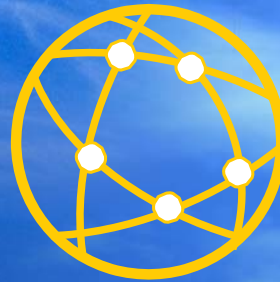




# AN-Conf/13

ICAO Headquarters

9-19 October 2018



## ICAO Thirteenth Air Navigation Conference

*From Development to Implementation*



ICAO

## Thirteenth Air Navigation Conference Exhibitor Agreement

To participate as an exhibitor at the ICAO Thirteenth Air Navigation Conference (AN-Conf/13), please complete pages 1-6.

### 1- Applicant Information:

Applicant Name			
Contact Person			
Salutation	First Name	Last Name	
Title			
Address			
City		Province/State	
Country		Postal/Zip Code	
Tel No.		Fax No.	
Email Address			

### Important information:

- Please note that all companies interested in participating as an exhibitor and/or sponsor and in presenting a SkyTalks must be approved by the Air Navigation Bureau.

ICAO's approval selection process of a sponsor or an exhibitor will depend on the following criteria:

- Region and;
- Industry sector.
- The SkyTalks may not be commercially oriented;
- The SkyTalks must be verified and approved by ICAO;
- The use of the ICAO brand/logo is strictly prohibited without formal approval.





## Thirteenth Air Navigation Conference Exhibitor Agreement

2- **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 [contact].

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.

Tuesday - Friday, 9 - 12 October 2018				
Exhibition Space	Dimensions in Feet*	Selection**	Booth Space Number (s)	Cost USD
1,2 (priority will be accorded to sponsors)	10'x10'			\$6,500
18 (priority will be accorded to sponsors)	10'x10'			\$6,500
13 - 16 (priority will be accorded to sponsors)	6'x8'			\$6,000
25 - 29	10'x10'			\$6,000
5-12	8'x8'			\$5,500
4 & 17	4'x8'			\$5,000
31 - 34	8'x8'			\$5,000
51 - 52	6'x8'			\$4,500
19 & 22	4'x6'			\$4,500
23 & 24	4'x6'			\$4,000

\* All measurements are approximate.

\*\* Pending approval by the Air Navigation Bureau

Exhibitor Booth Cost	
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Monday - Wednesday, 15 - 17 October 2018				
Exhibition Space	Dimensions in Feet*	Selection**	Booth Space Number (s)	Cost USD
1,2 (priority will be accorded to sponsors)	10'x10'			\$5,000
18 (priority will be accorded to sponsors)	10'x10'			\$5,000
13 - 16 (priority will be accorded to sponsors)	6'x8'			\$4,500
25 - 29	10'x10'			\$4,500
5-12	8'x8'			\$4,000
4 & 17	4'x8'			\$3,500
31 - 34	8'x8'			\$3,500
51 - 52	6'x8'			\$3,000
19 & 22	4'x6'			\$3,500
23 & 24	4'x6'			\$2,500

\* All measurements are approximate.

\*\* Pending approval by the Air Navigation Bureau

Exhibitor Booth Cost	
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Promotion Material Distribution	Selection	Cost
One full page advertisement in the programme directory		\$4,500
One banner ad in the Event application		\$1,500

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.

Total Cost (Exhibitor Booth & Promotion Material)	
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## Thirteenth Air Navigation Conference Exhibitor Agreement

### SkyTalk

A 30-minute presentation (including Q&A period) on a subject related to ICAO Strategic Objectives and/or the No Country Left Behind campaign.

**Only exhibitors and/or sponsors can reserve a SkyTalk.**

SkyTalk - A 30-minute presentation on a subject related to ICAO Strategic Objectives and/or the No Country Left Behind (NCLB) campaign			
Select	Dates	* Time	Fee in \$USD
	1st week: 9 October – 12 October	TBD	\$5,000
	2nd week: 15 October – 17 October	TBD	\$5,000

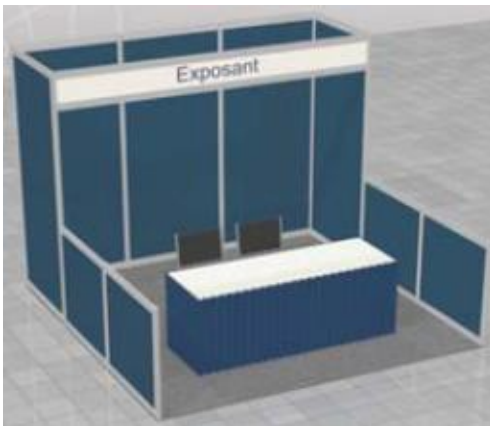
\* Your ICAO Project Manager will assign your company a time slot.

Cost of SkyTalk(s)	
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### 3- Exhibition Requirements:

Please select your choice depending on your booth space rental.

Booth	Booth Size		Selection	Use the services of the official booth supplier	Build your own booth
Single Booth	8' x 8' or smaller	2.5 x 2.5 or smaller		Yes	No
Single Booth	10' x 10' or larger	3 x 3 or larger		Yes	Yes
Double Booth	Any Size	Any Size		Yes	Yes



A sample of a standard booth ordered from exhibition supplier, includes:

- Back and side walls;
- Company signage;
- A skirted table;
- 2 chairs and wastebasket;
- For additional furniture, other options or special graphics banner, please contact the exhibition supplier;
- For audio/video equipment, please contact the audio-visual supplier.

Please indicate below if you intend to bring / construct your own booth or use the services of the exhibition supplier:

Yes	We will use the exhibition service provider.
No	We will bring our own display and accessories.

### Specifications:

- 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.

## Thirteenth Air Navigation Conference Exhibitor Agreement

**Building Restrictions:**

The exhibitor must ensure that the dimensions of any single component, crate or skid will fit in through the warehouse entrance and freight elevator. Crates or material may not exceed the following dimension.

	Height	Width	Depth
Garage Entrance	12'5" (3.8 m)	10' (3 m)	
Freight Elevator	7' (2.1 m)	4' (1.2 m)	8' (2.5 m)

Note: ICAO reserves the right to change the floor plan and/or booth configuration without notice, in order to comply with fire, safety and accessibility regulations.

- 4- **Program Directory:** A logo, description of your company's products/services and contact information will be included in the Event Directory. Please submit your company information (in word format) and corporate logo by email to [MCR@icao.int](mailto:MCR@icao.int).

**Company Information:**

Company Name			
Contact Person			
Salutation	First Name	Last Name	
Email Address			
Website Address			
Company Description Max 100 words			

**Corporate Logo:**

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

- 5- **Invoicing and payment:** 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	

## Thirteenth Air Navigation Conference Exhibitor Agreement

### 6- Transportation and Customs Clearance: 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.

- 7- 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](mailto: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](mailto: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

### 8- 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.



## Thirteenth Air Navigation Conference Exhibitor Agreement

11. The Applicant shall ensure compliance with the following:

- a. 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.
- b. The Applicant shall be in good financial standing with ICAO with no outstanding debts.
- c. The Applicant shall not use the ICAO brand, logo or intellectual property, except with the express written approval of ICAO.
- d. Exhibiting or sponsoring the event will not pose any conflict of interest.
- e. The Applicant's participation may not be perceived as being negative to Member States or regions.
- f. The Applicant should contribute, provide value and share knowledge with Member States and the civil aviation industry.

### 9- 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](mailto:MCR@icao.int).

### 10- 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: \_\_\_\_\_



## Thirteenth Air Navigation Conference Exhibitor Agreement

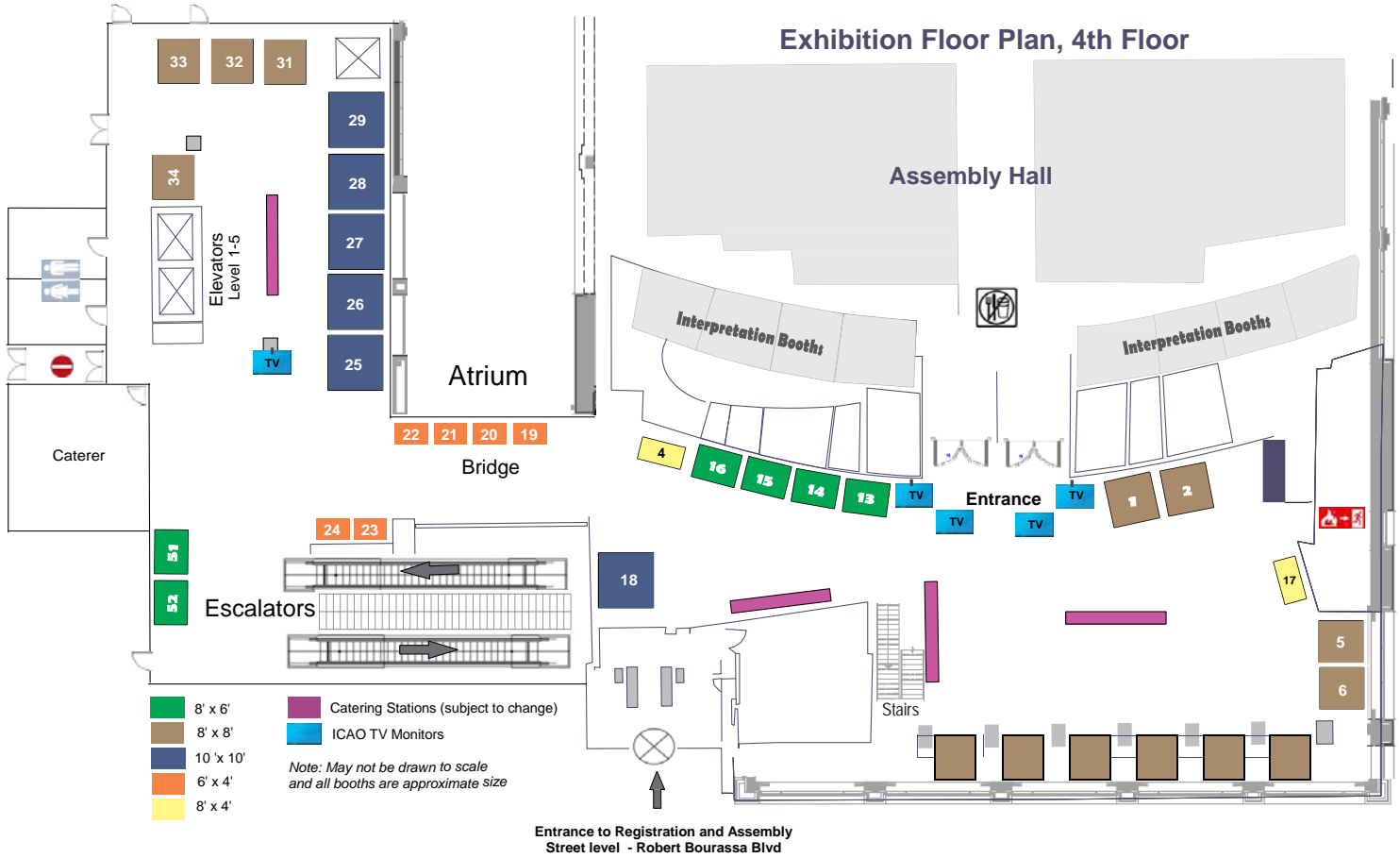
## Appendix A: Exhibitor Services

Services	Included	Not Included	Comments
Exhibition Booth Construction			
Exhibition booth that are 8'x8' or smaller		✓	Must use the services of ICAO's recommended service provider to construct the booth and provide basic setup
Exhibition booth that are 10'x10' or larger		✓	May construct their own booth or use the services of ICAO's official service provider
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.
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.



# Thirteenth Air Navigation Conference Exhibitor Agreement

## Appendix C: Exhibition Floor Plan



\* The floor plan is subject to change.