

AN-Conf/13

— ICAO Headquarters —

9-19 October 2018



ICAO Thirteenth Air Navigation Conference

From Development to Implementation



ICAO

Thirteenth Air Navigation Conference Sponsorship Agreement

To participate as a sponsor at the ICAO Thirteenth Air Navigation Conference (AN-Conf/13), please complete pages 2-6.

- 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		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.



Thirteenth Air Navigation Conference Sponsorship Agreement

2- Sponsorship Fees – Hospitality Events: To see a list of sponsorship privileges provided by ICAO, please see Appendix A. For a list of exhibition services, please see Appendix B. To view the exhibition floor plan and booth space, please see Appendix C. Please select the sponsorship category below and see the respective privileges for each sponsorship.

Tuesday - Friday, 9 - 12 October 2018							
Event No.	Select Event No.	Select the booth No. *	Sponsor Category	Hospitality Event	Day	Approximate Time **	Fee in \$USD
1			Platinum	Cocktail Reception	Thursday, 11 Oct.	17:30 – 19:30	\$24,500
2			Gold	Lunch	Tuesday, 9 Oct.	12:30 – 14:00	\$23,000
3			Gold	Lunch	Wednesday, 10 Oct.	12:30 – 14:00	\$23,000
4			Gold	Lunch	Thursday, 11 Oct.	12:30 – 14:00	\$23,000
5			Gold	Lunch	Friday, 12 Oct.	12:30 – 14:00	\$23,000
6		Not Included	Bronze	Coffee/Refreshments	Tuesday, 9 Oct.	10:45 – 11:15	\$6,500
7		Not Included	Bronze	Coffee/Refreshments	Tuesday, 9 Oct.	15:15 – 15:45	\$6,500
8		Not Included	Bronze	Coffee/Refreshments	Wednesday, 10 Oct.	10:45 – 11:15	\$6,500
9		Not Included	Bronze	Coffee/Refreshments	Wednesday, 10 Oct.	15:15 – 15:45	\$6,500
10		Not Included	Bronze	Coffee/Refreshments	Thursday, 11 Oct.	10:45 – 11:15	\$6,500
11		Not Included	Bronze	Coffee/Refreshments	Thursday, 11 Oct.	15:15 – 15:45	\$6,500
12		Not Included	Bronze	Coffee/Refreshments	Friday, 12 Oct.	10:45 – 11:15	\$6,500
13		Not Included	Bronze	Coffee/Refreshments	Friday, 12 Oct.	15:15 – 15:45	\$6,500

* Pending approval by the Air Navigation Bureau

** Times are subject to change.

Cost of Sponsorship(s)

Monday - Wednesday, 15 - 17 October 2018							
Event No.	Select Event No.	Select the booth No. *	Sponsor Category	Hospitality Event	Day	Approximate Time **	Fee in \$USD
1			Platinum	Cocktail Reception	Monday, 15 Oct.	17:30 – 19:30	\$24,500
2			Platinum	Cocktail Reception	Tuesday, 16 Oct.	17:30 – 19:30	\$24,500
3			Platinum	Cocktail Reception	Wednesday, 17 Oct.	17:30 – 19:30	\$24,500
4			Gold	Lunch	Monday, 15 Oct.	12:30 – 14:00	\$19,000
5			Gold	Lunch	Tuesday, 16 Oct.	12:30 – 14:00	\$19,000
6			Gold	Lunch	Wednesday, 17 Oct.	12:30 – 14:00	\$19,000
7		Not Included	Bronze	Coffee/Refreshments	Monday, 15 Oct.	10:45 – 11:15	\$5,500
8		Not Included	Bronze	Coffee/Refreshments	Monday, 15 Oct.	15:15 – 15:45	\$5,500
9		Not Included	Bronze	Coffee/Refreshments	Tuesday, 16 Oct.	10:45 – 11:15	\$5,500
10		Not Included	Bronze	Coffee/Refreshments	Tuesday, 16 Oct.	15:15 – 15:45	\$5,500
11		Not Included	Bronze	Coffee/Refreshments	Wednesday, 17 Oct.	10:45 – 11:15	\$5,500
12		Not Included	Bronze	Coffee/Refreshments	Wednesday, 17 Oct.	15:15 – 15:45	\$5,500

* Pending approval by the Air Navigation Bureau

** Times are subject to change.

Cost of Sponsorship(s)

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.

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Select	Promotional Item	Fee in \$USD
	Delegate Bag – Corporate logo and name of the Symposium**	\$9,500
	Lanyard - Corporate logo and name of the Symposium**	\$8,500
	USB Key – Corporate logo**	\$8,500
	Event application**	\$8,500
	One full page advertisement in the programme directory	\$4,500
	One banner ad in the Event application	\$1,500

**Confirmation of these sponsorship opportunities must be received at least a month prior to the event.

Cost of Promotional Item(s)	
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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)	
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- 3- 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.

- 4- 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				

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

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.

6- 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.

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, 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>.

8- 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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9- 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: _____

10- Return the Agreement: Save the duly completed and signed Agreement and return it by e-mail in a 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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Benefits of Becoming a Sponsor

- 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 one of the many hospitality events while networking with senior officials from Civil Aviation Authorities and industry executives during and after the event.
- 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 safety & security requirements and challenges.

Appendix A: Sponsorship Privileges

Privileges	Sponsorship			
	Platinum	Gold	Bronze	Delegate Bag, Lanyards, USB Key & Event Application
Sponsor's logo and hyper link on the ICAO event website.	✓	✓	✓	✓
Fifteen-minute non-commercial presentation to the delegates prior to the sponsored reception or lunch.	✓	✓		
A prime location single exhibition space.	✓	✓		
Advertisement in the programme directory.	✓ 1	✓ 1	✓ 1/2	✓ 1/2
Recognition by the event moderator during the opening and closing ceremonies.	✓	✓	✓	
Prime visibility in the Event Directory of the sponsor's name, logo and company's products/services.	✓ Prime Visibility	✓ Prime Visibility	✓	✓
Display of sponsors' logos in the venue areas.	✓	✓	✓	
Sponsor name and logo on the Event auditorium screen.	✓	✓	✓	
Invitation to the hospitality event.	✓	✓	✓	✓
Display of sponsor's logo during the event being sponsored.	✓	✓	✓	
Free delegate or exhibitor pass(es).	8	6	2	2

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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 booths that are 10'x10' or any double booths space.		✓	May construct their own booth or use the services of ICAO recommended exhibition supplier.

