***To participate as an exhibitor at an ICAO Event, please complete pages 1-3***

 **Exhibitor Benefits**

* A great opportunity to market and showcase your products and services to the public and private sector audience from around the world, as well as representatives from ICAO’s 191 Member States.
* Enhance the awareness and visibility of your organization by promoting your brand’s products and/or services at your booth and network with senior officials from civil aviation administrations and industry executives.
* Network with high level decision makers and explore how new technology, equipment and processes can assist States and industry to meet both existing and future aviation security requirements and challenges.
1. **Confirmation:** Confirmation of the exhibitor agreement will be guaranteed by return of this duly completed and signed agreement and payment of the total cost.

|  |  |
| --- | --- |
| Company Name |       |
| Contact Person | Salutation Mr. [ ]  Mrs. [ ]  Ms. [ ]  Dr. [ ]  |
| First Name |       |
| Last Name |       |
| Title |       |
| Address |        |
| City |       | Province |       |
| Postal / Zip Code |       | Country |       |
| Tel No. |       | Fax No. |       |
| Email Address |       |

1. **Booking an Exhibition Space\* :** Indicate below the size of the exhibition space and the booth number choices in order of preference. An email of confirmation will be sent to you by your project manager to indicate your booth number.

To see a list of exhibition services provided by ICAO, please see Appendix A. To view a list of the exhibition floor plan and booth space, please see Appendix B.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Exhibition Space** | **Dimensions in Feet** | **Dimensions in Metres** | **Selection** | **Booth Space Number (s)** | **Cost****USD** |
|  | Single | 4’ × 6’ | 1,3 x 2 | [ ]  |       | $3,500 |
|  | Single | 6’ × 8’ | 2 x 2.5 | [ ]  |       | $4,200 |
|  | Single | 8’ × 8’ | 2.5 x 2.5 | [ ]  |       | $4,500 |
|  | Single  | 10’ ×10’ | 3 x 3 | [ ]  |       | $4,800 |
|  | Double | 6’ x 16’ | 2 x 5 | [ ]  |       | $8,400 |
|  | Double | 8’ x 16’ | 2.5 x 5 | [ ]  |       | $9,000 |
|  | Double | 10’ x 20’ | 3 x 6 | [ ]  |       | $9,600 |

*\*All measurements are approximate*.

|  |  |
| --- | --- |
| **Promotion Material Distribution** | **Cost** |
| Confirmation has been received from ICAO for one single sheet of printed promotional [ ] material ( 8.5” x 11” or A4 ) to be inserted into the delegate bag. | $1,500 |

|  |  |
| --- | --- |
| **Total Cost** (Exhibitor Booth & Promotion Material) |       |

**3. Exhibition Requirements**

A company renting a 10×10 feet (3×3 metres) exhibition space or renting two adjoining exhibition space (any size) may bring their own display OR order a booth and accessories (furniture, lighting, facia, etc) through the ICAO appointed official exhibition service provider.

If you are requesting one of these aforementioned spaces, please indicate your preference below.

|  |  |  |
| --- | --- | --- |
| Yes  | **[ ]**  | We will bring our own display and accessories. |
| No  | **[ ]**  | We will use the ICAO appointed official exhibition service provider. |

Specifications:

* Display panels must not exceed 8 feet (2.5 metres) high
* Display panels must not extend more than 3 feet (1 metre) from the back wall.
* Any side dividers utilised in the display should not be more than 3 feet (1 metre) high.

**A company renting a 4x6 feet (1,3x2 metres), 6×8 feet (2×2.5 metres) or an 8×8 feet (2.5×2.5 metres) single exhibition space must order a booth and accessories (furniture, lighting, facia, etc.) through the ICAO appointed official exhibition service provider.**

**4. Program Directory**

A logo, description of your company’s products/services and contact information will be included in the Symposium Directory. Please complete this form and email to MEM@icao.int.

 Corporate Logo

Please send us via email your company corporate logo. The resolution must be at least 300 dpi in one of the following formats:

(1) .jpg;

(2) .tif; or

(3) .bmp

(4) .eps

**Contact Information and Description**

Please complete the table below. All the fields are mandatory and the company description, products or services cannot exceed more the 100 words.

|  |  |
| --- | --- |
| Company Name |       |
| Salutation |  Mr. [ ]  Mrs. [ ]  Ms. [ ]  Dr. [ ]  |
| First Name |       |
| Last Name |       |
| Email Address |       |
| Website Address |       |
| Company DescriptionMax 100 words |       |

**5. Invoicing and Payment**

Upon receipt of the duly completed Sponsorship Agreement, ICAO will remit an invoice for the symposium sponsorship fee; which will be sent by e-mail in a pdf format and the original will be mailed to the sponsor.

 Please select one of the following payments below. We prefer payment by credit card.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Bank Transfer | [ ]  | Cheque |  |  |
| [ ]  | Visa | [ ]  | Master Card | [ ]  | American Express |

 For payment by major credit cards, please provide your credit card details below.

|  |  |  |  |
| --- | --- | --- | --- |
| Card Number |       | Expiry Date |       |
| Card holder Number |       |
| Signature |  |

**Requirements for payment.**

**Payments must be made prior to the event and will be due upon receipt of the invoice. Methods of payment are; Check, Bank Transfer or major credit card listed above.**

**6. Promotional Material**

Exhibitors are prohibited from placing flyers, pamphlets, brochures and other promotional items (i.e. Pens, USB sticks, mugs, memo pads, etc.) on tables or stands other than their own. These tables or stands are reserved for ICAO. Exhibitors may use their assigned tables to display their collateral materials.

Promotional materials must not promote military applications or make reference to the Republic of Taiwan.

**7. Transportation and Customs clearance**

ICAO will not be responsible for any transportation and customs clearance fee of the exhibition materials.

Please, ensure that box 5 (Purchase’s name and address) of the Canada customs clearance form is completed by your company of shipping/transportation to avoid any delays.

To view the Canada customs invoices form : <http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/ci1.pdf>.

**8. Cancellation Policy**

This Exhibitor Agreement may be cancelled by the Agreement signatory, with no penalty, within seven calendar days of receiving the confirmation receipt of the Agreement from ICAO. If the request for cancellation is received by ICAO later than seven, but within 15 calendar days of receiving the confirmation, the exhibitor must pay, as a penalty charge, 25% of the applicable fee. Cancellations made after this 15-day period will be subject to a penalty charge of 50% of the fee. If the cancellation is, however, made during the 14 calendar days prior to the opening date of the event, the penalty will be 100% of the fee.

**9. Acceptance**

The undersigned hereby certifies that the terms and conditions set forth in this exhibitor agreement to exhibit at the *Block Upgrade Demonstration Showcase and Symposium* to be held in ICAO Headquarters, Montreal, from Tuesday to Thursday, 19-21 may 2015.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**10. Return the Agreement**

Confirmation of the allocated exhibition spaces(s) will be guaranteed by return of this duly completed and signed Exhibitor agreement and payment of the fee. Please return the agreement by email (scan or pdf format) to MEM@icao.int.

|  |  |  |  |
| --- | --- | --- | --- |
| **Services** | **Included** | **Not Included** | **Comments** |
| **At ICAO** |  |  |  |
| Carpeting the Symposium exhibition space(s) | ✓ |  | Exhibition areas are carpeted. The ICAO building is air conditioned. |
| Electricity supply (one outlet per single space) with an extension cable and a multi-socket power bar | ✓ |  | 110V for a maximum of 15 ampere. |
| Unlimited wireless Internet connection | ✓ |  |  |
| 24-hour security of public areas | ✓ |  | Special security measures will be in place. ICAO is not, however, responsible for any loss or damage of property in the exhibition areas. |
| Exhibitor’s logo, contact, URL and description of the company’s products/services in the program directory | ✓ |  |  |
| Free delegate or exhibitor passes and folder or delegate bag | ✓ |  | One free pass each single Symposium exhibition space. Two free passes for double booth exhibition space. |
| Invitation to sponsored, coffee breaks, lunches and cocktail receptions | ✓ |  | For Symposium exhibitors holding delegate or exhibitor passes. |
| Daily cleaning of public areas | ✓ |  |  |
| **Official Service Providers Appointed by ICAO** |  |  |  |
| Materials handling, advance warehouse storage, rental of extra furniture, chairs, tables, graphic banners, electrical accessories, transformers |  | ✓ | Should be arranged through the ICAO appointed official exhibition services provider. |
| Transportation and customs services |  | ✓ | Should be arranged through the ICAO appointed official customs broker. |
| Audio visual equipment, laptops, TV, DVD players, |  | ✓ | Should be arranged through the ICAO appointed official audio visual supplier. |
| **Exhibition Booth Construction** |  |  |  |
| Exhibition booth that are 4’x6’, 6’x8’ or 8’x8’ |  | ✓ | Must use the services of GES (Official service provider) to construct the Booth and provide basic setup |
| Exhibition booth that are 10’x10’ or any double booth space |  | ✓ | May construct their own booth or use the services of GES |

**Appendix A: Exhibitor Services**

**Appendix B: Exhibition Floor Plan**

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