



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 Fee and Services

❖ **Fee**

Single exhibition space (draped table) 2x6 feet (0.6x2 metres): U.S.\$1,800.

N.B. A company renting two adjoining draped tables will obtain a 10% discount.



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❖ **Services**

The following table shows the services provided by ICAO which are included in the fee and services which are not included in the fee.

Services	Included in the Fee	Not Included in the Fee	Remarks
Exhibition space	✓		Air conditioned.
Electricity supply: one outlet per single space	✓		110V for a maximum of 15 ampere.
Electric accessories (voltage transformers, extension cables, power-bars, etc.) and audio visual equipment		✓	Can be arranged through ICAO.
Unlimited wireless Internet connection	✓		
24-hour security	✓		Special security measures will be in place. ICAO is not, however, responsible for any loss or damage of property in the exhibition area.
Free delegate passes	✓		Two for each single exhibition space.
Invitation to sponsored coffee breaks	✓		
Daily cleaning of public areas	✓		
Transportation, storage of materials and customs services		✓	Should be arranged through the ICAO appointed official customs broker.

3. Exhibition Space Allocation and Fee Payable

Please complete the table below as follows:

- ❖ write the exhibition space number(s) which ICAO allocated to you after the submission of your Exhibitor Booking Form;
- ❖ if you booked a single space (draped table), 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 (two adjoining draped tables), 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.\$



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4. Payment and Invoicing

Payment of the exhibition space fee is due within 14 days of ICAO confirming the receipt of this Agreement and can be made by bank transfer or credit card as indicated below.

❖ **Payment by Bank Transfer**

The exhibition space fee is payable to ICAO. Indicate "Workshop on Aviation and Carbon Markets Exhibitor Fee" and the sender.

An additional charge of U.S.\$10.00 should be added to cover local bank charges. All other bank charges must be prepaid and the total amount in United States dollars remitted as follows:

Royal Bank of Canada	<i>Transit code:</i> 05101
1140 St. Catherine Street West	<i>ABA code (Europe):</i> 02 100021
Montreal	<i>Swift code:</i> ROYCCAT2
Quebec	<i>Bank code:</i> 003
Canada H3B 1H7	<i>Bank account:</i> 400-416-4 ICAO
	<i>Currency of account:</i> U.S.\$

Once the bank transfer has been made, the exhibitor must send a copy of the bank transfer slip by e-mail (*scanned version in a pdf format*) or facsimile before the payment due date. It is important for the exhibitor to comply with this requirement to avoid a penalty charge and/or cancellation of this Agreement.

❖ **Payment by Credit Card**

For payment by major credit cards (American Express, MasterCard and Visa), please provide your credit card details below.

Note: the fee is quoted in United States dollars but, for payment by the American Express credit card, it will be charged in Canadian dollars at the UN monthly rate of exchange.

American Express MasterCard Visa

Card number:

Expiry date:

Cardholder's name:

Signature:

❖ **Invoice**

ICAO will send a copy of the invoice by e-mail in a pdf format and post the original to the exhibitor.



5. 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.

6. Acceptance

The undersigned hereby accepts the terms and conditions set forth in this Exhibitor Agreement to exhibit at the Workshop on Aviation and Carbon Markets to be held in ICAO Headquarters, Montreal, on Wednesday/Thursday, 18/19 June 2008.

Signature: _____ Date: _____

7. Return the Agreement

Scan the duly completed and signed Agreement and return it by e-mail in a pdf format to: kmiller@icao.int or return it by facsimile to the attention of Keith Miller at: +1 (514) 954-6769.