finish, Sponsor**

No further action needed with these bibs. Bibs will be distributed by FIS and FIS Marketing AG.

##### **Photo and ENG**

Coordinated and distributed by FIS Media Coordinator and LOC Media Coordinator. Please hand them over again to FIS Marketing AG right after the event, ordered by number.

##### **LOC Service**

LOC service persons at the CC course and in the start/finish area have to wear official bibs. If the LOC does not provide them on their own, FIS Marketing AG can provide the LOC with LOC Service bibs at no extra cost. Please contact FIS Marketing AG. Only event sponsors and/or the resort name/logo are allowed on it.

**The LOC is asked to make sure that all staff on site knows about the various bib categories as well as the respective access areas.**

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## 5. TV, Web and Print Material

## 5.1 Use of FIS Nordic Combined World Cup logo

a)



b)



The use of the official FIS Nordic Combined World Cup logo is subject to a set of guidelines as outlined below. This logo is part of the corporate identity of the International Ski Federation (FIS). The FIS logo that it contains, as well as the abbreviation FIS and FIS Nordic Combined World Cup are registered trademarks of FIS.

The organizing committees are not allowed to bring the official World Cup logo in connection with an other sponsor than the FIS World Cup Title Sponsor, in any manner.

a) Portrait

b) Landscape

There are two versions of the official FIS Nordic Combined World Cup logo. The primary logo to be used is the portrait (vertical) version. At times, for space or other reasons, the landscape (horizontal) version of the logo may be used.

The official FIS Nordic Combined World Cup logo must be included in all tools designed for promotional purposes (posters, flyers, tickets, the Internet etc.).

### 5.1.1 General guidelines for use of logo

#### Size

As a rule of thumb, the official FIS Nordic Combined World Cup logo must cover 5% of the overall surface of any promotional tool it is placed on. In any case, the size of the logo may not be smaller than 30 mm (width for the portrait version of the logo)

#### Logo Context, Frame, Position, Dimension






The integrity of the official logo must be secured through appropriate context. The official logo may not be overshadowed by other word marks or logos. Similar but unrelated marks may not be used in the same context to avoid establishing an inappropriate relationship. In general use, the logos are without a frame and should be positioned horizontally. As a rule, the logo is two-dimensional.

#### Colors

As a principle, the logo should always be printed in color.

For one-color use, the black and white versions are available on request.

The colors are defined as follows

	COLOUR NAME	CMYK - PROCESS	RGB - SCREEN	SPOT OR SPECIAL COLOURS
	FIS YELLOW	C000 M035 Y100 K000	R240 G171 B000	Pantone 130C
	FIS BLUE	C100 M089 Y000 K000	R000 G035 B149	Pantone Reflex Blue
	VITORANGE	C000 M090 Y100 K000	R245 G035 B027	Pantone GOE 19-1-6 C
	SILVER GREY	from C005 M000 Y000 K030 to C003 M000 Y000 K010	from R190 G196 B199 to R210 G210 B215	-
	BLACK	C000 M000 Y000 K100	R000 G000 B000	-

#### Typeface

FIS uses the typeface Frutiger in all printed matter. In corporate applications, the official FIS typeface is Arial.

### 5.1.2 Official FIS World Cup Titles

English: Viessmann FIS Nordic Combined World Cup

German: Viessmann FIS Weltcup Nordische Kombination

French: Viessmann Coupe du Monde FIS de Combiné Nordique



## 5.2 FIS Nordic Combined World Cup promotional material

FIS Marketing AG will provide the LOCs with templates for the FIS Nordic Combined World Cup promotional material.

All event related promotional materials have to contain the official FIS World Cup logo, the logos of the FIS Title Sponsor, the Presenting Sponsor and Data Sponsor and the name of the FIS website ([www.fis-ski.com](http://www.fis-ski.com)). Event related promotional materials include, but are not limited to, posters, programs, start and result lists etc.

All logos and templates will be available from FIS Marketing AG.

### **Advertisement in official Program**

The FIS sponsors have the right to place a one page advertisement DIN A 4, 4-color (or B/W in case of B/W program/result journal) in the official program/result journal for advertising purposes. Please communicate the size of the advertisement page in the official program to FIS Marketing AG a minimum of 2 months before printing the program.

### **Event Advertisement Material and Roll-Ups**

If the LOC is producing any event advertisement material or an event roll-up, the official FIS World Cup logo as well as the FIS Nordic Combined World Cup sponsors have to be included.

#### **Approval**

All event related print materials must be sent to FIS Marketing AG a minimum of 10 days before production for approval.

Stefan Distel  
Office: +41 44 224 69 63  
@: [distel@fismarketingag.com](mailto:distel@fismarketingag.com)

### 5.2.1 Design guidelines

#### **Official Poster**

To provide a consistent appearance for the FIS Nordic Combined World Cup in the promotional efforts world-wide, the organizing committees are required to use the official poster design. However, to cater for local needs, the design can be adjusted.

An example of the official poster can be found on the next page.

## 5.2.1 Design guidelines



### Example of Official World Cup Poster

#### Cover Pages for the Official Program and Media/Team Guides

For reasons of consistency, FIS Marketing AG also provides the LOCs with templates for the design of the cover pages for the official program. As in the case of the official poster they can be customized.

#### Start and Result Lists

The top and bottom banners for the start and result lists will be delivered directly to the Timing and Data Service provider by FIS Marketing AG.

Additional templates for further promotional materials can be made available on request.

### 5.3 TV and Web

#### **TV Production and Organization**

The FIS, the respective National Ski Association and its LOC will undertake all possible steps together with the Host Broadcaster, respectively the TV rights holder, in order to reach a TV presence which will be as large as possible and a top-quality production.

The LOC and the National Ski Association/Ski Club must contact FIS and the Host Broadcaster in due time, above all as to the camera positions and the places for advertising, as well as in regard to the program, the timing and the starting times.

The National Ski Association, respectively the TV rights holder is under obligation to ensure there is a live TV transmission in the country where the event takes places and that an international TV signal is made available.

## 5.3 TV and Web

FIS Title Sponsor



FIS Presenting Sponsor

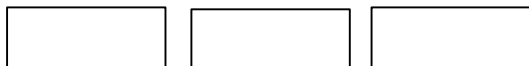


Audi

FIS Data and Timing Sponsor

Data/Timing

Event Sponsors



### Local Organizer's Website

All LOCs are obliged to include the FIS Nordic Combined World Cup logo on their website, as well as the FIS Sponsors' logos (Viessmann, Audi, Data Sponsor).

### FIS Nordic Combined Website

The FIS Nordic Combined website gives each LOC the opportunity to promote their World Cup event and region. Please see:

<http://www.fis-ski.com/nordic-combined/events-and-places/venues/>

To update your event site on the FIS Nordic Combined website please contact Silke Tegethof at [tegethof@fisski.com](mailto:tegethof@fisski.com).

### Logo Presentation

All logos (official World Cup logo and sponsors logos) have to be on a white background and must have the same size in relation to each other. For the presentation, only use the official labelling (see template).

Please link the respective logos to the following websites:

- World Cup logo: [www.fisski.com/nordic-combined](http://www.fisski.com/nordic-combined)
- Viessmann logo: [www.viessmann.com](http://www.viessmann.com)
- Audi logo: [www.audi.com](http://www.audi.com)

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## 6. Hospitality

## 6.1 VIP Tickets

FIS Marketing AG shall receive a total of 20 VIP tickets per event day to comply with the FIS Sponsors' contingents as stipulated in their respective sponsorship agreements.

The tickets get distributed by FIS Marketing AG along the FIS Sponsors.

In case that more than 20 tickets are needed for the partners, FISMAG will contact the LOC to purchase additional tickets as needed.

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## 7. Organizers' Checklist



## 7.1 Marketing Material for LOC and FIS Sponsors (1/2)

Advertisement material	Size / material	Time	Status
<b>Installations</b>			
<b>Start Backdrop (Ski Jumping)</b> Produce 2 x LOC sponsor space Produce 1 x resort logo space	50 x 50 cm / magnet foil 70 x 10 cm / magnet foil	Ready at arrival of FISMAG team	
<b>Equipment Control (Ski Jumping)</b> Produce 1 x resort logo space	50 x 28.5 cm / hard plate with Velcro on back	Ready at arrival of FISMAG team	
<b>Start Installation (Cross-Country)</b> <u>Start Towers</u> Produce 4 x LOC sponsor space Produce 4 x resort logo space <u>Startlist Boards</u> Produce 4 x LOC sponsor space Produce 4 x resort logo space	60 x 30 cm / hard plate with Velcro on back 85 x 15.5 cm / hard plate with Velcro on back 21 x 10.5 cm / magnet foil 35 x 6.4 cm / magnet foil	Ready at arrival of FISMAG team	
<b>Exit Gate (Ski Jumping)</b> Produce 4 x LOC sponsor space Produce 4 x resort logo space	72 x 40 cm / hard plate with Velcro on back 72 x 17.5 cm / hard plate with Velcro on back	Ready at arrival of FISMAG team	
<b>Finish installation (Cross-Country)</b> Produce 4 x LOC sponsor space Produce 4 x resort logo space	60 x 30 cm / hard plate with Velcro on back 85 x 15.5 cm / hard plate with Velcro on back	Ready at arrival of FISMAG team	
<b>Intermediate time (Cross-Country)</b> Produce 4 x LOC sponsor space Produce 4 x TV / Host Broadcaster logo	60 x 30 cm / hard plate with Velcro on back 60 x 15 cm / hard plate with Velcro on back	Ready at arrival of FISMAG team	
<b>Award Ceremony Backdrop</b> Produce 27 x LOC sponsor spaces Produce 1 x resort logo space	40 x 20 cm / hard plate with Velcro on back 85 x 15.5 cm / hard plate with Velcro on back	Ready at arrival of FISMAG team	
<b>Interview / Leader Backdrops</b> Produce 18 x LOC sponsor spaces each Produce 1 x resort logo space each	27 x 13.5 cm / magnet foil 70 x 10 cm / magnet foil	Ready at arrival of FISMAG team	
<b>Press Conference Backdrop (FIS version)</b> Produce 1 x resort logo space	85 x 15.5 cm / hard plate with Velcro on back	Ready at arrival of FISMAG team	

Contact: Stefan Distel / [distel@fismarketingag.com](mailto:distel@fismarketingag.com) / +41 44 224 69 63

## 7.1 Marketing Material for LOC and FIS Sponsors (2/2)

Advertisement material	Size/ material	Time	Status
<b>Starting Bibs</b>			
Send layouts to FIS for approval	PDF	10 days before production	
<b>Leader bibs &amp; Best Jumper bib / Best skier bibs</b>			
Send layouts to FIS for approval	PDF based on FIS template	10 days before production	
<b>Leg bib</b>			
LOC is responsible to produce and distribute leg bibs			
<b>Print material</b>			
Send all event related print material to FIS Marketing AG for approval	PDF	10 days before printing	
Communicate size of ad page for FIS sponsors in official program (if any) to FIS Marketing AG		2 months before printing of program	
<b>Video Spots</b>			
Communicate specifics about the necessary video spot format to FIS Marketing AG		2 months before event	

## 7.2 Requirements of FIS Marketing AG (FISMAG)

Requirements	Time	Status
<b>VIP tickets (incl. Event tickets and top hospitality package)</b>		
20 VIP tickets for FIS sponsors (Viessmann, Audi)	FISMAG will communicate all details to the LOC prior to the event	
<b>Accreditations</b>		
If needed: for FIS sponsors' representatives	Amount and list with names will be communicated to the LOC by FISMAG prior to the event	
<b>Support crew</b>		
2 fit persons to help the FISMAG team	Arrival until departure of FISMAG team	
2 persons dedicated to handle the start installation together with FISMAG	During all training, qualification and competition rounds	
4 persons to handle the ceremony backdrop together with FISMAG		
<b>FIS Marketing AG implementation crew</b>		
1 big parking spot next to event venue	Ready at arrival day until departure of FISMAG team	
If needed: overall accreditations	Ready to be picked up at arrival of FISMAG team Exact amount of accreditations needed will be communicated before	
Heated room or container close to stadium with electricity & internet connection , 1 table, 2 chairs	Ready at arrival day until departure of FISMAG team	
1 skidoo with trailer for the exclusive use of FIS Marketing AG	Ready at arrival day until departure of FISMAG team	
hotel rooms (single rooms with full board) for FIS Marketing AG in the FIS hotel at the preferred FIS rate	Arrival day until departure of FISMAG team Exact amount of rooms needed will be communicated before	

### 7.3 Technical Infrastructure and Power Supply

Infrastructure & Supply	Placement	Time	Status
<b>Start installation (Ski Jumping)</b>			
E-mail information about material of In-run track and inrun tiller machine to FISMAG		30 days before the event	
<b>Starting signal at starting point (Ski Jumping)</b>			
electrical socket (220V) and 5 meter extension cord	next to the start backdrop - Ski Jumping	Ready at arrival of FISMAG team	
<b>Stadium (Cross-Country and Ski Jumping)</b>			
Firm banner fence	Height above the top of the snow border must be at least 125 cm	Ready at arrival of FISMAG team	
Platinum Circle: E-mail description and pictures of banner fence construction to FISMAG		30 days before event	
Position of Viessmann arch	Prepare electrical socket (220 V) and a 5m extension cord	Ready at arrival of FISMAG team	
<b>Mobile banner fences for Cross-Country</b>			
Prepare wooden banner frames 20 pieces      400 x 100 cm 8 pieces      400 x 150 cm		Ready to be picked up at arrival day of implementation team	
<b>Exit Gate</b>			
Gap of 320 cm in banner fence in outrun	Designated position of exit gate	Ready at arrival of FISMAG team	
<b>Score boards in cool down area</b>			
electrical socket (220V) and 5 meter extension cord	next to the exit gate	Ready at arrival of FISMAG team	
<b>Award Ceremony backdrop</b>			
Fenced off corridor for athletes in finish area		Ready at arrival of FISMAG team	
Stage for media		Ready at arrival of FISMAG team	

Contact: Stefan Distel / [distel@fismarketingag.com](mailto:distel@fismarketingag.com) / +41 44 224 69 63

## 7.4 Ideas for the LOC Website

Content	Comment	Status
<b>General Information</b>		
Maps & Profiles	competition & training courses, points of interest (wax cabins, press centre, race office, entrances, grandstands...)	
Race Program	competition program, side events	
Contact information	Race office, press centre, waxing area	
News Section		
Behind the scenes	Preparation, FAQ, information about the venue	
Tickets	Prices, points of sale, link to online shop	
Transport & Accommodation	Contact information, fares, schedules, pick-up and drop-off points, rental car offer, etc.	
<b>Teams</b>		
Team Invitation	PDF Version	
Team Captains Meeting	PDF Version	
Competition Information	Program changes, official trainings	
Important deadlines		
Link to entry system		
<b>Media</b>		
Media Invitation	PDF Version	
Download section	Logos, Pictures	
Opening Hours	Press and sub press centre, accreditation, race office, etc.	
Internet connection Information	Up- and Downstream , Wi-Fi, LAN, rates, networks	
<b>Sponsors (mandatory!)</b>		
Official World Cup logo	with hyperlink to FIS Website	
FIS Sponsor logos	With hyperlink to Sponsors` websites.	

# FIS Nordic Combined World Cup Production Check List



When	From whom	What	Remarks
from now on	LOC	Official FIS World Cup Logo & FIS sponsors' logos: - FIS Title Sponsor: Viessmann - FIS Presenting Sponsor: Audi - FIS Data/Timing Sponsor: <b>tbc</b>	Integration on all print products and websites, please send all print products to FISMAG for approval min. 10 days before production
about 2 months before the event	LOC	production of all starting bibs (race bibs)	design according to FIS Advertising Rules (AR) & FIS Marketing Guide (MG), amount in coordination with FIS staff, layout approval by FIS (Sibylle Bührer, buehrer@fisski.com),
about 2 months before the event	LOC	production of the leg bibs	numbers according to the race bibs, each athlete needs two, self stick badges, size as defined in MG
<b>NEW</b> about 2 months before the event	LOC	production of all leader bibs / podium bibs	Basic layout will be available from FISMAG (with Viessmann Logo, Resort and Sponsor field), FISMAG is checking the logo sizes etc on arrival, if something is not according to the provided basic bib layout and the AR/MG, spare bibs without resort and LOC sponsor will be used
about 2 months before the event	LOC	production of forerunner bibs	amount: defined by OC (not more than the amount of forerunners), according to sponsorship rules (see contracts and guides)
<b>NEW</b> about 2 months before the event	LOC	production of LOC bibs	Existing LOC bibs can be used if they are according to the sponsorship rules. Please only provide the number of bibs to your crew that you also need, it should not be a special 'VIP' card for access to limited sport zones
about 2 months before the event	LOC	Programme book (if produced)	1 full page for each FIS sponsor, please coordinate with FISMAG
about 2 months before the event	LOC	banner plan	provided by OC and sent out to TV, NSA, Swiss Timing, FIS and FISMAG
about 2 months before the event	LOC	Stadium banners	produced and set up by OC, OC responsible for setting up a firm banner fence in the stadium incl. a full length firm wooden panel on top of the banners in order to affix the platinum circle (height: 25 cm). The banner fence therefore should have a minimum height of 125cm above snow level. ICR rules must be respected, take care of the needed sizes of the finish area and all other sport measurements in the stadium
about 2 months before the event	LOC & FISMAG	allocation of sponsor positions for Viessmann & Audi	agreement before the event about the FIS sponsors' positions
about 2 months before the event	LOC	production of LOC sponsor logos on all installations	Sizes and materials are available in the AR/MG, please contact FISMAG in case of questions
1 month before (if you use your own)	LOC	press conference backdrop	FISMAG will bring it and can be used by LOC, if LOC has an own backdrop they can use it if the FIS sponsors are integrated according to the AR/MG (approval by FISMAG before production)
1 month before	LOC	Local accreditation / local parking	A design template will be provided by FISMAG including logo bar for local sponsors

When	From whom	What	Remarks
2 weeks before	FISMAG	Video spot for big screen in the stadium/course	30 sec Viessmann, 60 sec Audi, 30 sec Data/Timing Sponsor must be played several times a day, FISMAG provides the spots
1 day before arrival	LOC	supply of wooden frames and posts	for all sponsors on the specific banner positions on course
1 day before arrival	LOC	electricity for all inflatables / arches etc.	
1 day before arrival	LOC	Endless banners	provided by LOC, respect sponsorship rules (FISMAG will bring neutral endless banners but please coordinate well in advance if you need their service)
Arrival FISMAG	FISMAG	banners on course for Viessmann & Audi	set up by FISMAG on the agreed positions (frames and posts have to be provided by LOC)
Arrival FISMAG	LOC	FISMAG volunteers	fit persons to help the FISMAG team from arrival until departure, exact volunteers' numbers defined in MG
On-Site	LOC	banners on course for LOC sponsors	Set up fences, build up and dismantling, attention: ICR Rules must be respected
On-Site	FISMAG	Ceremony backdrop	Will be provided by FISMAG and set up, LOC Sponsor stickers provided by LOC (see above), volunteers need to be available as support
No action needed by LOC			
	FISMAG	production of the athletes' training bibs)	done by FISMAG
	FISMAG	production of all big bibs (Teams, Course, Service, SRS, Photo, ENG etc)	done by FISMAG
	FISMAG	production of all warm-up bibs	done by FISMAG
	FISMAG	installing platinum circle	appropriate fencing needed by OC, FISMAG will show organizers how the 'quick flip' system works in case of multiple events
	FISMAG	start intermediate and finish installations	FISMAG will bring them and set them up
	FISMAG	ceremony backdrop including podium / leaderboard / interview backdrop	FISMAG will bring them and set them up
	FISMAG	Ground markers in the stadium	provided and set up by FISMAG
	FISMAG	Viessmann inflatable	provided and set up by FISMAG
	FISMAG	Resort stickers on installations	coordinated before the season by FISMAG and individual agreements will be made with the OCs.