**To participate as a sponsor at this event, please complete pages 1-4**

1. **Confirmation:** Confirmation of the sponsorship agreement will be guaranteed by return of this duly completed and signed agreement and payment of the total fee.

|  |  |  |  |
| --- | --- | --- | --- |
| 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. **Sponsorship Fees – Hospitality Events** See Sponsorship Privileges Appendix A

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Event No.** | **Select your Number(s)** | **Sponsor Category** | **Hospitality Event** | **Day** | **Approximate Time \*** | **Fee in USD** |
| 1 |  | Platinum | Cocktail Reception | Monday | 17:30 – 19:30 | $15,000 |
| 2 |  | Gold | Lunch | Monday | 12:30 – 14:00 | $12,000 |
| 3 |  | Gold | Lunch | Tuesday | 12:30 – 14:00 | $12,000 |
| 4 |  | Bronze | Coffee/Refreshments | Monday | 10:30 – 11:00 | $3,500 |
| 5 |  | Bronze | Coffee/Refreshments | Monday | 15:15 – 15:45 | $3,500 |
| 6 |  | Bronze | Coffee/Refreshments | Tuesday | 10:30 – 11:00 | $3,500 |
| 7 |  | Bronze | Coffee/Refreshments | Tuesday | 15:15 – 15:45 | $3,500 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Select** | **Promotions** | | **Fee** |
|  | Delegate bag – Corporate logo and name of the symposium | | $7,500 |
|  | Lanyard – Corporate logo and name of symposium |  | $6,500 |
|  | One single sheet of printed promotional material to be inserted into the delegate bag or folder |  | $1,200 |

|  |  |
| --- | --- |
| Total Fee |  |

*Note: Hospitality events will take place in the exhibition area. (See Appendix B)*

*ICAO will make arrangements to cater and pay for the hospitality events with recommended local caterers*.

\* *Times are subject to change*

1. **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: [mcr@icao.int](mailto:mcr@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 Description  Max 100 words |  |

1. **Invoicing and Payment**

Following receipt of the duly completed Sponsorship Agreement, ICAO will prepare an invoice for the symposium sponsorship fee. A copy of the invoice will be sent by e-mail in a pdf format and the original will be posted to the sponsor/exhibitor.

Payment will be due within 14 days of receipt of the invoice and can be made by bank transfer, cheque or credit card as indicated below. Please select one of the following payments below. We prefer payment by credit card.

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

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

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

1. **Cancellation Policy**

This Sponsor 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 sponsor 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. **Acceptance**

The undersigned hereby certifies that the information set forth in this sponsorship agreement is accurate and agrees with the above payment and cancellation policy.

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

1. **Return the Agreement**

Save the duly completed and signed Agreement and return it by e-mail in a pdf format to: [mcr@icao.int](mailto:mcr@icao.int)

**Appendix A – Sponsorship Privileges**

The table below shows the privileges for each sponsor

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Privileges** | **Sponsorship** | | | |
| **Platinum** | **Gold** | **Bronze** | **Delegate Bag** |
| Sponsor's corporate logo and hyper-link on the ICAO event Website | ✓ | ✓ |  |  |
| Fifteen-minute non-commercial presentation to the delegates prior to the sponsored reception or lunch | ✓ | ✓ |  |  |
| Complimentary prime location double exhibition space. Booth rental only. | ✓ | ✓ |  |  |
| Up to three single sheets of printed promotional material  (8½×11 inch or A4) inserted into the delegate bags | ✓ | ✓ |  | ✓ |
| Recognition by the event moderator or master of ceremony during the opening and closing ceremonies | ✓ | ✓ | ✓ | ✓ |
| Prime visibility in the Program directory with the sponsor’s name, corporate logo, email, URL and company description of products/services | ✓ | ✓ | ✓ | ✓ |
| Display of sponsors' logos in the venue areas. (Overhead LED Screens) | ✓ | ✓ | ✓ | ✓ |
| Sponsors’ names and logos on the Symposium auditorium screen | ✓ | ✓ | ✓ | ✓ |
| Invitation to the hospitality event with sponsor name and logo on the Symposium auditorium screen | ✓ | ✓ | ✓ |  |
| Display of sponsor’s logo on the digital picture frame during the event being sponsored. Ie. On the coffee break table or lunch reception table. | ✓ | ✓ | ✓ |  |
| Free exhibitor passes and delegate bag | 6 | 4 | 1 | 2 |

**Appendix B – Exhibition Floor Plan**

