

# SPONSORSHIP & EXHIBITOR AGREEMENT



| ICAO

**TO EXHIBIT AND/OR SPONSOR THIS EVENT, PLEASE RETURN PAGES 1-5**

**1. COMPANY INFORMATION**

Company Name					
Contact Person	Salutation	Mr.	Mrs.	Ms.	Dr.
First Name					
Last Name					
Title					
Email Address					

Address	
Country	
City	
Province	
Postal / Zip Code	
Tel No.	

**2. SPONSORSHIPS (INCLUDES BOOTH SPACE)**

Select	Sponsorship	Hospitality	Date	#Time	Available Booth No.	Select your Booth No.	Cost Sponsorship & Booth
	Platinum	Welcome Reception	Sept 11	17:30 – 19:30	1, 2, 18		\$26,000
	Platinum	Cocktail Reception	Sept 12	17:30 – 19:30	1, 2, 18		\$31,000
	Platinum	Cocktail Reception	Sept 13	17:30 – 19:30	1, 2, 18		\$31,000
	Gold	Lunch	Sept 12	12:00 – 14:00	13 - 16		\$27,000
	Gold	Lunch	Sept 13	12:00 – 14:00	13 - 16		\$27,000
	Gold	Lunch	Sept 14	08:00 – 17:00	13 - 16		\$27,000
	Silver	* All Day Coffee	Sept 12	08:00 – 17:00	4 - 12		\$12,750
	Silver	* All Day Coffee	Sept 13	08:00 – 17:00	4 - 12		\$12,750
	Silver	* All Day Coffee	Sept 14	08:00 – 17:00	4 - 12		\$12,750
	Bronze	Coffee Break am	Sept 12	10:45 – 11:15	4 - 12		\$12,500
	Bronze	Coffee Break am	Sept 13	10:45 – 11:15	4 - 12		\$12,500
	Bronze	Coffee Break am	Sept 14	10:45 – 11:15	4 - 12		\$12,500
	Bronze	Coffee Break pm	Sept 12	15:15 – 15:45	4 - 12		\$12,500
	Bronze	Coffee Break pm	Sept 13	15:15 – 15:45	4 - 12		\$12,500
	Bronze	Coffee Break pm	Sept 14	15:15 – 15:45	4 - 12		\$12,500

# Time subject to change  
 \* All day coffee are served on the 5<sup>th</sup> Floor

### 3. BOOKING AN EXHIBITION SPACE

Booth No.	Dimensions Feet (Width x Depth)	Dimensions Meter (Width x Depth)	Level	Select	Select your Booth No	Cost
19 – 22	8 x 4	2.4 x 1.2	4 <sup>th</sup> Floor			\$7,500
23 – 24	6 x 4	1.8 x 1.2	4 <sup>th</sup> Floor			\$7,500
25 – 29	10 x 10	3 x 3	4 <sup>th</sup> Floor			\$8,200
31 – 34	8 x 7	2.4 x 2.1	4 <sup>th</sup> Floor			\$7,500
45 – 52	8 x 6	2.4 x 1.8	4 <sup>th</sup> Floor			\$7,600
60 – 66	8 x 6	2.4 x 1.8	5 <sup>th</sup> Floor			\$4,000

### 4. EXHIBITION REQUIREMENTS

Please select your choice.

Booth Rental Space	Selection	Requirements
8' x 8' (2.4 x 2.4 metre) or smaller		Exhibitor must use ICAO's recommended exhibition service provider
10' x 10' (3 x 3 metre) or larger		Exhibitor will use ICAO's recommended exhibition service provider
10' x 10' (3 x 3 metre) or larger		Exhibitors will construct their own booth space. <i>(See restrictions below)</i>

### 5. SKYTALK PRESENTATION

#### Optional:

A 15-minute presentation on a subject related to the ICAO Traveller Identification Program will be given. Only sponsors may give a SkyTalk presentation. Cost for Skytalk is \$6,000. Each presentation will be live streamed and videotaped.

#### Important Note:

- The presentation (power point) must be approved by ICAO.
- The content may not be commercial oriented and the use of the ICAO brand/logo is strictly prohibited.
- All SkyTalks are held on Wednesday morning, September 13, 2023.

I agree. Final presentation must be submitted by Tuesday August 22, 2023. Late submissions will not be accepted.

#SkyTalk	Select	#Time
1		TBD
2		TBD
3		TBD
4		TBD
		TBD
5		TBD
6		TBD
7		TBD
8		TBD

Double Exhibition booth space? Please contact [businessdevelopment@icao.int](mailto:businessdevelopment@icao.int) or your event project manager

#### Restrictions:

- Display back panel walls must not exceed 8 feet (2.5 metres) in height.
- Side panels must not extend more than 10 feet (3 metres) from the back wall and more than 3 feet (1 metre) in height.
- All furniture (stands, shelves, tabletop, magazine rack, TV monitors) must be placed within the perimeter of the exhibition booth space.

# Number of SkyTalks and times subject to change.

## 6. OTHER SPONSORSHIPS, PROMOTIONS & SERVICES

Promotions and Sponsorships	Cost USD
Lanyards. (sponsor's logo, ICAO logo and name of the event)	\$8,000
Sponsorship on mobile App	\$6,000
Company Profile – Uniting Aviation Website	\$4,000
Conference room rental	Contact us
Printing Services	Contact us
Advertisement on mobile app	\$2,000
Registration sponsorship	Contact us
Event live streaming sponsorship	Contact us
Sky Talk presentation inside the assembly hall. Available for sponsors only.	\$6,000

For customized promotions, please contact us at: [businessdevelopment@icao.int](mailto:businessdevelopment@icao.int)

## 7. INVOICING AND PAYMENT

<b>Total Payment for all above services</b>	
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Following receipt of the duly completed agreement form, ICAO will email the customer a copy of the invoice in pdf format and the original invoice will be mailed to the sponsor/exhibitor.

**Due Date:** The invoice must be paid in full within 14 days of receipt.

**Non-Payment:** Failure to make payment may result in the cancellation of the agreement and the reserved space/sponsorship will be subject to resale.

Please select one of the following payments below. (ICAO's preferred method of payment is by credit card)

Bank Transfer                      Cheque                      Credit Card

## 8. WITHDRAWAL POLICY

The agreement signatory, in accordance with this provision, may withdraw the exhibition booking or sponsorship.

Only a written withdrawal notice sent by email to [businessdevelopment@icao.int](mailto:businessdevelopment@icao.int) shall have an effect.

The withdrawal notice **shall be deemed** to have been given on the date such notice is received by ICAO at the [businessdevelopment@icao.int](mailto:businessdevelopment@icao.int) inbox.

ICAO will acknowledge withdrawal notices received in good order in writing. In the event of withdrawal, refunds shall apply as follows:

If the cancellation request is:	Refund
More than 90 days before the start date of the event	Full refund
Between 60 to 90 days before the start date of the event	50% refund
Less than 60 days before the start date of the event	No refund

For customized promotion or conference room rental, please contact [businessdevelopment@icao.int](mailto:businessdevelopment@icao.int)



## 9. TRANSPORTATION AND CUSTOM CLEARANCE

International inbound shipment: ICAO is not responsible for any transportation and customs clearance fee for the exhibition materials. All materials shipping to ICAO must be prepaid in full with your carrier. ICAO will not accept COD shipments.

## 10. TERMS AND CONDITIONS

1. By submitting this signed Exhibitor / Sponsor Agreement application form, the applicant whose information is completed in paragraph 1 (the "Applicant") agrees with the International Civil Aviation Organization, headquartered at 999 Robert-Bourassa Boulevard, Montreal, Quebec, Canada, H3C 5H7 ("ICAO"), to abide by the Terms and Conditions set out herein. Applicants for exhibition space shall be referred to as "Exhibitors" and sponsorship Applicants shall be referred to as "Sponsors".
2. ICAO shall be under no obligation whatsoever in connection with any application until written acknowledgement of ICAO's acceptance of the application form. In particular, ICAO shall be under no obligation to accept an application form. For Exhibitors, the exhibition space is guaranteed only upon ICAO's written acknowledgement and payment by the Exhibitor in accordance with paragraph 7 of this form.
3. The person signing the Acceptance below represents and warrants that he or she is duly authorized to sign on behalf of the Applicant and that the Agreement shall be binding on the Applicant.
4. All payments shall be made to ICAO in US Dollars only. If the invoice is not paid by the due date, ICAO may in its sole discretion, cancel the sponsorship and/or exhibition rental space.
5. All materials shipping to ICAO should be prepaid in full with the carrier. COD shipments shall not be acceptable to ICAO.
6. The rights and obligations of the Applicant under this Agreement shall be non-assignable and non-transferable, except with the express written consent of ICAO.
7. Exhibitors and Sponsors shall confine all business, demonstrations, exhibitions, canvassing, and distribution of printed matter or other items exclusively to the assigned booth space. No overflow into the aisles shall be permitted, due to fire and safety regulations. Promotional materials shall not promote military applications or names or make any reference to territories not formally recognised by the United Nations as sovereign states.
8. ICAO makes no representations or warranties with respect to the demographic nature and/or number of exhibitors and/or attendees that will attend the event.
9. ICAO accepts no responsibility or liability for any loss, damage or personal injury, arising in connection with this Agreement and the associated event(s). The Exhibitor should therefore make its own insurance arrangements in accordance with its requirements, risks and expectations. The Exhibitor shall indemnify, save and hold harmless ICAO and its employees or agents, from and against any claims, actions, losses, damages, expenses and costs whatsoever arising from the Exhibitor's acts or omissions.
10. Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any immunity from suit or legal process or any privilege, exemption or other immunity enjoyed or which may be enjoyed by ICAO, its Officials and staff, under international or national laws.
11. The Applicant shall ensure compliance with the following:
  - a. Applicant's products and services must not go against or be perceived to go against ICAO's five strategic objectives or the NCLB "No Country Left Behind" initiative.
  - b. The Applicant shall be in good financial standing with ICAO with no outstanding debts.
  - c. The Applicant shall not use the ICAO brand, logo or intellectual property, except with the express written approval of ICAO.
  - d. Exhibiting or sponsoring the event will not pose any conflict of interest.
  - e. The Applicant's participation may not be perceived as being negative to Member States or regions.
  - f. The Applicant should contribute, provide value and share knowledge with Member States and the civil aviation industry.

## 11. RETURN THE AGREEMENT FORM

The character of the exhibitor and/or sponsor is subject to the approval of ICAO.

Confirmation of the allocated exhibition spaces(s) and/or sponsorship will be guaranteed by return of this duly completed and signed agreement form and full payment. Please return the agreement by email (scan or pdf format) to [businessdevelopment@icao.int](mailto:businessdevelopment@icao.int).

## 12. ACCEPTANCE

The information set forth in this exhibitor/sponsorship agreement is accurate.

I have read, understood and agree to abide to the terms and conditions as set forth in this agreement.

Signature

Date