



Aviation and Carbon Markets
18 and 19 June 2008

SPONSOR AGREEMENT

1. Confirmation

Confirmation of the allocated sponsorship slot number 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 Slot and Fee

Slot No.	Hospitality Event	Day/Time	Fee (U.S.\$)
1	Coffee/Refreshments	Monday, 10:45–11:15	5,000
2	Coffee/Refreshments	Monday, 15:00–15:30	5,000
3	Coffee/Refreshments	Tuesday, 10:45–11:15	5,000
4	Coffee/Refreshments	Tuesday, 15:00–15:30	5,000

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

Please complete the table below as follows:

- ❖ write the slot number which ICAO confirmed after the submission of your Sponsor Booking Form.

Slot	Fee
Slot number: _____	U.S.\$5,000



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3. Sponsorship Privileges

Sponsors obtain the following exclusive privileges:

Privileges
Announcement of the hospitality event with sponsor's name
Display of sponsors' logos in the venue areas
Display of sponsor's logo during the event being sponsored
Two free delegate passes

4. Payment and Invoicing

Payment of the sponsorship 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 sponsorship 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 sponsor 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 sponsor to comply with this requirement to avoid a penalty charge and/or cancellation of this Agreement.



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❖ **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 sponsor.

5. 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.

6. Acceptance

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

Signature: _____

Date: _____



ICAO Workshop

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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.