



# ICAO AIR NAVIGATION VISUAL AIDS WORKSHOP

7-11 MAY 2012

## SPONSOR AGREEMENT

### 1. Confirmation

Confirmation of the allocated sponsorship slot and/or the promotional item option will be guaranteed by return of this duly completed and signed Sponsor 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. Sponsorship Fees

#### ❖ Hospitality Events

Hospitality Slot No.	Sponsor Category	Hospitality Event	Day/Approximate Time	Fee (U.S.\$)
1	Silver SAM	Simultaneous Interpretation	Monday to Friday	5,000
2	Bronze SAM	Transportation	One day	1,000
3	Bronze SAM	Coffee/Refreshments	Monday to Friday, 10:30-11:00	1,000
4	Bronze SAM	Coffee/Refreshments	Monday to Friday, 12:50-13:20	1,000
5	Bronze SAM	Closing Cocktail	Friday, 16:30	1,000

*N.B. Hospitality events will take place in the exhibition area. ICAO will make arrangements to cater and pay for the hospitality events with recommended local caterers.*



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Please complete the table below as follows:

- ❖ write the slot number, sponsor category and hospitality event which ICAO confirmed after the submission of your Sponsor Booking Form; and
- ❖ write the applicable sponsorship fee payable.

Hospitality Slot Number/Category/Event	Fee
Hospitality Slot number: _____ Sponsor category: _____	U.S.\$
Hospitality event: _____	

### ❖ **Delegate Bag**

Please complete the table below.

Promotional Item	Fee
Confirmation has been received from ICAO to sponsor the delegate bag: <input type="checkbox"/>	U.S.\$1,000

### ❖ **Promotional Material Distribution**

Please complete the table below.

Promotional Material Distribution	Fee
Confirmation has been received from ICAO for one piece of promotional material to be inserted into the Symposium bag: <input type="checkbox"/>	U.S.\$ 500

## 3. Sponsorship Privileges

Silver and Bronze sponsorship categories obtain the following exclusive privileges:

Privileges	Silver Sponsor	Bronze Sponsor	Delegate bag Sponsor
Sponsor's logo and link on the event Web site	✓		
Fifteen-minute non-commercial presentation	✓	✓	
Complimentary prime location exhibition space	✓	✓	✓
Delegate bag includes up to three pieces of promotional material	✓	✓	✓
Recognition by the event moderator during the opening and closing ceremonies	✓	✓	
Display of sponsors' logos in the venue areas	✓		



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### 4. Promotional Materials

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

### 5. Payment and Invoicing

Following receipt of the duly completed Sponsor Agreement, ICAO will prepare an invoice for the Workshop sponsorship fee, send a copy by e-mail in a pdf format and post the original to the sponsor. Payment will be due within 10 days of receipt of the invoice and can be made by local and 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*

*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](mailto:zferrari@lima.icao.int); [ntorrecilla@lima.icao.int](mailto:ntorrecilla@lima.icao.int)*

*Phone: 611-8686, extensions 109 y 111*

### 6. 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.



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7–11 MAY 2012

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### 7. Acceptance

The undersigned hereby accepts the terms and conditions set forth in this Sponsor Agreement to sponsor a hospitality event 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: \_\_\_\_\_

### 8. 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  
Fax No.: +51 1-611-8689  
E-mail: [zferrari@lima.icao.int](mailto:zferrari@lima.icao.int)

Ms. Nury Torrecilla  
Tel. No.: +51 1-611-8686  
Fax No.: +51 1-611-8689  
E-mail: [ntorrecilla@lima.icao.int](mailto:ntorrecilla@lima.icao.int)