



ICAO AIR NAVIGATION VISUAL AIDS WORKSHOP

7-11 MAY 2012

EXHIBITOR AGREEMENT

1. Confirmation

Confirmation of the allocated exhibition space(s) will be guaranteed by return of this duly completed and signed Exhibitor Agreement and payment of the fee.

Company Name:	
Contact Person Mr., Mrs., Ms. (first name, surname):	
Job Title:	
Address:	
City:	
Province/State:	
Postal Code:	
Country:	
Telephone No.:	
Fax No.:	
E-mail address:	

2. Exhibition Services

The following table shows the services provided by ICAO which are included in the exhibitor fee (see No. 3 below) and those services which are not.

Services	Included in the Fee	Not Included in the Fee	Remarks
Electricity supply (one outlet per single space) with an extension cable and a multi-socket power bar	✓		220V
Electrical accessories (voltage transformers, etc.)		✓	
Computer accessories (printers, etc.)		✓	
Materials handling, drayage and storage of materials		✓	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		✓	
Unlimited wireless Internet connection	✓		
24-hour security	✓		ICAO is not responsible for any loss or damage of property in the exhibition areas.
Free exhibitor and/or delegate passes and Workshop bag	✓		Two for each single Workshop exhibition space.



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Services	Included in the Fee	Not Included in the Fee	Remarks
Invitation to sponsored coffee breaks and reception	✓		For Workshop exhibitors holding exhibitor and/or delegate passes.
Daily cleaning of public areas	✓		
Workshop exhibition booth(s) and accessories (furniture, lighting, facia, etc.)		✓	

3. Exhibitor Fee

The exhibitor fee includes the Exhibition Services as outlined above (see No. 2) and a single exhibition space up to 10x10 feet (3x3 metres): U.S.\$1,000.

4. Exhibition Space Allocation and Fee Payable

Please complete the table below as follows:

- ❖ if you booked a single space, write the fee in the “Fee” column to confirm the amount that your company will pay to ICAO; or
- ❖ if you booked a double space, deduct a 10% discount from the fee and write the total amount payable in the “Fee” column.

Allocation	Fee
Exhibition space number(s): _____	Total U.S.\$

5. Promotional Materials

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

6. Payment and Invoicing

Following receipt of the duly completed Exhibitor Agreement, ICAO will prepare an invoice for the Workshop exhibition space fee, send a copy by e-mail in a pdf format and post the original to the exhibitor. Payment will be due within 10 days of receipt of the invoice and can be made by local or international bank transfer, or cheque as indicated below.

- ❖ **Payment by Local Bank Transfer**
 Bank Name: Banco de Crédito del Perú - BCP
 Account Name: Organización de Aviación Civil Internacional – OACI
 Account Number in US Dollars: 192-0042430-1-95
 Interbanking Account Number in US Dollars: 002-192-000042430195-30

- ❖ **Payment by International Bank Transfer**
 Bank Name: Banco de Crédito del Perú – BCP
 SWIFT CODE: **BCPLPEPL**



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Account Name:: Organización de Aviación Civil Internacional

Account Number in US Dollars: 192-0042430-1-95

Address: Juan de Arona 893, piso 7, San Isidro, Lima, Perú

- ❖ **Payment by Cheque**
- ❖ **Note: the fee is quoted in United States dollars**
Make it payable to: Organización de Aviación Civil Internacional

ICAO contact names (SAM Regional Office):

M. Zoraida Díaz de Ferrari, Administration Officer / Ms Nury Torrecilla, Administration Assistant.

E-mail: zferrari@lima.icao.int; ntorrecilla@lima.icao.int

Phone: 611-8686, extensions 109 y 111

7. Cancellation Policy

This Exhibitor 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 exhibitor 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.

8. Acceptance

The undersigned hereby accepts the terms and conditions set forth in this Exhibitor Agreement to exhibit at the *ICAO SAM Air Navigation Visual Aids – New Technologies Workshop* to be held in ICAO South American Regional Office, Lima, from Monday–Friday, 7–11 May 2012.

Signature: _____ Date: _____

9. Return the Agreement

Save the duly completed and signed Agreement and return it by e-mail in a pdf format or by facsimile to:

Ms. Zoraida Ferrari
Tel. No.: +51 1-611-8686 x 109
Fax No.: +51 1-611-8689
E-mail: zferrari@lima.icao.int

Ms. Nury Torrecilla
Tel. No.: +51 1-611-8686 x 111
Fax No.: +51 1-611-8689
E-mail: ntorrecilla@lima.icao.int