**To participate as an exhibitor and/or sponsor at an ICAO-APAC Event, please complete pages 1,2,3 and 4**

***Please return the signed Vendor Agreement by 29th November 2019***

1. **Applicant Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Name  (Company Full 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**

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**Sponsorship Package:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Package** | **Selection** | **Sponsorship Description** | **Date to sponsor** | **Price USD** |
|  | Pack A |  | Sponsorship for one lunch & **opportunity to** **have 15 minutes of non-commercial presentation in the Conference Hall.** The presentation material is subject to the approval of ICAO APAC. | 10 Dec 11 Dec  12 Dec  13 Dec | $5,000 |
|  | Pack B |  | Sponsorship for one lunch | 10 Dec 11 Dec  12 Dec  13 Dec | $3,500 |
|  | Pack C |  | Sponsorship for 2 Coffee Breaks & **opportunity to** **have 15 minutes of non-commercial presentation in the Conference Hall.** The presentation material is subject to the approval of ICAO APAC. | 10 Dec 11 Dec  12 Dec  13 Dec | $4,000 |
|  | Pack D |  | Sponsorship for 1 Coffee Break | 10 Dec 11 Dec  12 Dec  13 Dec | $1,500 |

***Note: For sponsorship events, the expected number of participant will be around 100-150 people.***

|  |  |
| --- | --- |
| Total Payment USD |  |

1. **Privileges and Benefits**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Privileges & Benefits** | **Pack A** | **Pack B** | **Pack C** | **Pack D** |
|  | Company’s logo in the event meeting page on ICAO APAC website. |  |  |  |  |
|  | Complimentary Observer Pass with access to APAC Conference Hall during the event. | 3 | 2 | 3 | 1 |
|  | Invitation to all hospitality events; coffee breaks, lunch breaks according to the programme. |  |  |  |  |
|  | Recognition by the event moderator or MC during the event. |  |  |  |  |
|  | 15 Minutes of non-commercial presentation in the Conference Hall under the theme and it is subject to the approval of ICAO APAC before the actual presentation. |  | N/A |  | N/A |
|  | Display of the sponsor's logo during your sponsored event outside of the conference room (A4 display stands displayed on the lunch/coffee tables) |  |  |  |  |

1. **Company Information and Corporate Logo**

A logo, description of your company’s products/services and contact information will be included in the Meeting Page in ICAO-APAC website. Please submit your company information (in word format) and corporate logo by email to: [pruthapichairak@icao.int](mailto:pruthapichairak@icao.int)

**Company Information**

* Company Name
* Email Address;
* Website Address:

**Corporate Logo:**

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

1. **For Pack A & Pack C Only:**

For the Exhibitor selecting Pack A or Pack C with intention to have a 15-minute-presentation in the meeting, the industry

presentation must be relevant to the meeting and the followings are required:

1). Your Presentation Material has to be submitted to ICAO APAC for verification before your actual presentation in the meetings

2). The brief biography of the presenter (not more than 100 words)

**Please submit these 2 items no later than 2nd December 2019**

1. **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.

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

For payment by major credit cards, please provide your credit card details to Ms. Paula via telephone for security reason.

**Requirements for payment: payments must be made 1 month 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.**

**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.**

1. **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 shipped to ICAO should be prepaid in full, with your carrier. ICAO will not accept COD shipments.

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 6 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.
13. **Acceptance**

The undersigned hereby certifies that the terms and conditions set forth in this vendor agreement to participate at the ICAO Aviation Data and Analysis Seminar, 10 – 13 December 2019, Bangkok, Thailand.

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

1. **Return the Agreement**

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

no later than 29th November 2019.

***Remark:*** *All the revenue generated from the event would go towards organization of these events and the ICAO Ancillary Revenue Generation Fund (ARGF) which supports the regular work programmes in various areas of ICAO that could not be covered by the regular programme budget.*