

AN-Conf/13

— ICAO Headquarters —

9-19 October 2018



ICAO Thirteenth

Air Navigation Conference

From Development to Implementation



ICAO

Thirteenth Air Navigation Conference Exhibitor Agreement

To participate as an exhibitor at the ICAO Thirteenth Air Navigation Conference (AN-Conf/13), please complete pages 2-7.

- 1- Confirmation:** Confirmation of the Exhibitor Agreement will be guaranteed by return of this duly completed and signed Agreement and payment of the total cost.

Company Name					
Contact Person					
Salutation		First Name		Last Name	
Title					
Address					
City				Province/State	
Country				Postal/Zip Code	
Tel No.				Fax No.	
Email Address					

Important information:

- Please note that all companies interested in participating as an exhibitor and/or sponsor and in presenting a SkyTalks must be approved by the Air Navigation Bureau.
- ICAO's approval selection process of a sponsor or an exhibitor will depend on the following criteria:
 - Region and;
 - Industry sector.
- The SkyTalks may not be commercially oriented;
- The SkyTalks must be verified and approved by ICAO;
- The use of the ICAO brand/logo is strictly prohibited without formal approval.



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2- Booking an 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 a list of exhibitor benefits, please see Appendix A. For a list of exhibition services provided by ICAO, please see Appendix B. To view a list of the exhibition floor plan and booth space, please see Appendix C.

Tuesday - Friday, 9 - 12 October 2018				
Exhibition Space	Dimensions in Feet*	Selection**	Booth Space Number (s)	Cost USD
1,2 (priority will be accorded to sponsors)	10'x10'			\$6,500
18 (priority will be accorded to sponsors)	10'x10'			\$6,500
13 - 16 (priority will be accorded to sponsors)	6'x8'			\$6,000
25 - 29	10'x10'			\$6,000
5-12	8'x8'			\$5,500
4 & 17	4'x8'			\$5,000
31 - 34	8'x8'			\$5,000
51 - 52	6'x8'			\$4,500
23 & 24	4'x6'			\$4,000

* All measurements are approximate.

** Pending approval by the Air Navigation

Exhibitor Booth Cost	
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Monday - Wednesday, 15 - 17 October 2018				
Exhibition Space	Dimensions in Feet*	Selection**	Booth Space Number (s)	Cost USD
1,2 (priority will be accorded to sponsors)	10'x10'			\$5,000
18 (priority will be accorded to sponsors)	10'x10'			\$5,000
13 - 16 (priority will be accorded to sponsors)	6'x8'			\$4,500
25 - 29	10'x10'			\$4,500
5-12	8'x8'			\$4,000
4 & 17	4'x8'			\$3,500
31 - 34	8'x8'			\$3,500
51 - 52	6'x8'			\$3,000
23 & 24	4'x6'			\$2,500

* All measurements are approximate.

** Pending approval by the Air Navigation

Exhibitor Booth Cost	
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Promotion Material Distribution	Selection	Cost
One full page advertisement in the programme directory		\$4,500
One banner ad in the Event application		\$1,500

Total Cost (Exhibitor Booth & Promotion Material)	
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SkyTalk

A 30-minute presentation (including Q&A period) on a subject related to ICAO Strategic Objectives and/or the No Country Left Behind campaign.

Only exhibitors and/or sponsors can reserve a SkyTalk.

SkyTalk - A 30-minute presentation on a subject related to ICAO Strategic Objectives and/or the No Country Left Behind (NCLB) campaign			
Select	Dates	* Time	Fee in \$USD
	1st week: 9 October – 12 October	TBD	\$5,000
	2nd week: 15 October – 17 October	TBD	\$5,000

* Your ICAO Project Manager will assign your company a time slot.

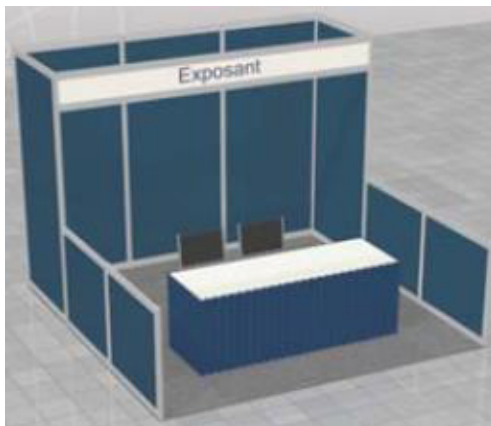
Cost of SkyTalk(s)

3- Exhibition Requirements: A company renting a 8x8 feet (2.5x2.5 metres) single exhibition space or smaller must order a booth through the ICAO recommended exhibition 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 exhibition 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	Y	N
Single Booth	10' x 10' or larger	3 x 3 or larger	Y	Y
Double Booth	Any Size	Any Size	Y	Y



A sample of a standard booth ordered from exhibition supplier, 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 exhibition 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 exhibition supplier:

Yes	We will use the exhibition service provider.
No	We will bring our own display and accessories.

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.

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

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.

- 4- Program Directory:** A logo, description of your company's products/services and contact information will be included in the Event Directory. Please complete this form and email it to MCR@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.

- 5- Contact Information and Description:** Please complete the table below. All the fields are mandatory and the company description, products or services cannot exceed 100 words. This information will be used for the program directory.

Company Name				
Contact Person				
Salutation		First Name		Last Name
Email Address				
Website Address				
Company Description Max 100 words				

Confirmation: Confirmation of the Exhibitor Agreement will be guaranteed by return of this duly completed and signed Agreement and payment of the total cost.

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6- Invoicing and payment: Upon receipt of the duly completed Exhibitor Agreement, ICAO will remit an invoice for the event exhibition fee; which will be sent by e-mail in a PDF format and the original will be mailed to the exhibitor.

Payments must be made prior to the event and will be due fourteen (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: (Icao's preferred method of payment is by credit card.)

Option 1	By cheque:
Cheque should be payable to ICAO and mailed to:	International Civil Aviation Organization Treasury Office 999, Boul. Robert-Bourassa, Montréal, Québec, H3C 5H7

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

Option 3	Visa	Master Card	American Express
Card Number			Expiry Date
Card Holder Name			
Signature			

ICAO is committed in keeping your provided financial information safe and secure.

7- 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.

8- Transportation and Customs Clearance: ICAO will not be responsible for any transportation and customs clearance fee of the exhibition materials.

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

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

9- 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

ICAO reserves the right to terminate this Agreement at any time via written notice.

If the Agreement is terminated, ICAO will (at their discretion) refund any deposit made for this event.



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10- Acceptance: The undersigned hereby certifies that the information set forth in this Sponsorship Agreement is accurate and agrees with the above policies.

Our products and services support and are in line with the ICAO Strategic Objectives.

I confirm that our company is financially in good standing with ICAO.

Signature: _____ Date: _____

11- Return the Agreement: Confirmation of the allocated exhibition spaces(s) will be guaranteed by return of this duly completed and signed Exhibitor Agreement and payment of the fee. Please return the agreement by email (scan or PDF format) to MCR@icao.int.

Yes, please, send me all the information related to ICAO's products, services and other events.

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Appendix A: Exhibitor Benefits

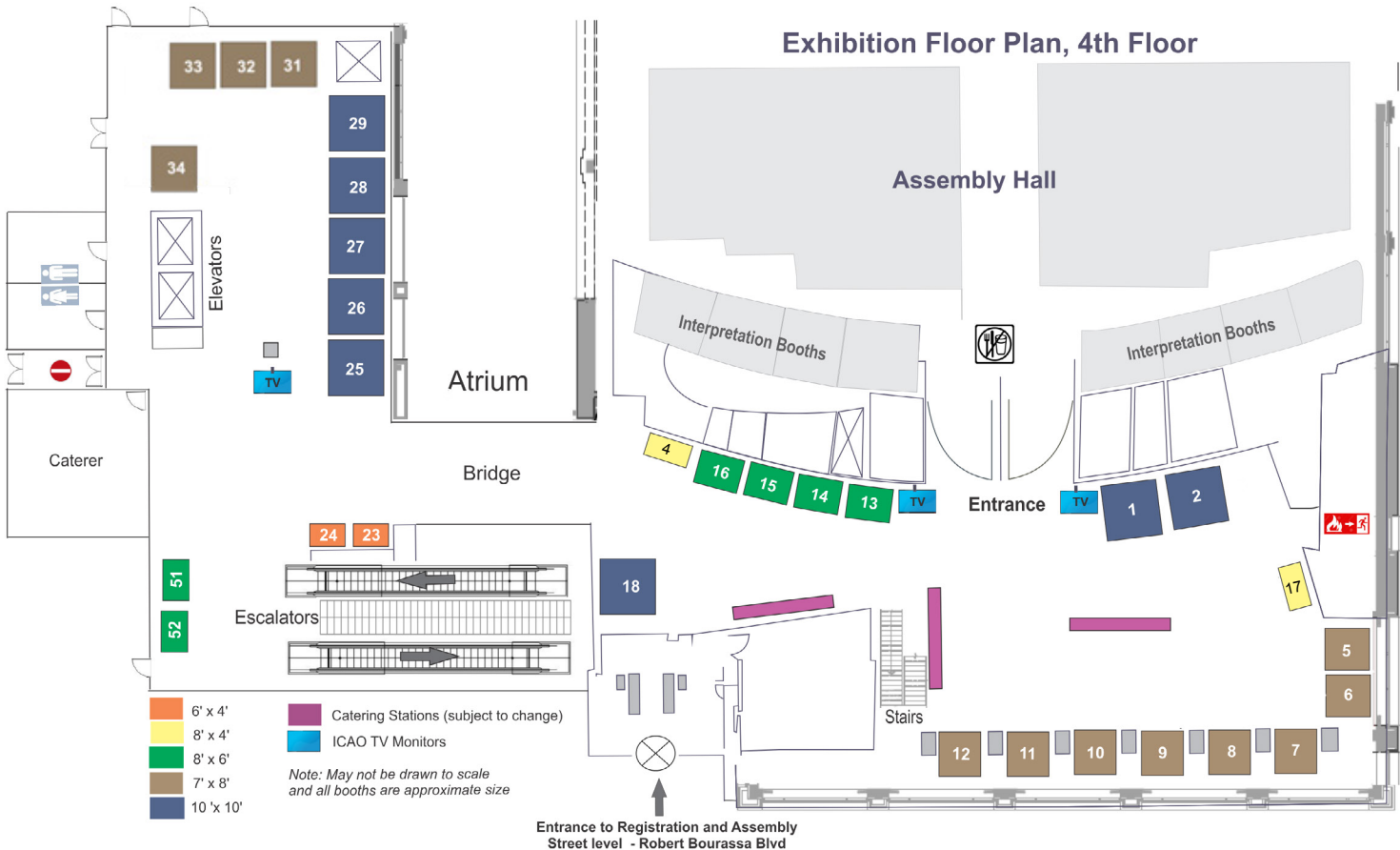
- A great opportunity to market and showcase your products and services to the public and private sector audience from around the world, as well as representatives from ICAO's 192 Member States.
- Enhance the awareness and visibility of your organization by promoting your brand's products and/or services at your booth and network with senior officials from Civil Aviation Authorities and industry executives.
- Network with high level decision makers and explore how new technology, equipment and processes can assist States and industry to meet both existing and future aviation security requirements and challenges.

Appendix B: Exhibitor Services

Services	Included	Not Included	Comments
At ICAO			
Carpeting the Event 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.
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 (2) free passes each single Event exhibition space. Four (4) free passes for double booth exhibition space.
Invitation to sponsored coffee breaks, lunches and cocktail receptions.	✓		For Event 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 recommended exhibition supplier.
Transportation and customs services.		✓	Should be arranged through the ICAO customs broker.
Audio visual equipment, laptops, TV and DVD players.		✓	Should be arranged through the ICAO audio visual supplier.
Exhibition Booth Construction			
Exhibition booth that are 4'x6', 6'x8' or 8'x8'.		✓	Must use the services of ICAO recommended exhibition supplier to construct the Booth and provide basic setup.
Exhibition booth that are 10'x10' or any double booth space.		✓	May construct their own booth or use the services of ICAO recommended exhibition supplier.

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Appendix C: Exhibition Floor Plan



* The floor plan is subject to change.