**To participate as an exhibitor at an ICAO Event, please complete pages 1-3**

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 Mr. [ ]  Mrs. [ ]  Ms. [ ]  Dr. [ ]  |
| First Name |       |
| Last Name |       |
| Title |       |
| Address |        |
| City |       | Province |       |
| Postal / Zip Code |       | Country |       |
| Tel No. |       | Fax No. |       |
| Email Address |       |

1. **Booking an Exhibition Space**

Indicate below the size of the exhibition space and the booth number which has been assigned to you via email from your event Product Manager. To see the exhibition space and floor plan, please see Appendix B.

To see a list of exhibition services by provided by ICAO, please see Appendix A.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Exhibition Space** | **Dimensions in Feet** | **Dimensions in Metres** | **Selection** | **Booth Space Number (s)** | **Cost****USD** |
|  | Single | 6’ × 8’ | 2 x 2.5 | [ ]  |       | $4,200 |
|  | Single | 8’ × 8’ | 2.5 x 2.5 | [ ]  |       | $4,500 |
|  | Single  | 10’ ×10’ | 3 x 3 | [ ]  |       | $4,800 |
|  | Double | 6’ x 16’ | 2 x 5 | [ ]  |       | $8,400 |
|  | Double | 8’ x 16’ | 2.5 x 5 | [ ]  |       | $9,000 |
|  | Double | 10’ x 20’ | 3 x 6 | [ ]  |       | $9,600 |

|  |  |
| --- | --- |
| **Promotion Material Distribution** | **Cost** |
| Confirmation has been received from ICAO for one single sheet of printed promotional [ ] material ( 8.5” x 11” or A4 ) to be inserted into the delegate bag. | $1,500 |

|  |  |
| --- | --- |
| **Total Cost** (Exhibitor Booth & Promotion Material) |       |

 Special Pricing

* A company renting two adjoining exhibition spaces of any size will obtain a 10% discount and will also be entitled to bring their own display
* If you are an ICAO recognised international organisation, deduct 15% discount from the list price
1. **Exhibition Requirements**

A company renting a 10×10 feet (3×3 metres) exhibition space or renting two adjoining exhibition space (any size) may bring their own display OR order a booth and accessories (furniture, lighting, facia, etc) through the ICAO appointed official exhibition service provider.

If you are requesting one of these spaces, please indicate below if you intend to bring your own display that meets the specifications below.

|  |  |  |
| --- | --- | --- |
| Yes  | **[ ]**  | We will bring our own display and accessories. |
| No  | **[ ]**  | We will use the ICAO appointed official exhibition service provider. |

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.

A company renting a 6×8 feet (2×2.5 metres) or an 8×8 feet (2.5×2.5 metres) single exhibition space must order a booth and accessories (furniture, lighting, facia, etc.) through the ICAO appointed official exhibition service provider.

1. **Program Directory**

A logo, description of your company’s products/services and contact information will be included in the Symposium Directory. Please complete this form and email to Mr. Sabri Ben Abdallah sbenabdallah@icao.int or Mr. Harvey Wong, hwong@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) .jpg;

(2) .tif; or

(3) .bmp

(4) .eps

**Contact Information and Description**

Please complete the table below. All the fields are mandatory and the company description, products or services cannot exceed more the 100 words.

|  |  |
| --- | --- |
| Company Name |       |
| Salutation |  Mr. [ ]  Mrs. [ ]  Ms. [ ]  Dr. [ ]  |
| First Name |       |
| Last Name |       |
| Email Address |       |
| Website Address |       |
| Company DescriptionMax 100 words |       |

1. **Invoicing and Payment**

Following receipt of the duly completed Exhibitor Agreement, ICAO will prepare an invoice for the Symposium exhibition fee.

A copy of the invoice will be sent by e-mail in a pdf format and the original will be posted to the sponsor/exhibitor.

Payment will be due within 14 days of receipt of the invoice and can be made by bank transfer, cheque or credit card as indicated below. Please select one of the following payments below. We prefer payment by credit card.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Bank Transfer | [ ]  | Cheque |  |  |
| [ ]  | Visa | [ ]  | Master Card |  |  |

For payment with major credit cards, please provide your credit card details below.

|  |  |  |  |
| --- | --- | --- | --- |
| Card Number |       | Expiry Date |       |
| Card Holder Number |       |
| Signature |  |

1. **Promotional Material Policy**

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

**ICAO Conference Print Services**

ICAO now offers exhibitors and sponsors a complete support program, which includes document printing, display and poster printing as well as our rapid turnaround print on demand services. To learn more, please refer to page 4

1. **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.

1. **Acceptance**

The undersigned hereby certifies that the information set forth in this exhibitor agreement is accurate and agrees with the above cancellation policy and promotional material policy.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

1. **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 Mr. Sabri Ben Abdallah sbenabdallah@icao.int or Harvey Wong, hwong@icao.int

**ICAO CONFERENCE PRINT SERVICES**



**Appendix A – Exhibitor Services**

|  |  |  |  |
| --- | --- | --- | --- |
| Services | Included | Not Included | Comments |
| Carpeting the Symposium 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 amperes. |
| Electrical accessories (voltage transformers, etc.) |  | ✓ |  |
| Computer accessories (printers, etc.) |  | ✓ |  |
| Materials handling, drayage and storage of materials |  | ✓ | Should be arranged through the ICAO appointed official exhibition services provider. |
| Transportation and customs services |  | ✓ | Should be arranged through the ICAO appointed official customs broker. |
| Audio visual equipment |  | ✓ | Should be arranged through the ICAO appointed official audio visual suppliers. |
| 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 areas. |
| Exhibitor’s logo and description of the company’s products/services in the Symposium directory | ✓ |  |  |
| Free delegate or exhibitor passes and Symposium bag | ✓ |  | Two for each single Symposium exhibition space. |
| Invitation to sponsored breakfasts, coffee breaks,lunches and receptions | ✓ |  | For Symposium exhibitors holding delegate or exhibitor passes. |
| Daily cleaning of public areas | ✓ |  |  |
| Symposium exhibition booth(s) and accessories (furniture, lighting, facia, etc.) |  | ✓ | Must rent through the ICAO appointed official exhibition service provider for 6×8 ft and 8×8 ft single exhibition spaces.Optional for 10x10 ft or double exhibition space. |

**Appendix B – Exhibition Floor Plan**

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