



ICAO



2017 Exhibitor & Sponsorship Kit
ICAO Seminar on Green Airports – 29 to 30 November 2017

ICAO Seminar on Green Airports

Date: 29-30 November 2017

Location: Montréal, Canada

Venue: ICAO HQ, 999 Robert-Bourassa Boulevard, 4th Floor

Take the opportunity at this event to market your products and services to a public and private sector audience from around the world. A unique Symposium that will bring together airlines, air transport academics, financial institutions, manufacturers, international organizations and service providers. As an exhibitor/sponsor at the ICAO Seminar on Green Airports, your company will gain exposure to senior-level decision makers, such as the ICAO's 191 Member States representatives. Your participation will enhance the awareness of your brand's products and/or services and will permit your company's delegates to network with senior officials from civil aviation administrations and industry executive.



ICAO Assembly Hall – Seating Capacity over 900

Table of Contents

Page	Contents
4	Exhibitor Agreement
5	Exhibition requirements <ul style="list-style-type: none">- Booth Sizes- Specifications- Building restrictions
6	Exhibition services
7	Sponsorship Agreement
8	Sponsorship privileges
9	Program Directory & Other promotional offers
10	Payment Options (bank transfer, cheque or credit card)
11	Terms & Conditions <ul style="list-style-type: none">- Acceptance Signature required
12	Registration procedures
13	Event Planning Guide <ul style="list-style-type: none">- Important dates (registration, setup, exhibition hours, dismantle)- Inbound Shipments (direct to ICAO or direct to the Official Supplier)- Custom clearance
14	Event Planning Guide – continued <ul style="list-style-type: none">- Booth Setup- Dismantle (teardown) through ICAO or the Official Decorator- Key Contacts
15	Floor Plan

Exhibitor

To exhibit at this event, please return pages 4, 5, 9, 10 & 11.

COMPANY INFORMATION

Company Name			
Salutation			
First Name		Last Name	
Address			
City		Province/State	
Postal/Zip Code		Country	
Telephone No.		Email Address:	

RENTING EXHIBITION SPACE

Indicate below the size of the exhibition space and the booth number choices in order of preference. An email of confirmation will be sent to you by your project manager to indicate your booth number.

To see the exhibition floor plan and booth spaces, please refer to page 15.

Exhibition Space	Dimensions Feet	Dimensions Metres	Selection	Indicate Booth Space No.	Cost for Rental Only - USD
Single	6' x 8'	2 x 2.5	<input type="checkbox"/>		\$2,500
Single	8' x 8'	2.5 x 2.5	<input type="checkbox"/>		\$4,800
Single	10' x 10'	3 x 3	<input type="checkbox"/>		\$4,800
Double	6' x 16'	2 x 5	<input type="checkbox"/>		\$6,500
Double	8' x 16'	2.5 x 5	<input type="checkbox"/>		\$7,800
Double	10' x 20'	3 x 6	<input type="checkbox"/>		\$8,500

Exhibitor

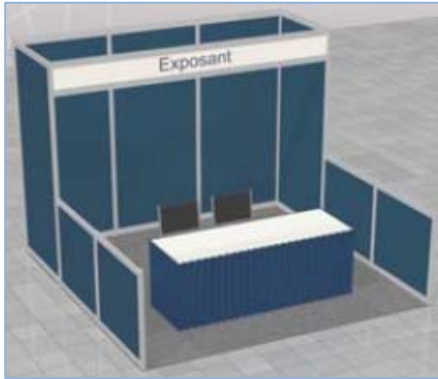
EXHIBITION REQUIREMENTS

A company renting a 8x8 feet (2.5x2.5 metres) single exhibition space or smaller must order a booth through the official booth supplier.

A company renting a 10x10 feet (3x3 metres) exhibition space or renting two adjoining exhibition space (any size) has the option to:

- Construct their own booth and display or;
- Order a booth through the official booth supplier.

Booth	Booth Size		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	✓	x
Single Booth	10' x 10' or larger	3 x 3 or larger	✓	✓
Double Booth	Any Size	Any Size	✓	✓



A sample of a standard booth 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 official 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 official supplier:

<input type="checkbox"/>	We will use the services of the official booth supplier, the ICAO appointed official exhibition service provider.
<input type="checkbox"/>	We will bring our own display and accessories. Please see specifications and Building Restrictions below.

Specifications:

- Display panels must not exceed 8 feet (2.5 metres) high;
- Display panels must not extend more than 3 feet (1 metre) from the back wall;
- Any side dividers utilised in the display should not be more than 3 feet (1 metre) high.

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.

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 metres)	10' (3 metres)	
Freight Elevator	7' (2.1 metres)	4' (1.2 metres)	8' (2.5 metres)

Exhibitor Services

EXHIBITOR SERVICES

Services	Included	Not Included	Comments
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 of public areas	✓		Special security measures will be in place. ICAO is not, however, responsible for any loss or damage of property in the exhibition areas. Exhibitors are responsible for safeguarding their goods, materials and equipment at all times.
Exhibitor's logo, contact, URL and description of the company's products/services in the program directory	✓		
Free delegate or exhibitor passes and folder or delegate bag	✓		Two free passes for each single Symposium exhibition space. Three free passes for a double booth exhibition space. Additional passes may be purchased at a reduced rate.
Invitation to sponsored, coffee breaks, lunches and cocktail receptions	✓		For Symposium exhibitors holding delegate or exhibitor passes.
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 appointed official exhibition services provider.
Transportation and customs services		✓	Should be arranged through the ICAO appointed official customs broker.
Audio visual equipment, laptops, TV, DVD players,		✓	Should be arranged through the ICAO appointed official audio visual supplier.
Exhibition Booth Construction			
Exhibition booth that are 8'x8' or smaller		✓	Must use the services of the official service provider for any additional requirements.

Sponsorship

To sponsor this event, please return pages 7, 9, 10 & 11.

COMPANY INFORMATION

Company Name			
Salutation			
First Name		Last Name	
Address			
City		Province/State	
Postal/Zip Code		Country	
Telephone No.		Email Address:	

SPONSORSHIP PACKAGES

Please select the sponsorship category below and see the respective privileges for each sponsorship.

Hospitality events will take place in the exhibition area (level 4). ICAO will make arrangements to cater and pay for the hospitality events with recommended local caterer. *Times are subject to change.

Event No.	Check the box below	Select the booth No.	Sponsor Category	Hospitality Event	Day	Approximate Time *	Cost USD
1	<input type="checkbox"/>		Platinum	Welcome Reception	Wednesday	17:30 – 19:30	\$12,000
2	<input type="checkbox"/>		Gold	Lunch	Wednesday	12:30 – 14:00	\$9,900
5	<input type="checkbox"/>		Gold	Lunch	Thursday	12:30 – 14:00	\$9,900
6	<input type="checkbox"/>	Not Included	Bronze	Coffee/Refreshments	Wednesday	10:45 – 11:15	\$3,500
8	<input type="checkbox"/>	Not Included	Bronze	Coffee/Refreshments	Wednesday	10:45 – 11:15	\$3,500
9	<input type="checkbox"/>	Not Included	Bronze	Coffee/Refreshments	Thursday	15:15 – 15:45	\$3,500
10	<input type="checkbox"/>	Not Included	Bronze	Coffee/Refreshments	Thursday	10:45 – 11:15	\$3,500

Sponsorship

SPONSORSHIP PRIVILEGES

Privileges	Sponsorship				
	Platinum	Gold	Silver	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 single exhibition space. Booth rental only.	✓	✓			
Up to three single sheets of printed promotional material (8½x11 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	✓	✓	✓	✓	✓
Sponsors' names and logos on the Symposium auditorium screen and the display of the sponsor's logo in the venue area. (overhead LED Screens)	✓	✓	✓	✓	✓
Invitation to the hospitality event	✓	✓	✓	✓	
Display of sponsor's logo on the digital picture frame during the event being sponsored. I.e. On the coffee break table or lunch reception table.	✓	✓	✓	✓	
Free delegate or exhibitor passes and delegate bag or folder.	6	4	2	1	1

Program Directory & Other Promotions

PROGRAM DIRECTORY

Your corporate logo and description of your company's products/services and contact information will be included in the Symposium Directory. Please complete the table below and provide a high resolution file (300 dpi) in one of the following formats :

- .eps;
- .ai.

Company Name			
Salutation	Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/>		
First Name		Last Name	
Email Address		Website	
Company Description Max 100 words			

OTHER PROMOTIONS

Select	Additional Promotions	Cost USD
<input type="checkbox"/>	Delegate Bag – Corporate logo and name of the symposium*	\$7,500
<input type="checkbox"/>	Lanyard - Corporate logo and name of the symposium*	\$4,500
<input type="checkbox"/>	One insert: One page pamphlet or flyer.	\$1,500
<input type="checkbox"/>	USB Key – Corporate logo*	\$4,500

**Confirmation of these sponsorship opportunities must be received at least a month prior to the event.*

Invoice and Payment

PAYMENT OPTIONS

Upon receipt of the duly completed Agreement form, ICAO will remit an invoice for the event, which will be sent by e-mail in a pdf format and the original will be mailed to the sponsor/exhibitor. If the mailing address for the invoice is different from the address in the company information, please indicate below.

Billing Address: Same as company information. If different, please complete below.

Company Name			
Salutation			
First Name		Last Name	
Address			
City		Province/State	
Postal/Zip Code		Country	

Payments must be made prior to the event and will be due 14 days upon receipt of the invoice.

Methods of payment are: cheque, bank transfer or major credit card.

If payment is not received within fourteen (14) days upon receipt of the invoice, ICAO may not guarantee the customer's first choice for the booth number and/or the sponsorship slot.

Please select one of the following payment options: We prefer payment by credit card

Option 1 <input type="checkbox"/> By cheque: Cheque should be payable to ICAO and mailed to	
International Civil Aviation Organization Case Postale 11342 Succursale Centre-Ville Montréal, Québec, Canada, H3C 5H1	

Option 2 <input type="checkbox"/> By Bank Transfer: Bank Transfer Information	
Pay to: Bank Code Transit Code Swift code For Credit to	Royal Bank of Canada St. Catherine & Stanley Branch Montreal, Quebec, H3B 1H7, Canada 003 05101 ROYCCAT2 400-416-4

Option 3 <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex		
Card Number		Expiry Date
Card Holder Name		Validate Code
Signature		
<i>ICAO is committed in keeping your provided financial information safe and secure</i>		

Terms and Conditions

PROMOTIONAL MATERIAL

Exhibitors and sponsors 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.

Exhibitors may use their assigned tables to display their collateral materials.

Promotional materials must not promote military applications or make reference to the Republic of Taiwan.

TRANSPORTATION AND CUSTOMS CLEARANCE

For international shipments that may require custom clearance, you must make arrangements with a customer broker.

ICAO cannot clear the shipment on behalf of the shipper or be responsible for any transportation and customs clearance of the exhibition material.

PAYMENT

Total Cost USD	
----------------	--

Payments must be made prior to the event and will be due 14 days upon receipt of the invoice.

If payment is not received within fourteen (14) days, ICAO may not guarantee the customer's choice for the booth number or the sponsorship slot.

CANCELLATION POLICY

This agreement may be cancelled by the Agreement signatory. Cancellation request must be sent by email to your project manager and are subject to the penalty in the table below.

If the cancellation request is:	Penalty for cancellation
More than 29 days before the event	0 % - Full refund
Between 22 to 28 days before the opening of the event	25% charge
Between 14 to 21 days before the opening day of the event	50% charge
Less than 14 days before the opening day of the event	No refund – 100% charge

RETURN THE AGREEMENT

Please return all the necessary pages and this sign agreement form via email to your project manager or to mcr@icao.int

ACCEPTANCE

The undersigned hereby certifies and agrees to the terms and conditions set forth in this agreement.

Signature: _____ Date: _____

Online and On-Site Registration

REGISTRATION – Online and On-Site registration are both compulsory

1. **Online Registration:** To speed up the registration process on site, please complete your on-line registration at least seven (7) days prior to the event.

Step 1: Choose the desired event on the Events Portal homepage or in the [Events Calendar section](#) and press “Click here to register. Then click on “Register for this event” which will bring you to the ICAO Events Login page.

If you are registered in the ICAO portal, proceed to step 2.

If you're registering for the first time, proceed to step 3

Step 2: Existing User

1. Enter your email address and password and click on Log In
2. The system will display the online registration page with pre-populated information.
3. All fields with an * are mandatory fields.
4. Enter the voucher code that was provided to you by your project manager.
5. Click “Register now”
6. Exit from the registration page and go to your email inbox and print the confirmation email.

Step 3: New user

1. Click on “Create an Account”
2. Enter your email address and click on "Verify email address".
This process is to check if your email address is in our database.
3. Click on "Proceed to a new registration" and continue to step 2 above.

If you have forgotten your password, please click on "Forgot your password?" Enter your email address and a temporary password will be sent to you by email. Then create a new password and store it in a safe location.

If you need help, please contact the Market and Customer Relations team at mcr@icao.int.

2. **On-Site Registration:** At the ICAO HQ, please enter on the side entrance. See below. Have on hand, the registration confirmation that was sent to you by email. It contains bar-codes that will be scanned to help speed up the registration process. At registration, they will:

1. Confirm your registration.
2. Take a photo if necessary
3. Create your ID badge.
4. Hand out event materials. I.e. Programme, bags, Folders, etc

Please note the registration hours of operations on the next page.

Access to the conference and exhibition areas will be granted only to registered participant with their Photo ID Badge.



Event Planning Guide

IMPORTANT DATES

The following days and times are subject to change.

Day	Date	Registration Hours	Exhibitor Setup	Exhibition Hours	Exhibitor Tear down
Tuesday	November 28	Closed	17:30-19:30	-	-
Wednesday	November 29	07:30 – 09:00	-	09:00 – 17:00	-
Thursday	May 18	Closed	-	07:30 – 17:00	17:00 – 19:00

SHIPMENTS – Inbound

Directly to ICAO


To ship exhibition materials (ie. Magazine rack, pop up banners, flyers, promotional materials) directly to ICAO, you must obtain approval in advance from your project manager as there is limited storage space at the ICAO premises.

Once approved, ensure each box contains the following 2 labels and are easily visible.

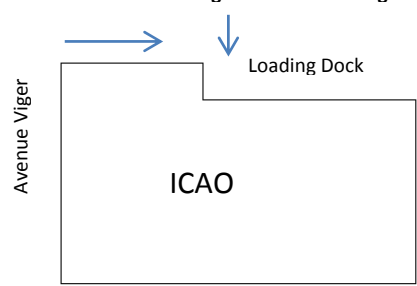
The shipment must arrive at ICAO via the loading dock (see diagram below) and before the setup date. (See table above)

Mr. Fabio Mhaouek/Virginie Leblanc
 International Civil Aviation Organization (ICAO)
 999 Robert-Bourassa Blvd – Side Entrance (Viger Street)
 Montreal, Quebec, H3C 5H7
 Canada

Event Name:	
Booth No:	
Number of Boxes	Box of



Entrance to the loading dock from Ave Viger



999 Robert-Bourassa Blvd

Custom Clearance

To view Canada customs invoice form, please visit: <http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/ci1.pdf>.

Please ensure that box 5 is completed by your company or transportation company.

If exhibitors do not have their own brokers to help with custom clearance, they may ship their materials to ICAO's appointed broker, Mendelssohn Event Logistics to arrive at ICAO before the setup date. (See table above)

Click [here](#) (see the left column under Forms tab) to view information about Mendelssohn Event Logistic, shipping and customs services.

It is recommended to use a reliable courier company that will able to track your shipment.

Event Planning Guide

BOOTH SETUP

By Exhibitor: Exhibitors may setup up their own booth.
They must register first, so they may have access to the 4th floor.

By Contractor: Exhibitors hiring an outside contractor to setup the booth must provide the contractor's name(s) to the project manager so he/she may advise building security to give them access to the exhibition area. (4th floor)

DISMANTLE

Through ICAO

To ship material back to your company, please advise your project manager in advance and provide the pre-paid courier labels and commercial invoice.

Through the official booth equipment supplier

For large volumes of boxes or crates, these items should be handled through the official supplier.

Note: Materials left behind (at the exhibition booth or loading dock) without any prior shipping instructions will be discarded.
ICAO will not assume any charges (transportation, brokerage, custom clearance) for inbound or outbound shipments.

KEY CONTACTS

Contact	Functions
ICAO MCR – Market and Customer Relations +1 (514) 954-8219 ext. 6181 or 7474 Email: MCR@icao.int	<ul style="list-style-type: none">• Project Managers;• Planning and coordination of booth assignments and sponsorships;• Program Directory or App Directory;• Promotion materials;• On-site contact.
To follow	<ul style="list-style-type: none">• Booth construction;• Advance warehouse services;• Setup and dismantle of booths;• Rental of furniture (Chairs, Lighting, Tables, Magazine stands, bar stools, etc.);• Customized graphic back panel.
To follow	<ul style="list-style-type: none">• Customs broker and transportation provider;• Assist exhibitors with shipments, and completion of customs documents.

FLOOR PLAN

ICAO Seminar on Green Airports
27 November – 01 December 2017

