

**To participate as a vendor at an ICAO Event, please complete pages 1-3.**

**VENDOR BENEFITS**

- Opportunity to present your company's solutions to the delegates in a dedicated slot comprising a 15 minutes presentation, including a question/answer period, if required.
- A booth space to promote your company's products and services where you can meet directly with the delegates.
- Added visibility of your company and brand linking to the ICAO events Social Media pages.
- Logo and Web link on the event Website.
- Mention of your company/logo on the event social media pages (Facebook, Twitter and LinkedIn).
- Your company mentioned in the event newsletter.
- Two (2) complimentary delegate or exhibitor passes.

**SOLUTIONS WORKSHOPS**

Solutions-oriented 20-minute presentations, including a five-minute question and answer period if required, to be held prior to the opening of the Symposium. All presentations must be approved by ICAO prior to the event and once approved, cannot be modified.

**1. COMPANY INFORMATION**

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. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/>		
First Name			
Last Name			
Title			
Address			
City		Province	
Postal / Zip Code		Country	
Tel No.		Fax No.	
Email Address			

**2. VENDOR PACKAGES AND SOLUTIONS WORKSHOPS**

Promotional Items	Fee
Confirmation has been received from ICAO to sponsor the delegate bag <input type="checkbox"/>	\$7,500
Lanyards – USB Key (Event + Sponsor Logo)* / package includes four (4) free delegate passes <input type="checkbox"/>	\$12,500
One page (A4 or 8.5 x 11) promotional material to be inserted in the event bag <input type="checkbox"/>	\$2,500

*\*Some of the 1000 lanyards + USB keys to be distributed at other regional events pertaining the Global Running Safety. Sponsor may include a 2 page PDF on the USB key.*



Second Global Runway Safety Symposium

Lima, Peru, 20 – 22 November 2017

Vendor Agreement

Solutions workshop* Speaking Slot Number	Select your Number(s)	Day/Approximate Time
1	<input type="checkbox"/>	Monday before AM coffee break
2	<input type="checkbox"/>	Monday before lunch
3	<input type="checkbox"/>	Monday before PM coffee break
4	<input type="checkbox"/>	Monday before end of sessions
5	<input type="checkbox"/>	Tuesday before AM coffee break
6	<input type="checkbox"/>	Tuesday before lunch
7	<input type="checkbox"/>	Tuesday before PM coffee break
8	<input type="checkbox"/>	Tuesday before end of sessions
9	<input type="checkbox"/>	Wednesday before AM coffee break
10	<input type="checkbox"/>	Wednesday before lunch
11	<input type="checkbox"/>	Wednesday before PM coffee break

\*Must be an exhibitor; all presentations must be approved by ICAO prior to the event and once approved, cannot be modified. Times are subject to change.

3. VENDOR OPTIONS

The participation fee includes the applicable privilege as outlined in Appendix A

Plan	Selection, in order of preference	Cost USD
Vendor / Exhibitor*	<input type="checkbox"/>	\$5,500
Vendor / Exhibitor* and solutions workshop	<input type="checkbox"/>	\$10,000

<b>Total Cost</b>	
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\*All booth materials must be ordered from Exhibition Services provider for this event. ICAO will confirm your booth number prior to the event.

4. INVOICING AND PAYMENT

Upon receipt of the duly completed vendor agreement, ICAO will remit an invoice for the regional seminar vendor fee; 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.

<input type="checkbox"/> Bank Transfer	<input type="checkbox"/> Cheque
<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card <input type="checkbox"/> 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.

**5. 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 collateral materials.

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

**6. TRANSPORTATION AND CUSTOMS CLEARANCE**

ICAO will not be responsible for any transportation and customs clearance fee of the exhibition materials from any exhibitor.

**7. 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.

**8. ACCEPTANCE**

The undersigned hereby certifies that the terms and conditions set forth in this vendor agreement to exhibit at the ICAO Second Global Runway Safety Symposium, 20 – 22 to November 2017.

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

**8. RETURN THE AGREEMENT**

Save the duly completed and signed agreement and return it by e-mail in a pdf format to: [sbenabdallah@icao.int](mailto:sbenabdallah@icao.int) or [mcr@icao.int](mailto:mcr@icao.int).

