**To participate as an exhibitor and/or sponsor at CORSIA 2018, please complete pages 1-4.**

1. **Applicant Information:**

|  |  |
| --- | --- |
| Applicant 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 booth number that has been assigned to you via email from your event project manager. If you have not received one, please contact Virginie Leblanc at vleblanc@icao.int.

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 C.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Booth No** | **Dimensions in Feet (w x d)** | **Dimensions in** **Metres (w x d)** | **Selection** | **Booth Space Number**  | **Price****USD**  |
|  | 1 - 8 | 8’ x 6’ | 2.4 x 1.8 | [ ]  |       | $2,500 |

Please note that the price is only for the rental of the booth space, with the services shown as included in Appendix A.

It does not include booth construction services and other opt-in services.

Double booths are available upon request.

1. **Exhibition Requirements:**

 To build your own booth on-site, please note the following restrictions:

* Please remain within the allocated space and dimensions.
* Display back panel walls must not exceed 8 feet (2.5 metres) in height.
* Side panels must not extend more than 3 feet (1 metre) from the back wall and more than 3 feet (1 metre) in height.

1. **Sponsorship Fees – Hospitality Events**

 See Sponsorship privileges: Appendix B

 **\***Approximate time – subject to change

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Event No. | Select Number | BoothNo. | Sponsor Category | Hospitality  | Date | Time **\*** | Cost in USD |
|  | 1 | **[ ]**  |       | Platinum | Welcome Reception | 2 July 2018 | 17:30 – 19:30 | $12,000 |
|  | 2 | **[ ]**  |       | Platinum | Cocktail Reception | 3 July 2018 | 17:30 – 19:30 | $12,000 |
|  | 3 | **[ ]**  |       | Gold | Lunch | 2 July 2018 | 12:30 – 14:00 | $9,900 |
|  | 4 | **[ ]**  |       | Gold | Lunch | 3 July 2018 | 12:30 – 14:00 | $9,900 |
|  | 5 | **[ ]**  | Sold | ~~Silver~~ | ~~Coffee / Refreshments~~ | ~~2 July 2018~~ | ~~10:45 – 11:15~~ | ~~$3,500~~ |
|  | 6 | **[ ]**  | Not Included | Silver | Coffee / Refreshments | 2 July 2018 | 15:00 – 15:30 | $3,500 |
|  | 7 | **[ ]**  | Not Included | Silver | Coffee / Refreshments | 3 July 2018 | 10:45 – 11:15 | $3,500 |
|  | 8 | **[ ]**  | Not Included | Silver | Coffee / Refreshments | 3 July 2018 | 15:15 – 15:45 | $3,500 |
|  | 9 | **[ ]**  | Not Included | Bronze | Coffee Networking Zone | 2 July 2018 | 7:30 – 9:00 | $2,000 |
|  | 10 | **[ ]**  | Not Included | Bronze | Coffee Networking Zone | 3 July 2018 | 7:30 – 9:00 | $2,000 |

1. **Promotions**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **PROMOTIONS** | **COST IN USD** |
|  | **[ ]**  | Delegate bag. (Sponsor’s logo, ICAO logo and name of the event)\* | $6,000 |
|  | **[ ]**  | Lanyards. (Sponsor’s logo, ICAO logo and name of the event)\* | $5,000 |
|  | **[ ]**  | USB Key (Company information in the USB and Sponsored logo on the key)\* | $7,000 |
|  | **[ ]**  | One promotional sheet to be inserted into the delegate bag, or event folder (8.5” x 11”)  | $1,000 |

 \*Confirmation of these sponsorship opportunities must be received at least one month prior to the event.

1. **Program Directory**

A logo, description of your company’s products/services and contact information will be included in the Symposium Directory. Please submit your company information (in word format) and corporate logo by email to mcr@icao.int

 **Company Information**

* Company Name
* Salutation:
* First name:
* Last name:
* Email Address;
* Website Address:
* Company Description: Maximum 100 words.

**Corporate Logo:**

The resolution must be a minimum of 300 dpi in one of the following formats: JPEG, EPS or AI.

1. **Invoicing and Payment**

|  |  |
| --- | --- |
| Total Payment USD |       |

Following receipt of the duly completed agreement form, ICAO will email the customer a copy of the invoice in pdf format, and the original invoice will be mailed to the sponsor/exhibitor.

**Due Date**: invoice must be paid in full within 14 days of receipt of the invoice.

**Payment Options**: bank transfer, cheque or credit card.

**Non-Payment**: failure to make payment by the due date may result in the cancellation of the agreement and the reserved space/sponsorship will be subject to resale.

Please select one of the following payments below. (ICAO’s preferred method of payment is by credit card)

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

For payment with major credit cards, please provide your credit card details below. ICAO is committed to keeping your financial information safe and secure.

|  |  |  |  |
| --- | --- | --- | --- |
| Card Number |       | Expiry Date |       |
| Card Holder Name |       |
| Signature |  |

1. **Transportation and Customs Clearance**

International In bound shipment:

ICAO is not responsible for any transportation and customs clearance fee for the exhibition materials.

All materials shipping to ICAO should be prepaid in full with your carrier. ICAO will not accept COD shipments.

1. **Withdrawal Policy**

The exhibition booking or sponsorship may be withdrawn by the agreement signatory, in accordance with this provision. Only a written withdrawal notice sent by email to mcr@icao.int with a copy to your ICAO project manager shall have effect. The withdrawal notice shall be deemed to have been given on the date such notice is received by ICAO at the mcr@icao.int inbox. Withdrawal notices received in good order will be acknowledged in writing by ICAO. In the event of withdrawal, refunds shall,

|  |  |
| --- | --- |
| if the withdrawal notice is given: | Refund |
| More than 29 days before the start date of the event | Full refund |
| Between 22 to 28 days before the start date of the event | 75% refund |
| Between 14 to 21 days before the start date of the event | 50% refund |
| Less than 14 days before the start date of the event | No refund |

1. **Terms and Conditions**

1. By submitting this signed Exhibitor / Sponsor Agreement application form, the applicant whose information is completed at paragraph 1 (the “**Applicant**”) agrees with the International Civil Aviation Organization, headquartered at 999 Robert-Bourassa Boulevard, Montreal, Quebec, Canada, H3C 5H7 (“**ICAO**”), to abide by the Terms and Conditions set out herein. Applicants for exhibition space shall be referred to as “**Exhibitors**” and sponsorship Applicants shall be referred to as “**Sponsors**”.
2. ICAO shall be under no obligation whatsoever in connection with any application, until written acknowledgement of ICAO’s acceptance of the application form. In particular, ICAO shall be under no obligation to accept an application form. For Exhibitors, the exhibition space is guaranteed only upon ICAO’s written acknowledgement and payment by the Exhibitor in accordance with paragraph 7 of this form.
3. The person signing the Acceptance below represents and warrants that he or she is duly authorized to sign on behalf of the Applicant and that the Agreement shall be binding on the Applicant.
4. All payments shall be made to ICAO in US Dollars only. If the invoice is not paid by the due date, ICAO may in its sole discretion, cancel the sponsorship and/or exhibition rental space.
5. All materials shipping to ICAO should be prepaid in full with the carrier. COD shipments shall not be acceptable to ICAO.
6. The rights and obligations of the Applicant under this Agreement shall be non-assignable and non-transferable, except with the express written consent of ICAO.
7. Exhibitors and Sponsors shall confine all business, demonstrations, exhibitions, canvassing, and distribution of printed matter or other items exclusively to the assigned booth space. No overflow into the aisles shall be permitted, due to fire and safety regulations. Promotional materials shall not promote military applications or name or make any reference to territories not formally recognised by the United Nations as sovereign states.
8. ICAO makes no representations or warranties with respect to the demographic nature and/or number of exhibitors and/or attendees that will attend the event.
9. ICAO accepts no responsibility or liability for any loss, damage or personal injury, arising in connection with this Agreement and the associated event(s). The Exhibitor should therefore make its own insurance arrangements in accordance with its requirements, risks and expectations. The Exhibitor shall indemnify, save and hold harmless ICAO and its employees or agents, from and against any claims, actions, losses, damages, expenses and costs whatsoever arising from the Exhibitor’s acts or omissions.
10. Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any immunity from suit or legal process or any privilege, exemption or other immunity enjoyed or which may be enjoyed by ICAO, its Officials and staff, under international or national laws.
11. The Applicant shall ensure compliance with the following:
	1. Applicant’s products and services must not go against or perceived to go against ICAO’s 5 strategic objectives or the NCLB (No Country Left Behind) initiative.
	2. The Applicant shall be in good financial standing with ICAO with no outstanding debts.
	3. The Applicant shall not use the ICAO brand, logo or intellectual property, except with the express written approval of ICAO.
	4. Exhibiting or sponsoring the event will not pose any conflict of interest.
	5. The Applicant’s participation may not be perceived as being negative to Member States or regions.
	6. The Applicant should contribute, provide value and share knowledge with Member States and the civil aviation industry.
12. **Return the Agreement Form**

 The character of the exhibitor and/or sponsor is subject to the approval of ICAO.

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

1. **Acceptance**

 The information set forth in this exhibitor/sponsorship agreement is accurate.

I have read, understood and agree to abide to the terms and conditions as set forth in this agreement.

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

**Appendix A: Exhibitor Services**

|  |  |  |  |
| --- | --- | --- | --- |
| 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. | ✓ |  | Special security measures will be in place. ICAO is not 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 | ✓ |  |  |
| Complimentary exhibition pass. | ✓ |  | Two free exhibitor passes. |
| Access into the conference centre and invitation to all hospitality events. (coffee, lunch and cocktail reception) | ✓ |  |  |
| 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 recommended exhibition services provider. |
| Transportation and customs services. |  | ✓ | Should be arranged through the ICAO recommended customs broker. |
| Audio visual equipment, laptops, TV, DVD players. |  | ✓ | Should be arranged through the ICAO recommended audio visual supplier. |

**Appendix B: Sponsorship Privileges**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Privileges** | **Platinum** | **Gold** | **Silver** | **Bronze** |
| Sponsor's logo and hyper link on the ICAO event website. | ✓ | ✓ | ✓ | ✓ |
| Colour advertisement (8 ½” x 11”) in the online programme. | Full page | Full page | ½ page | ½ page |
| Banner advertisement on the ICAO Uniting Aviation Website. | 4 weeks | 2 weeks |  |  |
| Recognition by the event moderator or MC during the opening and closing ceremonies and before the sponsored event. | ✓ | ✓ | ✓ | ✓ |
| Display of the sponsor's name and logo on the conference room screens. | ✓ | ✓ | ✓ | ✓ |
| Display of the sponsor's logo during the sponsored event outside of the conference centre. TV monitors and display stands. | ✓ | ✓ | ✓ | ✓ |
| Prime visibility in the event online programme displaying the sponsor’s name, logo, contact name, company description and company URL. | ✓ | ✓ | ✓ | ✓ |
| Access into the conference centre and invitation to all hospitality events.  | ✓ | ✓ | ✓ | ✓ |
| Number of complimentary passes. | 6 | 4 | 2 | 1 |

**Appendix C: Floor Plan**

