**To participate as a sponsor at an ICAO Event, please complete pages 1-4.**

**Benefits of Becoming a Sponsor**

* Take the opportunity at the ICAO Air Transport Symposium to market your products and services to a public and private sector audience from around the world, as well as senior representatives from among ICAO’s 191 Member States. A unique event that will bring together airlines, air transport academics, financial institutions, aircraft manufacturers, international organizations and air navigation services providers.
* Meet potential customers and key decision-makers at this one of a kind platform for sharing developments and perspectives from global, regional and industry partners. The Symposium will also provide a stimulating forum for the exchange of views between policy makers, regulators and academics.
* Enhance the awareness of your brand’s products and/or services and network with senior officials from civil aviation administrations and industry executives during and after the event.

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/State |  |
| Postal / Zip Code |  | Country |  |
| Tel No. |  | Fax No. |  |
| Email Address |  | | |

1. **Sponsorship Fees – Hospitality Events**

To see a list of sponsorship privileges, please see Appendix A. To view a list of the exhibition floor plan and booth space, please see Appendix B.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Event No.** | **Select Event No.** | **Sponsor Category** | **Hospitality Event** | **Day** | **Approximate Time \*** | **Fee in $USD** |
| 1 |  | Platinum | Welcome Reception | Wednesday | 17:30 – 19:30 | $18,500 |
| 2 |  | Platinum | Cocktail Reception | Thursday | 17:30 – 19:30 | $18,500 |
| 3 |  | Gold | Lunch | Wednesday | 12:30 – 14:00 | $16,500 |
| 4 |  | Gold | Lunch | Thursday | 12:30 – 14:00 | $16,500 |
| 6 |  | Bronze | Coffee/Refreshments | Wednesday | 10:30 – 11:00 | $3,500 |
| 7 |  | Bronze | Coffee/Refreshments | Wednesday | 15:15 – 15:45 | $3,500 |
| 8 |  | Bronze | Coffee/Refreshments | Thursday | 10:30 – 11:00 | $3,500 |
| 9 |  | Bronze | Coffee/Refreshments | Thursday | 15:15 – 15:45 | $3,500 |

|  |  |  |
| --- | --- | --- |
| **Delegate Bag** | | **Fee** |
| Confirmation has been received from ICAO to sponsor the delegate bag | | $7,500 |
| **Promotional Material Distribution** |  | **Fee** |
| 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 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 [CKhouzam@icao.int](mailto:CKhouzam@icao.int) and [vleblanc@icao.int](mailto:vleblanc@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) .ai;

(2) .eps.

**4. 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) |  |

**5. Invoicing and Payment**

Upon receipt of the duly completed Sponsorship Agreement, ICAO will remit an invoice for the symposium sponsorship fee; which will be sent by e-mail in a pdf format and the original will be mailed to the sponsor/exhibitor.

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 below.

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

***Requirements for payment: payments must be made 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. If payment is not received within fourteen (14) days, ICAO may not guarantee the customer’s first choice for the booth number or the sponsorship slot.***

**6. Promotional Material**

Exhibitors 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.

**7. Transportation and Customs clearance**

ICAO will not be responsible for any transportation and customs clearance of the exhibit’s material.

Please, ensure that box 5 (Purchase’s name and address) of the Canada customs clearance form is completed by your company of shipping/transportation.

To view the Canada customs invoices form : <http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/ci1.pdf>.

**8. 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.

**9. Acceptance**

The undersigned hereby certifies that the terms and conditions set forth in this agreement to sponsor at the *Air Transport Symposium* to be held in ICAO Headquarters, Montreal, from Wednesday to Thursday, 30 – 31 March 2015.

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

**10. Return the Agreement**

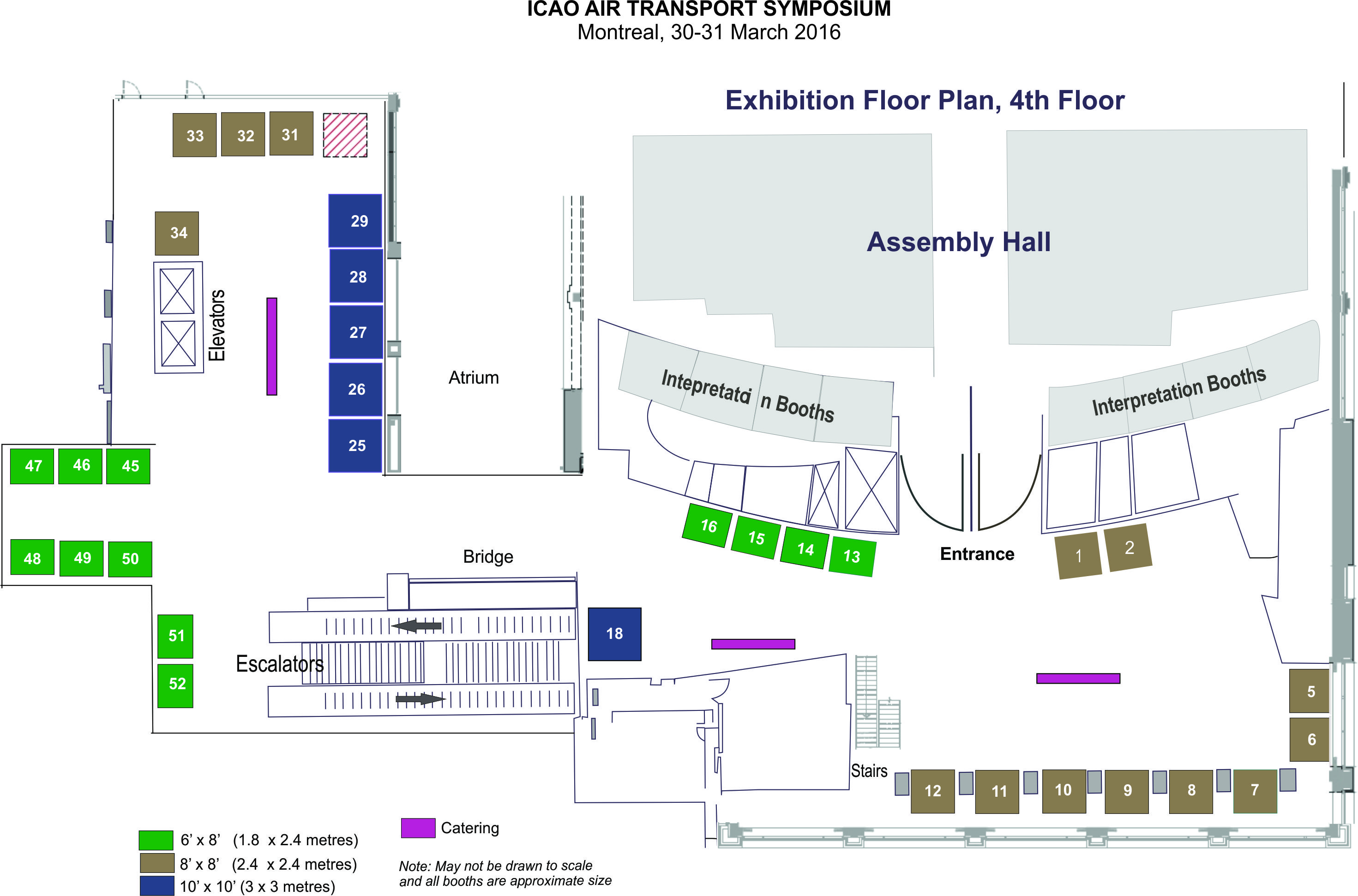
Confirmation of the allocated exhibition spaces(s) will be guaranteed by return of this duly completed and signed sponsorship agreement and payment of the fee. Please return the agreement by email (scan or pdf format) to [CKhouzam@icao.int](mailto:CKhouzam@icao.int) and [vleblanc@icao.int](mailto:vleblanc@icao.int).

**Appendix A – Sponsorship Privileges**

The table below shows the privileges for each type of sponsorship

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Privileges** | **Sponsorship** | | | |
| **Platinum** | **Gold** | **Bronze** | **Delegate Bag** |
| Sponsor's logo and hyper link on the ICAO event website | ✓ | ✓ |  |  |
| Fifteen-minute non-commercialpresentation to the delegates prior to the sponsored reception or lunch | ✓ | ✓ |  |  |
| Complimentary prime location double exhibition space | ✓ | ✓ |  |  |
| Up to three single sheets of printed promotional material  (8½×11 inch or A4) inserted into the delegate bags or folder | ✓ | ✓ |  | ✓ |
| Recognition by the event moderator during the opening and closing ceremonies | ✓ | ✓ | ✓ | ✓ |
| Prime visibility in the Symposium directory of the  sponsor’s name, logo and company’s products/services | ✓ | ✓ | ✓ | ✓ |
| Display of sponsors' logos in the venue areas | ✓ | ✓ | ✓ |  |
| 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 during the event being sponsored | ✓ | ✓ | ✓ |  |
| Free delegate or exhibitor passes and folder or delegate bag | 6 | 4 | 2 | 2 |

**Appendix B – Exhibition Floor Plan**

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