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

**Vendor Benefits**

* Opportunity to present your company’s Aviation and Data Analysis related solutions to the delegates in a dedicated speaking slot comprising a 20 minutes presentation and a questions period in the programme.
* A draped display table and two (2) chairs to promote your company’s products and services where you can meet directly with the delegates.
* Your company logo and web link on the event website(s).
* Your company mentioned in the event programme (or directory) and 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. [ ]  Mrs. [ ]  Ms. [ ]  Dr. [ ]  |
| First Name |       |
| Last Name |       |
| Title |       |
| Address |        |
| City |       | Province |       |
| Postal / Zip Code |       | Country |       |
| Tel No. |       | Fax No. |       |
| Email Address |       |

1. **Vendor Fees:**

\*The participation fees include the applicable privileges as outlined in the Vendor Benefits section.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Plan for****ICAO Aviation and Data Analysis Seminar, NAIROBI** | **Selection** | **Cost****USD** |
|  | Vendor / Exhibitor (Nairobi, 5-7 December) | [ ]  | $7,500\* |

|  |  |
| --- | --- |
| **Total Cost**  |       |

**3. Invoicing and Payment**

Upon receipt of the duly completed vendor agreement, ICAO will remit an invoice for the seminar(s) vendor fees; 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Bank Transfer | [ ]  | Cheque |  |  |
| [ ]  | Visa | [ ]  | Master Card | [ ]  | 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 Nairobi, 5-7 December 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: apare@icao.int.