***To participate as a vendor at this ICAO Event, please complete pages 1 - 4.***

1. **Confirmation:** Confirmation of the vendor agreement will be guaranteed by return of this duly completed and signed agreement along with payment details of the total cost.

|  |  |
| --- | --- |
| 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. **Vendor Fees and Packages:** The visibility items offered for each package are detailed in the boxes below. To view the exhibition floor plan and booth spaces, please see Appendix A on page 5. Please 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 mcr@icao.int.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Vendor Package** | **Selection** | **Booth number** | **Cost****USD** |
|  | * Opportunity to present your company’s solutions to the delegates in a dedicated speaking slot comprising a 20 minute presentation including a question period, as part of the event programme.
* A draped display table and two (2) chairs to promote your company’s products and services where you can meet directly with the delegates.
* Your company logo and web link on the event website.
* Your company mentioned in the event programme (or directory).
 | [ ]  |       | $5,500 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Event Lanyards (provided by the client)** | **Selection** | **Cost****USD** |
|  | * Your company logo and web link on the event website.
* Your company mentioned in the event programme (or directory).

*N.B. ICAO must approve the lanyard’s mock-up. The event title and ICAO’s logo must be displayed on the lanyards.*  | [ ]  | $4,000 |

|  |  |  |
| --- | --- | --- |
| **Sponsorship - Panel** | **Selection** | **Cost****USD** |
| * Sponsors’ logo on the screen during the panel;
* Exhibition space during the event including table and two chairs;
* Sponsor logo on the event web site with hyper link;
* One page promotional flyer to be handed out at registration or a sponsors giveaway (either one has to be approved by the bureau);
* Banner ad in the event app or full page ad in the event programme;
* Advertorial or banner ad on unitingavaition.com;
* Full page ad in WCAR;
* Ten (10) minute presentation in the main meeting room, at the end of a day during the event (preferably same day as the panel) and subject to the approval of the bureau;
 | [ ]  | $25,000 |

|  |  |
| --- | --- |
| **Total Cost**  |       |

**3. Invoicing and Payment**

Upon receipt of the duly completed vendor agreement, ICAO will remit an invoice for the summit vendor fees; which will be sent by e-mail in a pdf format and the original will be mailed to the vendor.

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. We prefer payment by credit card.

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

For payment by major credit cards, please call us and provide your credit card details.

**4. Promotional Material**

Vendors 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. Vendors may use their assigned tables to display their marketing material.

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

**5. 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

**6. Cancellation 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

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| --- | --- |
| 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 |

**7. 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.

**8. Return of 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.

**9. 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 – Floor plan