**To exhibit at IWAF, please return pages 1, 4, 5 & 6**

**COMPANY INFORMATION**

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

**RENTING EXHIBITION SPACE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Exhibition**  **Space** | **Booth No** | **Dimensions**  **Feet** | **Dimensions**  **Metres** | **Selection** | **Indicate Booth Space No.** | **Cost for Rental Only - USD** |
| Single |  | 10’ x 10’ | 3 x 3 |  |  | $5,000 |
| Single |  | 8’ x 8’ | 2.4 x 2.4 |  |  | $4,000 |

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

|  |  |  |
| --- | --- | --- |
|  |  | We will use the services of the ICAO suggested exhibition service provider. |
|  |  | We will bring our own display and accessories. |

|  |
| --- |
| Included with each exhibition |
| Two free passes for each exhibitor. |
| Exhibitor’s logo, contact, URL and description of the company’s products/services in the program directory |
| Invitation to all hospitality events. Coffee Breaks, lunch break and cocktail reception. |
| Carpeting the Symposium exhibition space(s) |
| Electricity supply (one outlet per single space |
| Free Wireless Internet connection |

|  |  |
| --- | --- |
| **Official Contractor for Booth Construction** | **Official Contractor for Audio / Video Requirements** |
| **TBD** | **TBD** |

**To sponsor at IWAF, please return pages 2, 4, 5 & 6**

**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 on the next page.

\*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 |  |  | Platinum | Cocktail Reception | Monday | 17:30 – 19:30 | $18,500 |
| 2 |  |  | Gold | Lunch | Monday | 12:30 – 14:00 | $16,500 |
| 3 |  |  | Gold | Lunch | Tuesday | 12:30 – 14:00 | $16,500 |
| 4 |  | Not Included | Bronze | Coffee/Refreshments | Monday | 10:45 – 11:15 | $4,000 |
| 5 |  | Not Included | Bronze | Coffee/Refreshments | Tuesday | 15:15 – 15:45 | $4,000 |
| 6 |  | Not Included | Bronze | Coffee/Refreshments | Monday | 10:45 – 11:15 | $4,000 |
| 7 |  | Not Included | Bronze | Coffee/Refreshments | Tuesday | 15:15 – 15:45 | $4,000 |

**SPONSORSHIP PRIVILEGES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Privileges** | **Sponsorship Options** | | | |
| **Platinum** | **Gold** | **Bronze** | **Delegate Bag** |
| Fifteen-minute non-commercial presentation to the delegates prior to the sponsored reception or lunch. | ✓ |  |  |  |
| Sponsor's corporate logo and hyperlink on the ICAO event Website. | ✓ |  |  |  |
| Complimentary prime location single exhibition space. Booth rental only. | ✓ | ✓ |  |  |
| 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 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. | ✓ | ✓ | ✓ |  |
| Display of the sponsor’s names and logos on the Symposium auditorium screen.  Display of the sponsor’s logo in the venue area (overhead LED Screens). | ✓ | ✓ | ✓ |  |
| Invitation to the hospitality event. | ✓ | ✓ | ✓ | ✓ |
| Free exhibition passes | 6 | 4 | 2 | 1 |

**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.  Mrs.  Ms.  Dr. | | |
| First Name |  | Last Name |  |
| Email Address |  | Website |  |
| Company Description  Max 100 words |  | | |

**OTHER PROMOTIONS**

These special promotions are only available for exhibitors or sponsors.

|  |  |  |
| --- | --- | --- |
| **Select** | **Additional Promotions** | **Cost USD** |
|  | Delegate Bag – Corporate logo and name of the Symposium. | $8,500 |
|  | Lanyard - Corporate logo and name of the Symposium. | $7,000 |
|  | One insert: One page pamphlet or flyer. | $2,000 |
|  | USB Key – Corporate logo. | $7,500 |
|  | One full page advertisement in the programme directory. | $2,500 |

**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  By cheque: Cheque should be payable to ICAO and mailed to | | | | |
|  | International Civil Aviation Organization  CP 11342  Succursale Centre-Ville  Montréal, Quebec, Canada, H3C 5H1 | | | | |
|  |  | | | | |
|  | Option 2  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  Montréal, Quebec, H3B 1H7, Canada  003  05101  ROYCCAT2  400-416-4 | | | |
|  |  | | | | |
|  | Option 3  Visa  MasterCard  Amex | | | | |
|  | Card Number | |  | Expiry Date |  |
|  | Card Holder Name | |  | Validate Code |  |
|  | Signature | |  | | |
|  | *ICAO is committed in keeping your provided financial information safe and secure.* | | | | |

**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 is 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 signed agreement form via email to your project manager or to [mcr@icao.int](mailto:mcr@icao.int)

**ACCEPTANCE**

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

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

TBD