

14 – 16 MAY 2007  
ICAO, Montréal, Canada

### ABOUT THE EXHIBITION

#### 1. Benefits of becoming an exhibitor

- ❖ Seek the opportunity of this environmental Colloquium to showcase your aviation technologies and to promote operational measures for the reduction of emissions from aircraft engines and airport operations. Apart from aviation industries and their associations, other stakeholders, including civil aviation administrations and international organizations, are also invited to exhibit their work on emissions.
- ❖ Target the marketing of your products and/or services to a public and private sector audience from around the world. Over 250 representatives from among ICAO's 190 Contracting States, manufacturing and other aviation industries, international organizations and academic/research institutions are expected to attend this timely and specialized event. Participants will benefit from this interactive forum in their preparation for environment-related discussions and high-level decision-making at the forthcoming 36<sup>th</sup> Session of the ICAO Assembly in September 2007.
- ❖ Enhance the awareness of your brand's products and/or services and network with senior governmental officials from civil aviation administrations and industry executives during and after the event.

#### 2. Exhibition dates

Exhibition hours: Monday, 14 May from 12:00 to 19:30 hours  
Tuesday, 15 May from 09:30 to 19:30 hours  
Wednesday, 16 May from 09:30 to 14:00 hours

Move-in: The exhibition area will be made accessible to exhibitors for set up on Monday, 14 May at 08:00 hours.

Move-out: Wednesday, 16 May after 14:00 hours

#### 3. Exhibition floor plan

For optimal visibility, the exhibition will be held in the spacious foyer in front of the Colloquium venue, namely the Assembly Hall on the fourth floor of the ICAO conference facilities. Sponsored hospitality events as indicated in the preliminary programme will take place in the exhibition area.

Exhibitors can choose from 26 single spaces (8 x 8 feet or 2.5 x 2.5 meters) as per the [floor plan](#) [please click on the link]. According to location, 16 booth spaces are classified as "prime location" and 10 as "standard location". Two double booths at prime-locations are reserved for event sponsors in the Gold category.

#### 4. Exhibition fees and services

ICAO charges the following fees for exhibition space and services:



## ICAO COLLOQUIUM ON AVIATION EMISSIONS

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- ❖ Prime-location for single exhibition space U.S.\$ 3,500
- ❖ Standard-location for single exhibition space U.S.\$ 3,000

Exhibitors renting two or three adjoining exhibition spaces will obtain a 10% discount off the total fees and be entitled to bring their own "pop-up" stands.

The following table lists the services that are:

- ❖ provided by ICAO, thus included in the fee for the exhibition space;
- ❖ not provided by ICAO, thus not covered by the fee.

Services	Included in the fee	Excluded from fee	Remarks
Exhibition space – single (8 x 8 ft or 2.5 x 2.5 m)	✓		The exhibition area has carpet floors and air conditioning.
Electricity supply – one outlet per single space	✓		110V for max. of 15 ampere
Electric accessories (voltage transformers, extension cables, power-bars, etc.)		✓	Exhibitors need to bring their own accessories as they are difficult to locate and expensive to rent in Montreal.
Unlimited wireless Internet connection	✓		
24-hour security	✓		Special security measures will be in place. However, ICAO is not responsible for any loss or damage of property in the exhibition area.
Listing in the directory with profiles of sponsors and exhibitors	✓		
A photo-ID Colloquium badge and one bag per exhibitor	✓		For each single exhibition space.
Invitation to sponsored coffee breaks, lunch buffets and receptions	✓		For exhibitors holding a Colloquium badge.
Daily cleaning of public areas	✓		
Booth and furniture		✓	Must be rented for single space from Clarkson-Conway Inc. (GES Canada), the sole exhibition services supplier. Discount packages are available.
Lighting in the booth		✓	Included in the above-mentioned packages.
Banners and/or fascia		✓	Included in the above-mentioned packages.
Transportation and/or storage of goods and/or importation/exportation services		✓	Arranged through Mendelssohn, Customs & Transportation Co., the customs broker selected by ICAO.
Free delegate passes	✓		Two for each single exhibition space.

Exhibitors are responsible to order the services that are not provided by ICAO according to their particular needs directly from Clarkson-Conway Inc. (GES Canada), the sole exhibition services supplier, and from Mendelssohn, Customs and Transportation Co., the official customs broker. ICAO selected these companies because of their extensive experience in organizing exhibitions and providing logistical support in Montreal.

# ICAO COLLOQUIUM ON AVIATION EMISSIONS

## EXHIBITION INFORMATION



- ❖ **Single exhibition space.** An exhibitor renting a single space must order an ICAO-authorized booth from GES Canada as these stands are sized to fit in ICAO's exhibition floor plan. To see information about services, products and discount packages offered by GES Canada, please [click here](#).
- ❖ **Adjacent double or triple exhibition spaces.** An exhibitor renting an adjacent double or triple spaces can opt to bring its own "pop-up" stand. However, it should be verified by the exhibitor that this stand fits into the space allocated by ICAO. Otherwise, the exhibitor needs to rent a booth from GES Canada.
- ❖ **Storage, transportation and customs services.** Exhibitors need to order these services directly from Mendelssohn, Customs and Transportation Co. There are no storage facilities available in the ICAO premises. To see information about Mendelssohn's services, please [click here](#).

### 5. Booking and allocation of space

Exhibition space will be allocated on a first-come, first-served basis. In order to ensure a transparent and fair process of space allocation, it is required that all exhibitors comply with the following procedure.

Please check the [current booking status](#) [click on the link] and send the completed [Exhibitor Booking Form](#) [click on link to download] to ICAO by e-mail or facsimile (see contact details in item 6).

If the requested space is available, ICAO will confirm the booking by return e-mail or facsimile. The reservation is valid for **seven calendar days** during which the requesting organization/corporation has to guarantee its booking by sending the completed contractual agreement.

### 6. Exhibitor Agreement

- ❖ **Signed contract validates booking.** Within the reservation period obtained by booking, the [Exhibitor Agreement](#) [click on link to download] must be completed, signed and sent to ICAO by e-mail to [envcollo07@icao.int](mailto:envcollo07@icao.int) or by facsimile to +1 (514) 954-6744. ICAO will confirm the receipt of the Agreement and establish the target date for the corresponding payment of the fee.
- ❖ **Payment.** Payment of the fee(s) is due within 14 days of ICAO confirming the receipt of the Agreement but not later than 14 days prior to the opening of the exhibition. The Exhibitor Agreement offers two modes of payment: bank transfer or credit card. If a bank transfer is made, the exhibitor should provide a copy of the bank transfer slip by facsimile or e-mail (scanned version in .pdf format) before the payment target date. It is important for exhibitors to validate the Agreement and avoid its cancellation as well as a penalty charge by complying in time with this requirement to produce the proof of payment.
- ❖ **Invoice.** ICAO will provide an original invoice to one of the exhibitor's representatives at the exhibition and will also provide a pdf-version by e-mail upon request.
- ❖ **Cancellation policy.** The Exhibitor Agreement also stipulates the following cancellation policy. It 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 exhibitor must pay, as a penalty charge, 25% of the total fee. Cancellations made after this 15-day period will be subject to a penalty charge of 50% of the fee. If the cancellation, however, is made during the 14 calendar days prior to the opening date of the event, the penalty will be 100% of the fee.
- ❖ **Directory of sponsors and exhibitors.** For the inclusion of the exhibitor's logo, description and coordinates in the Directory, the material must be e-mailed to ICAO 14 days before the opening day of the exhibition. The description must be brief (maximum 100 words) and the logo must be provided in two versions (one in colour and one in black and white). These logos can be printed in the Directory



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only if they are provided with a resolution higher than 800x600 pixels in one of the following formats, identified by software or file extension in order of ICAO preference: (1) .cdr - Corel Draw, versions 6 to 10; (2) .bmp; (3) .tif; (4) .psd.

#### 7. Technical specifications for equipment

Please note the following technical specifications that exhibitors should distribute as a **check list** to their staff members who will be in charge of installing equipment.

- ❖ **Electricity supply.** The exhibition area has electric circuits for maximum 110 volts and 15 amperes. One outlet will be available for each single booth. Please check the electrical requirements of the equipment to be used at your booth and make sure they meet the above-mentioned specifications (in terms of voltage and total amperes). ICAO should receive notification of additional requirements at least 14 calendar days before the opening of the exhibition. This information will enable ICAO's technical support staff to provide the required power supply.
- ❖ **Specifications for computer equipment.** Access to a Public Wireless Network (PWN) is available throughout ICAO's conference facilities. In order to access the Internet via PWN, users need computer equipment, such as wireless enabled laptops, compatible with WiFi 802.11 b/g. The following specifications apply for ICAO's PWN:

Protocol	802.11 b and g
Speed	11 or 54 Mbps
DHCP	yes
ESSID	broadcasted, Intl. Civil Aviation Org. INET
Shared key	yes
Encryption	none
Availability	all rooms and open areas of conference venue
Services	public access to Internet

Under normal circumstances, users of **Windows 2000 and XP** will not have to set any special configuration parameters.

#### 8. Other important information

- ❖ **Promotional material.** Any material distributed during the exhibition to participants of the Colloquium *should neither display any military applications nor make reference to the Republic of Taiwan.*
- ❖ **Temporary importation of goods to Canada.** ICAO is registering the event with the Canadian Government to facilitate entry of personnel and temporary importation of exhibition equipment and material into Canada. Exhibitors will receive a copy of the reply letter for ease of reference as soon as it becomes available.
- ❖ **Registration of Exhibitor's representatives.** On-site registration, during which photo-ID badges will be issued, will begin on **Monday, 14 May at 08:00 hours** on the ground-floor of the ICAO Conference facilities. All representatives of exhibitors are kindly requested to complete the on-line Pre-registration Form provided on this Colloquium website by **Monday, 30 April**. *Registered participants are entitled to participate in all programme activities of the Colloquium.*

# ICAO COLLOQUIUM ON AVIATION EMISSIONS

## EXHIBITION INFORMATION

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- ❖ **Entry visas to Canada.** Exhibitors should check the visa requirements to enter Canada for their representatives at the Colloquium. Upon request of an exhibitor, ICAO will send a supporting letter to the Canadian Embassy concerned in order to facilitate the application process. To this end, the full name, title, date of birth, passport number, date of issue, and date of expiry of each person applying for a Canadian visa should be send by e-mail to [envcollo07@icao.int](mailto:envcollo07@icao.int) or by facsimile to +1 (514) 954-6744.
- ❖ **Hotels.** Participants can benefit from discounted hotel rates as posted on the Colloquium website: [http://www.icao.int/cgi/goto\\_m.pl?icao/en/listofhotels.html](http://www.icao.int/cgi/goto_m.pl?icao/en/listofhotels.html). For reservations, please contact the hotel(s) directly and *be sure to quote the "ICAO" rate at the time of booking.*



# ICAO COLLOQUIUM ON AVIATION EMISSIONS

## with EXHIBITION

14 – 16 MAY 2007  
ICAO, Montréal, Canada

### EXHIBITOR BOOKING FORM

Please type or complete this form electronically.

#### 1. Exhibitor contact details

Organization name:

Contact person:

(Mr. Ms., first name, surname)

Job title:

Address:

City:

Province/State:

Country:

Postal code:

Telephone no.:

Fax no.:

E-mail address:

#### 2. Size of booth

Please indicate the size of the exhibition space you require:

single (8 x 8 ft; 2.5 x 2.5 m)

double (two adjoining single spaces)

triple (three adjoining single spaces)

Exhibitors renting the space for a double or triple space are not obliged to rent the ICAO-authorized booth package from the exhibition services supplier (Clarkson-Conway Inc.). If you reserved a double or triple space, please indicate whether you intend to bring your own "pop-up" stand:

Yes

No

#### 3. Preferred booth locations – please indicate the *exhibition space number(s)* shown on the floor plan:

1<sup>st</sup> choice

2<sup>nd</sup> choice

3<sup>rd</sup> choice

4<sup>th</sup> choice

If the requested space is available, ICAO will confirm the booking by return e-mail or facsimile as soon as possible. The reservation is valid for **seven calendar days** during which the requesting organization/corporation has to guarantee its booking by sending the Exhibitor Agreement.



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4. Type of products/services to be displayed

5. Signature \_\_\_\_\_ Date \_\_\_\_\_

6. Fax this form to: +1 (514) 954-6744 or e-mail its scanned version (pdf) to [envcollo07@icao.int](mailto:envcollo07@icao.int).



## ICAO COLLOQUIUM ON AVIATION EMISSIONS with EXHIBITION

**14 – 16 MAY 2007**  
**ICAO, Montréal, Canada**

### EXHIBITOR AGREEMENT

#### 1. Acceptance of terms of reference

The undersigned hereby accepts the terms of reference outlined in this agreement to exhibit at the *ICAO Colloquium on Aviation Emissions* from Monday to Wednesday, 14 to 16 May 2007. Reservation of the allocated booth(s) will be guaranteed by return of the **completed and signed form not later than 27 April** and **payment of the exhibition fee not later than 4 May**.

Name of company or organization:	
Contact:	
Title:	
Address:	
City:	
Province/State/Country:	
Postal code:	
Tel.:	
Fax :	
E-mail :	
Signature:	

#### 2. Schedule and location

Exhibition hours: Monday, 14 May from 12:00 to 19:30 hours  
Tuesday, 15 May from 09:30 to 19:30 hours  
Wednesday, 16 May from 09:30 to 14:00 hours

Move-in: The booths will be made accessible to exhibitors for set up on Monday, 14 May at 08:00 hours.

Move-out: Wednesday, 16 May after 14:00 hours

The Exhibition will be held in the spacious foyer in front of the Colloquium venue, namely the Assembly Hall on the fourth floor of the conference facilities at ICAO Headquarters in Montreal, Canada.





## ICAO COLLOQUIUM ON AVIATION EMISSIONS

### EXHIBITOR BOOKING FORM

#### 3. Exhibition fees and services

ICAO charges the following fees for exhibition space and services:

- ❖ Prime-location for single exhibition space U.S.\$ 3,500
- ❖ Standard-location for single exhibition space U.S.\$ 3,000

The following table lists about the services that are :

- ❖ provided by ICAO, thus included in the fee for the exhibition space;
- ❖ not provided by ICAO, thus not covered by the fee.

Services	Included in the fee	Excluded from fee	Remarks
Exhibition space – single (8 x 8 ft or 2.5 x 2.5 m)	✓		The exhibition area has carpet floors and air conditioning.
Electricity supply – one outlet per single space	✓		110V for max. of 15 ampere
Electric accessories (voltage transformers, extension cables, power-bars, etc.)		✓	Exhibitors need to bring their own accessories as they are difficult to locate and expensive to rent in Montreal.
Unlimited wireless Internet connection	✓		
24-hour security	✓		Special security measures will be in place. However, ICAO is not responsible for any loss or damage of property in the exhibition area.
Listing in the directory profiles of sponsors and exhibitors	✓		
A photo-ID Colloquium badge and one bag per exhibitor	✓		For each single exhibition space.
Invitation to sponsored coffee breaks, lunch buffets and receptions	✓		For exhibitors holding a Colloquium badge.
Daily cleaning of public areas	✓		
Booth and furniture		✓	Must be rented for single space from GES Canada, the sole exhibition services supplier. Discount packages are available.
Lighting in the booth		✓	Included in the above-mentioned packages.
Banners and/or facia		✓	Included in the above-mentioned packages.
Transportation and/or storage of goods and/or importation/exportation services		✓	Arranged through Mendelssohn, Customs & Transportation Co., the customs broker selected by ICAO.
Copy of letter from Canadian Government to facilitate entry into Canada	✓		ICAO will register the event with the Canada Border Services Agency.
Free delegate passes	✓		Two for each single exhibition space.

# ICAO COLLOQUIUM ON AVIATION EMISSIONS

## EXHIBITOR AGREEMENT



Exhibitors are responsible to order the services that are not provided by ICAO according to their particular needs directly from Clarkson-Conway Inc. (GES Canada), the sole exhibition services supplier, and from Mendelssohn, Customs and Transportation Co., the official customs broker. ICAO selected these companies because of their extensive experience in organizing exhibitions and providing logistical support in Montreal.

- ❖ **Single exhibition space.** An exhibitor renting a single space must order an ICAO-authorized booth from GES Canada as these stands are sized to fit in ICAO's exhibition floor plan. GES Canada provides information about its services, products and discount packages on the Colloquium website at <http://www.icao.int/Envclq/clq07>.
- ❖ **Adjacent double or triple exhibition spaces.** An exhibitor renting adjacent double or triple spaces will obtain a 10% discount off the total fee and can opt to bring its own "pop-up" stand. However, it should be verified by the exhibitor that this stand fits into the space allocated by ICAO. Otherwise, the exhibitor needs to rent a booth from GES Canada.
- ❖ **Storage, transportation and customs services.** Exhibitors need to order these services directly from Mendelssohn, Customs and Transportation Co. Information about Mendelssohn's services can be found on the Colloquium website at <http://www.icao.int/Envclq/clq07>.
- ❖ **Logistics of ICAO conference facilities.** There are no storage facilities available in the ICAO premises. Please ensure that the dimensions of your exhibition objects, such as components and demonstration equipment, conforms to the logistics at ICAO Headquarters in terms of the freight elevator (depth: 8 feet), the doors of which measure 4 feet wide and 7 feet high.

#### 4. Exhibition space number(s) and fee(s) payable

Please complete the table below:

- ❖ confirm the space number(s) which you reserved in your booking;
- ❖ if you have booked a single space, write the fee for standard or prime location in the "Fee" column to confirm the amount that your organization will pay to ICAO; or
- ❖ if you have booked a double or triple space, deduct a 10% discount from the fee and write the total amount payable in the "Fee" column.

<i>Item(s)</i>	<i>Fee</i>
Number(s) of reserved exhibition space(s): _____	TOTAL US\$

#### 5. Payment methods and invoicing

- ❖ **Bank transfer** ☐

The exhibition fee is payable to ICAO - indicate "ENV Collo 2007 Exhibition Fee" and the sender.

An additional charge of U.S.\$10.00 should be added to cover local bank charges. All other bank charges must be prepaid and the total amount in U.S. dollars paid into the following account:



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Beneficiary Bank:  
**Royal Bank of Canada**  
1140 St. Catherine Street  
West  
Montréal, Québec  
Canada H3B 1H7

Transit code: 05101  
**ABA code (Europe):**  
02 1000021  
**Swift code:**  
ROYCCAT2  
**Bank code:** 003  
**Bank account:**  
404 6 892 ICAO

Currency of account: U.S.\$

If a bank transfer is made, the exhibitor should provide a copy of the bank transfer slip by facsimile or e-mail (scanned version in .pdf format) before the payment target date. It is important for exhibitors to validate the Agreement and avoid its cancellation and a penalty charge by complying on time with this requirement to produce proof of payment.

❖ *Credit card*

☐

**For off-line payment by major credit cards (American Express, MasterCard and Visa)**, please provide your credit card details below. Please note that the fee will be charged in Canadian dollars at the UN exchange rate of U.S.\$ 1 = Canadian\$ 1.17 although the fee is quoted in U.S. dollars.

American Express

☐

MasterCard

☐

Visa

☐

Card number:

Expiry date:

Cardholder's name:

Signature:

❖ **Invoice.** ICAO will provide an original invoice to one of the Exhibitor's representatives at the Exhibition and will also provide a pdf-version by e-mail upon request.

### 6. Cancellation policy

An Exhibitor Agreement may be cancelled by its 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 exhibitor must pay, as a penalty charge, 25% of the total fee. Cancellations made after this 15-day period will be subject to a penalty charge of 50% of the fee. If the cancellation, however, is made during the 14 calendar days prior to the opening date of the event, the penalty will be 100% of the fee.

# ICAO COLLOQUIUM ON AVIATION EMISSIONS

## EXHIBITOR AGREEMENT



### 7. Description of your organization

Please provide a description and a logo of your organization to be included in the directory with profiles of sponsors and exhibitors. The description must be brief (maximum 100 words) and the logo must be provided in two versions (one in colour and one in black and white). These logos can be printed in the directory only if they are provided with a resolution higher than 800x600 pixels in one of the following formats, identified by software or file extension in order of ICAO preference: (1) .cdr - Corel Draw, versions 6 to 10; (2) .bmp; (3) .tif; (4) .psd.

This text, along with a graphic file of your logo (black and white), should be e-mailed to ICAO not later than **30 April**.

Name of company/organization:	
Mailing address:	
Contact name:	
Tel.:	
Fax:	
E-mail:	
Text (maximum 100 words) :	

### 8. Contacts

Please return the completed form by facsimile or e-mail the scanned version to:

**Keith Miller**

Tel. +1(514) 954-8219 ext. 6293

Fax: +1(514) 954-6744

or

**Gilles Robichaud**

Tel. +1(514) 954-8219 ext. 7772

Fax: +1(514) 954-6744

e-mail: [envcollo07@icao.int](mailto:envcollo07@icao.int)