



## EVENT PLANNING AND COORDINATION

### 1. Exhibition Dates, Times and Location

Exhibition hours: Wednesday, 18 June from 09:00–18:00;  
Thursday, 19 June from 09:00–16:00.

The exhibition will be held in the atrium of ICAO Headquarters. Sponsored coffee/refreshment breaks will take place in the exhibition area.

### 2. Shipping

#### ❖ *Exhibition Materials*

To facilitate Canada Customs clearance, it is *strongly* recommended that all exhibition materials are sent by courier (to track from collection to delivery) to Livingston Event Logistics (*see No. 3 below*). The exhibition materials should be sent to Livingston Event Logistics to arrive not later than **13 June**.

Should it be necessary to send materials directly to ICAO, packages should be clearly labelled and sent by courier (to track from collection to delivery) to arrive not later than **17 June** at the following address:

International Civil Aviation Organization (ICAO)  
Workshop on Aviation and Carbon Markets  
999 University Street  
Montreal, Quebec  
Canada H3C 5H7

For the attention of: Mr./Ms. (last name), Company Name, Booth No. X, Box No. X of X,  
*e.g. Box No. 1 of 4, Box No. 2 of 4, etc.*

### 3. Transportation and Customs

ICAO has appointed Livingston Event Logistics as the official customs broker and transportation provider. [Click here](#) to view information about Livingston Event Logistics comprehensive shipping services and the assistance it provides to complete the necessary customs documents.

### 4. Set Up and Tear Down

The exhibition area will be made accessible for exhibitors to set up on Tuesday, 17 June from 13:00–18:00. Tear down will commence on Thursday, 19 June after 17:00.