**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 safety & security requirements and challenges.

**Booking an Exhibition Space**

Indicate below the size of the exhibition space and the booth number which has been assigned to you via email from your event Product Manager. To see the exhibition space and floor plan, please see Appendix B.

To see a list of exhibition services by provided by ICAO, please see Appendix A.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Exhibition Space** | **Dimensions in Feet** | **Dimensions in Metres** | **Selection** | **Booth Space Number (s)** | **Cost****USD** |
|  | Single | 6’ × 8’ | 2 x 2.5 | [ ]  |       | $7,300 |
|  | Single | 8’ × 8’ | 2.5 x 2.5 | [ ]  |       | $7,500 |
|  | Single  | 10’ ×10’ | 3 x 3 | [ ]  |       | $7,900 |
|  | Double | 6’ x 16’ | 2 x 5 | [ ]  |       | $14,600 |
|  | Double | 8’ x 16’ | 2.5 x 5 | [ ]  |       | $15,000 |
|  | Double | 10’ x 20’ | 3 x 6 | [ ]  |       | $15,800 |

|  |  |
| --- | --- |
| **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) |       |

For more information, please contact

Mr. Harvey Wong hwong@icao.int +1(514) 954-8219 ext 6181 or

Mr. Sabri Ben Abdallah, sbenabdallah@icao.int +1(514) 954-8219 ext 6293

**Appendix A – Exhibitor Services**

|  |  |  |  |
| --- | --- | --- | --- |
| Services | Included | Not Included | Comments |
| 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 amperes. |
| Electrical accessories (voltage transformers, etc.) |  | ✓ |  |
| Computer accessories (printers, etc.) |  | ✓ |  |
| Materials handling, drayage and storage of materials |  | ✓ | 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 |  | ✓ | Should be arranged through the ICAO appointed official audio visual suppliers. |
| Unlimited wireless Internet connection | ✓ |  |  |
| 24-hour security | ✓ |  | 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 and description of the company’s products/services in the Symposium directory | ✓ |  |  |
| Free delegate or exhibitor passes and Symposium bag | ✓ |  | Two for each single Symposium exhibition space. |
| Invitation to sponsored breakfasts, coffee breaks,lunches and receptions | ✓ |  | For Symposium exhibitors holding delegate or exhibitor passes. |
| Daily cleaning of public areas | ✓ |  |  |
| Symposium exhibition booth(s) and accessories (furniture, lighting, facia, etc.) |  | ✓ | Must rent through the ICAO appointed official exhibition service provider for 6×8 ft and 8×8 ft single exhibition spaces.Optional for 10x10 ft or double exhibition space. |