***To participate as a vendor at this ICAO Event, please complete pages 1 & 2.***

1. **Confirmation:** Confirmation of the vendor agreement will be guaranteed by return of this duly completed and signed agreement along with payment 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:** The visibility items offered for each package are detailed in the description boxes below. To view the exhibition floor plan and booth spaces, please see Appendix A on page 3. Please indicate below your booth number preferences and you will receive a confirmation of the booth number assigned to you via email from your event project manager. If you have not received one, please contact mcr@icao.int.

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|  | **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).
* Four (4) complimentary event passes.
 | [ ]  | $5,000 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Vendor Package** | **Selection** | **Booth number****(1 – 13)** | **Cost****USD** |
|  | * Opportunity to present your company’s Air Cargo related solutions to the delegates in a dedicated speaking slot comprising of a 20 minutes presentation and a question period within 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).
* Four (4) complimentary event passes.
 | [ ]  |       | $7,500 |

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| **Gold Sponsor** | **Selection** | **Cost****USD** |
| * 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;
* One page promotional flyer to be handed out at registration or a sponsor’s giveaway (either one has to be approved by the bureau);
* VIP table at conference Gala event + speech
* Full-page ad in ICAO Journal;
* Advertorial or banner ad on [www.unitingavaition.com](http://www.unitingavaition.com) ;
* Promotional video in the Exhibition Hall
* Master of Ceremonies – sponsor recognition
* Acknowledgement during Gala dinner
* Exhibition space during the event including table and two chairs;
* Social media promotion through social media channels
* Sponsors’ logo on the screen during the panel;
* Sponsor’s logo on the event web site with hyper link;
* Banner ad in the event app or full page ad in the event programme;
 | [ ]  | $25,000 |

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| --- | --- | --- |
| **Diamond Sponsor** | **Selection** | **Cost****USD** |
| * Sponsor’s name, logo and hyper-link on event web site;
* Sponsor’s name, logo and hyper-link on email sent to;
* Sponsor’s promotional gift handed out to all participants;
* Sponsor’s brochure handed out to all participants;
* USB drive supplied by sponsor handed out to all participants (this could be in lieu of the brochure or in addition to);
* Sponsor’s logo on Delegate bag (to be verified with host);
* Sponsor’s logo on Stage banner;
* Standalone pull-up banner with sponsor’s logo;
* Sponsor’s logo at registration;
* Sponsor’s logo on registration badge (to check with host if possible);
* Booth spaces for sponsor, where we would ensure brochures and other, are on their table;
* Double page ad in ICAO Journal (edition of their choice);
* [www.unitingaviation.com](http://www.unitingaviation.com) site take over for a period of two weeks, of their choice (subject to availability);
* Advertorial and video on [www.unitingaviation.com](http://www.unitingaviation.com) ;
* 15-minute presentation in the plenary session (presentation to be approved by the bureau);
* Special thanks by the MC of the event;
* Sponsor’s logo on screen in main plenary and on other screens in the venue;
* Full page ad in another periodical of their choice.
 | [ ]  | $60,000 |

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| **Total Cost**  |       |

**3. Invoicing and Payment**

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

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

|  |  |  |  |  |  |
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| [ ]  | 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: cheque, bank transfer or major credit card listed above. If payment is not received within fourteen (14) days, ICAO may not guarantee the customer’s first choice for the booth number or the sponsorship slot.**

**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**

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

**6. Cancellation Policy**

This vendor 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 vendor 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.

1. **Terms and Conditions**
2. 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**”.
3. 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.
4. 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.
5. 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.
6. All materials shipping to ICAO should be prepaid in full with the carrier. COD shipments shall not be acceptable to ICAO.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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. Acceptance**

The undersigned hereby certifies that the terms and conditions set forth in this vendor agreement to participate at the Second ICAO Air Cargo Development Forum, 5-7 September 2018.

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

**9. Return the Agreement**

Save the duly completed and signed agreement and return it by e-mail in a pdf format to: mcr@icao.int.

Appendix A – Floor plan

