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

1. **Confirmation:** Confirmation of the sponsorship agreement will be guaranteed by return of this duly completed and signed agreement and payment of the total fee.

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

1. **Sponsorship Fees – Hospitality Events** See Sponsorship Privileges Appendix A.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Event No.** | **Select Event No.** | **Sponsor Category** | **Hospitality Event** | **Day** | **Approximate Time \*** | **Fee in $USD** |
| 1  | [ ]  | Platinum | Welcome Reception | Monday | Evening | $24,000 |
| 2 | [ ]  | Platinum | Cocktail Reception | Tuesday | Evening | $24,000 |
| 3 | [ ]  | Gold | Lunch | Monday | Noon | $18,000 |
| 4 | [ ]  | Gold | Lunch | Tuesday | Noon | $18,000 |
| 5 | [ ]  | Bronze | Coffee/Refreshments | Monday | Morning | $6.000 |
| 6 | [ ]  | Bronze | Coffee/Refreshments | Monday | Afternoon | $6,000 |
| 7 | [ ]  | Bronze | Coffee/Refreshments | Tuesday | Morning | $6,000 |
| 8 | [ ]  | Bronze | Coffee/Refreshments | Tuesday | Afternoon | $6,000 |
| 9 | [ ]  | Bronze | Coffee/Refreshments | Wednesday | Morning | $6,000 |

|  |  |
| --- | --- |
| **Promotional Offers** | **Fee** |
| Lanyards (ICAO & Customer Logo) [ ]  | $7,500 |
| USB Key (Customer Logo) [ ]  | $7,500 |

|  |  |
| --- | --- |
| Total Fee |       |

*Note: Hospitality events will take place in the exhibition area. (See Appendix B)*

 *ICAO will make arrangements to cater and pay for the hospitality events with recommended local caterers*.

 \* *Time subject to change.*

1. **On Line Program Directory**

A logo, description of your company’s products/services and contact information will be included in the Symposium On-Line Directory. Please complete this form and email to mem@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 participation in the Symposium. A copy of the invoice will be sent by e-mail in a pdf format to the sender and the original will be mailed to the ponsor/exhibitor.

Payment 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.

Due Date

* Payment will be due within 14 days of receipt of the invoice.
* Payment must be paid prior to the start of the event.

 If payment is not received within 14 days, ICAO may not guarantee the customer’s choice for the

 booth number and/or the sponsorship event number.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | 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**

Exhibitors are prohibited from placing flyers, pamphlets, brochures and other promotional items (ie. Pens, business cards, USB memory sticks, note pads, etc) on tables or stands that are reserved for ICAO. Exhibitors may use their own tables to display their collateral material.

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

1. **Cancellation Policy**

This Sponsor 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 sponsor 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 sponsorship agreement is accurate and agrees with the above payment and cancellation policy.

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

1. **Return the Agreement**

Confirmation of the sponsorship slot will be guaranteed by return of this duly completed and signed sponsorship agreement and payment of the fee.

Please return the agreement by email (scan or pdf format) to: mem@icao.int

**Appendix A – Sponsorship Privileges**

The table below shows the privileges for each type of sponsorship

|  |  |
| --- | --- |
| **Privileges** | **Sponsorship** |
| **Platinum** | **Gold** | **Bronze** |
| Sponsor's 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 prime location double exhibition space | ✓ | ✓ |  |
| Promotional item from Sponsors to be distributed during registration.Examples: Pens, Sticky notes, note pads, etc | ✓ | ✓ |  |
| Recognition by the event moderator during the opening and closing ceremonies | ✓ | ✓ | ✓ |
| Prime visibility in the Symposium on-line directory of the sponsor’s name, logo and company’s products/services | ✓ | ✓ | ✓ |
| Display of sponsors' logos in the venue areas | ✓ | ✓ | ✓ |
| Sponsors’ names and logos on the Symposium auditorium screen | ✓ | ✓ | ✓ |
| Invitation to the hospitality event with sponsor name and logo on the Symposium auditorium screen | ✓ | ✓ | ✓ |
| Display of sponsor’s logo during the event being sponsored | ✓ | ✓ | ✓ |
| Free delegate or exhibitor passes | 6 | 4 | 2 |

**Appendix B – Exhibition Floor Plan**

