**To participate as an exhibitor and/or sponsor at an ICAO Event, please complete pages 1-4.**

1. **Applicant Information:**

|  |  |
| --- | --- |
| Applicant 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. **Booking an Exhibition Space**

Indicate below the booth number that has been assigned to you via email from your event project manager. If you have not received one, please contact mcr@icao.int

To view a list of the exhibition floor plan and booth space, please see Appendix C.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Dimensions in feet(w x d) | Dimensions in metres(w x d) | Selection | Booth Space number | PriceUSD |
|  | 10’ x 10’ | 3 x 3 | [ ]  |       | $6,000 |

 Please note that the price is only for the rental of the booth space.

 It does not include booth construction services and other opt-in services.

Please indicate if you intend to bring / construct your own booth or use the ICAO recommended contractor.

|  |  |
| --- | --- |
|  | [ ]  We will use the services of the ICAO recommended exhibition service provider |
|  | [ ]  We will bring our own display |

|  |  |
| --- | --- |
|  | **Included with each exhibition** |
|  | Two complimentary passes for each exhibitor |
|  | Exhibitor’s logo, contact, URL and description of the company’s products/services in the program directory |
|  | Invitation to all hospitality events. Coffee Breaks, lunch break and cocktail reception. |
|  | Carpeting the Symposium exhibition space(s) |
|  | Electricity supply (one outlet per single space |
|  | Free Wireless Internet connection |

 ICAO recommended exhibition service provider and audio /video supplier: TBD

1. **Sponsorship Fees – Hospitality Events**

 See Sponsorship privileges: Appendix B

 **\***Approximate time – subject to change

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Event No. | Select Number | BoothNo. | Sponsor Category | Hospitality  | Date | Time **\*** | Cost |
|  | 1 | **[ ]**  |       | Platinum | Welcome Reception | September 17 | 17:30 – 19:30 | $18,500 |
|  | 2 | **[ ]**  |       | Platinum | Cocktail Reception | September 18 | 17:30 – 19:30 | $18,500 |
|  | 3 | **[ ]**  |       | Gold | Lunch | September 17 | 12:30 – 14:00 | $16,500 |
|  | 4 | **[ ]**  |       | Gold | Lunch | September 18 | 12:30 – 14:00 | $16,500 |
|  | 5 | **[ ]**  | Not Included | Bronze | Coffee / Refreshments | September 17 | 10:00 – 10:30 | $4,000 |
|  | 6 | **[ ]**  | Not Included | Bronze | Coffee / Refreshments | September 17 | 15:30 – 16:00 | $4,000 |
|  | 7 | **[ ]**  | Not Included | Bronze | Coffee / Refreshments | September 18 | 10:00 – 10:30 | $4,000 |
|  | 8 | **[ ]**  | Not Included | Bronze | Coffee / Refreshments | September 18 | 15:30 – 16:00 | $4,000 |
|  | 9 | **[ ]**  | Not Included | Bronze | Coffee / Refreshments | September 19 | 10:00 – 10:30 | $4,000 |
|  | 10 | **[ ]**  | Not Included |  Airline Sponsorship | $7,000 |

1. **Promotions**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **PROMOTIONS** | **COST** |
|  | **[ ]**  | Delegate bag. (Sponsor’s logo, ICAO logo, and name of the event) | $8,500 |
|  | **[ ]**  | Lanyards. (Sponsor’s logo, ICAO logo and name of the event) | $7,500 |
|  | **[ ]**  | USB Key (Company information in the USB and Sponsored logo on the key) | $7,500 |
|  | **[ ]**  | One promotional sheet to be inserted into the delegate bag, or event folder (8.5” or A4)  | $2,000 |
|  | **[ ]**  | One full-page color advertisement in the program directory. | $2,500 |

1. **Program Directory**

A logo, description of your company’s products/services and contact information will be included in the Symposium Directory. Please submit your company information (in word format) and corporate logo by email to mcr@icao.int

**Company Information**

* Company Name
* Salutation:
* First name:
* Last name:
* Email Address;
* Website Address:
* Company Description: Maximum 100 words.

**Corporate Logo:**

The resolution must be a minimum of 300 dpi in one of the following formats: JPEG, EPS, AI, BMP.

1. **Invoicing and Payment**

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: Invoice must be paid in full within 14 days of receipt of the invoice.

Payment Options: Bank transfer, cheque or credit card.

Non-Payment: Failure to make payment by the due date 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 |  |  |
| [ ]  | American Express | [ ]  | Master Card | [ ]  | Visa |

For payment with major credit cards, please provide your credit card details below. ICAO is committed to keeping your financial information safe and secure.

|  |  |  |  |
| --- | --- | --- | --- |
| Card Number |       | Expiry Date |       |
| Card Holder Name |       |
| Signature |  |

1. **Transportation and Customs Clearance**

International In bound shipment:

ICAO is not responsible for any transportation and customs clearance fee for the exhibition materials.

All materials shipping to ICAO should be prepaid in full with your carrier. ICAO will not accept COD shipments.

1. **Withdrawal Policy**

The exhibition booking or sponsorship may be withdrawn by the agreement signatory, in accordance with this provision. Only a written withdrawal notice sent by email to mcr@icao.int with a copy to your ICAO project manager shall have effect. The withdrawal notice shall be deemed to have been given on the date such notice is received by ICAO at the mcr@icao.int inbox. Withdrawal notices received in good order will be acknowledged in writing by ICAO. In the event of withdrawal, refunds shall

|  |  |
| --- | --- |
| If the withdrawal notice is given: | Refund |
| More than 29 days before the start date of the event | Full refund |
| Between 22 to 28 days before the start date of the event | 75% refund |
| Between 14 to 21 days before the start date of the event | 50% refund |
| Less than 14 days before the start date of the event | No refund |

1. **Terms and Conditions**
2. By submitting this signed Exhibitor / Sponsor Agreement application form, the applicant whose information is completed at 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**”.
3. 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.
4. 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.
5. 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.
6. All materials shipping to ICAO should be prepaid in full with the carrier. COD shipments shall not be acceptable to ICAO.
7. 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.
8. 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 name or make any reference to territories not formally recognised by the United Nations as sovereign states.
9. 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.
10. 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.
11. 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.
12. The Applicant shall ensure compliance with the following:
	1. Applicant’s products and services must not go against or perceived to go against ICAO’s 5 strategic objectives or the NCLB (No Country Left Behind) initiative.
	2. The Applicant shall be in good financial standing with ICAO with no outstanding debts.
	3. The Applicant shall not use the ICAO brand, logo or intellectual property, except with the express written approval of ICAO.
	4. Exhibiting or sponsoring the event will not pose any conflict of interest.
	5. The Applicant’s participation may not be perceived as being negative to Member States or regions.
	6. The Applicant should contribute, provide value and share knowledge with Member States and the civil aviation industry.
13. **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 mcr@icao.int

1. **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:

**Appendix B: Sponsorship Privileges**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Privileges** | **Platinum** | **Gold** | **Bronze** | **Airline** |
| Sponsor's logo and hyper link on the ICAO event website | ✓ | ✓ |  |  |
| Complimentary prime location exhibition space. Booth space rental only. | ✓ | ✓ |  |  |
| Number of free promotional sheets to be inserted into the delegate bag or event folder. (8 1/2 x 11 inches or A4) | 3 | 2 |  |  |
| If there are no delegate bags or folders, advertisement pages will be available in the program directory. | 2 full page | 1 full page | ½ page | ½ page |
| Recognition by the event moderator or MC during the opening and closing ceremonies and before the sponsored event. | ✓ | ✓ | ✓ | ✓ |
| Display of the sponsor's name and logo on the main auditorium screen | ✓ | ✓ | ✓ | ✓ |
| Display of the sponsor's logo during the sponsored event outside of the conference room, TV monitors or/and display stands | ✓ | ✓ | ✓ | ✓ |
| Prime visibility in the symposium directory /program displaying the sponsor’s name, logo, contact name, company description and company URL | ✓ | ✓ | ✓ | ✓ |
| Access into the assembly hall and invitation to all hospitality events | ✓ | ✓ | ✓ | ✓ |
| Number of complimentary passes | 6 | 4 | 1 | 2 |

**Appendix C: Floor Plan**

*TBD*