



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.
- A draped display table to promote your company's products and services where you can meet directly with the delegates.
- Logo and Web link on the event Website.
- Your company mentioned in the event newsletter.
- Four (4) complimentary event passes.

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. **Vendor Fees:**

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

Plan	Selection	Cost USD
Vendor / Exhibitor	<input type="checkbox"/>	\$10,000

Total Cost	
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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.

<input type="checkbox"/> Bank Transfer	<input type="checkbox"/> Cheque
<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card <input type="checkbox"/> American Express

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

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.

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 marketing material.

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 vendor agreement to participate at the ICAO Seminar in Brazil – June 5-7 2018.

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