



To participate as a vendor at an ICAO Event, please complete pages 1-2.

Vendor Benefits

- Opportunity to present your company’s TRIP related solutions to the delegates in a dedicated slot comprising a 15 minutes presentation, including a question/answer period, if required.
- A draped display table to promote your company’s products and services where you can meet directly with the delegates.
- Added visibility of your company and brand linking to the ICAO events Social Media pages.
- Logo and Web link on the event Website.
- Mention of your company/logo on the event social media pages (Facebook, Twitter and LinkedIn).
- Your company mentioned in the event newsletter.
- Four (4) complimentary delegate or exhibitor passes.

Solution Workshops

- Solutions-oriented 15-minute presentations, with five-minute question and answer periods if required, to be held prior to the opening of the Symposium.

1. **Confirmation:** Confirmation of the vendor agreement will be guaranteed by return of this duly completed and signed agreement along with payment of the total cost.

Company Name			
Contact Person	Salutation	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>
		Ms. <input type="checkbox"/>	Dr. <input type="checkbox"/>
First Name			
Last Name			
Title			
Address			
City		Province	
Postal / Zip Code		Country	
Tel No.		Fax No.	
Email Address			

2. Sponsorship and Solutions workshop Fees – Hospitality Events

For Sponsorship Privileges, please see Appendix A and for Exhibition floor plan and booth spaces, please see Appendix

Event No.	Select your Number(s)	Sponsor Category	Hospitality Event	Day	Approximate Time *	Fee in USD
1	<input type="checkbox"/>	Platinum	Welcome Reception	Monday	17:30 – 19:30	\$12,000
2	<input type="checkbox"/>	Platinum	Welcome Reception	Tuesday	17:30 – 19:30	\$12,000
3	<input type="checkbox"/>	Platinum	Welcome Reception	Wednesday	17:30 – 19:30	\$12,000



Table with 4 columns: Solutions workshop\* Speaking Slot Number, Select your Number(s), Day/Approximate Time, Fee in USD. Rows 1-8 with times and fees.

\*Must be a sponsor or an exhibitor. Times are subject to change.

3. Vendor Fees:

The participation fee includes the applicable privilege as outlined in Appendix A

Table with 3 columns: Plan, Selection, Cost USD. Row: Vendor / Exhibitor, [checkbox], \$10,000

Table with 2 columns: Total Cost, [ ]

3. Invoicing and Payment

Upon receipt of the duly completed vendor agreement, ICAO will remit an invoice for the regional seminar vendor fee; which will be sent by e-mail in a pdf format and the original will be mailed to the vendor.

Please select one of the following payments below. We prefer payment by credit card.

Form with checkboxes for Bank Transfer, Visa, Cheque, Master Card, American Express

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

Form with fields for Card Number, Expiry Date, Card Holder Number, Signature

Requirements for payment: payments must be made prior to the event and will be due upon receipt of the invoice. Methods of payment are: cheque, bank transfer or major credit card listed above. If payment is not received within fourteen (14) days, ICAO may not guarantee the customer's first choice for the booth number or the sponsorship slot.



ICAO

## ICAO Traveller Identification Program (TRIP) Seminar

St-John, Antigua, 31 January – February 3 2017

### Sponsor-Vendor Agreement

#### 4. Promotional Material

Vendors 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. Vendors 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.

#### 5. Transportation and Customs clearance

ICAO will not be responsible for any transportation and customs clearance fee of the exhibition materials.

#### 6. Cancellation Policy

This vendor 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 vendor 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.

#### 7. Acceptance

The undersigned hereby certifies that the terms and conditions set forth in this sponsorship agreement to sponsor at the ICAO Seminar in Antigua – January 30 to February 3rd 2017.

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

#### 8. Return the Agreement

Save the duly completed and signed agreement and return it by e-mail in a pdf format to: [ccasabon@icao.int](mailto:ccasabon@icao.int) or return it by facsimile to the attention of Caroline Casabon at +1 514-954-6769.



**Appendix A – Sponsorship Privileges**

In addition to the Visibility Package outlined above, Platinum, Bronze and Vendors obtain the following exclusive privileges

Privileges	Sponsorship	
	Platinum	Vendors
Sponsor's corporate logo and hyper-link on the ICAO event Website	✓	✓
Fifteen-minute non-commercial presentation to the delegates prior to the sponsored reception or lunch	✓	✓
Complimentary speaking slot at the Solutions Workshop	✓	
Recognition by the event moderator or master of ceremony during the opening and closing ceremonies	✓	
Prime visibility in the Program directory with the sponsor's name, corporate logo, email, URL and company description of products/services	✓	
Display of sponsors' logos in the venue areas. (Overhead LED Screens)	✓	
Sponsors' names and logos on the Seminar auditorium screen	✓	
Invitation to the hospitality event with sponsor name and logo on the Seminar auditorium screen	✓	
Free delegate or exhibitor passes and delegate bag or folder.	8	4