**To participate as an exhibitor at an ICAO Event, please complete pages 1-4**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Company 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. **Renting an Exhibition Space**

Indicate the booth number below.

To see a list of exhibition services included with your rental,please see Appendix A.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Booth No.** | **Dimensions in Feet** | **Dimensions in Metres** | **Selection** | **Booth Space Number** | **Cost for Rental Only USD** |
|  | 5-12 | 8’ × 8’ | 2.5 x 2.5 |  |  | $3,500 |
|  | 1, 2, 18 | 10’ ×10’ | 3 x 3 |  |  | $4,500 |
|  | 25 - 29 | 10’ ×10’ | 3 x 3 |  |  | $3,000 |

|  |  |
| --- | --- |
| **Promotion Material Distribution** | **Cost** |
| Confirmation has been received from ICAO for one single sheet of printed promotional material ( 8.5” x 11” or A4 ) to be inserted into the delegate bag. | $1,500 |

|  |  |
| --- | --- |
| **Total Cost** (Exhibitor Booth & Promotion Material) |  |

1. **Exhibition Requirements**

A company renting a 8 × 8 feet (2.5 × 2.5 metres) single exhibition space or smaller must order a booth through the official booth supplier.

A company renting a 10 × 10 feet (3 × 3 metres) exhibition space has the option to:

* Construct their own booth and display or;
* Order a booth through the official booth supplier

Please indicate below if you intend to bring / construct your own booth or use the services of the official supplier:

|  |  |  |
| --- | --- | --- |
| Yes |  | We will bring our own display and accessories. Please see specifications below. |
| No |  | We will use the services of GES, the ICAO appointed official exhibition service provider. |

Specifications:

* Display panels must not exceed 8 feet (2.5 metres) high
* Display panels must not extend more than 3 feet (1 metre) from the back wall.
* Any side dividers utilised in the display should not be more than 3 feet (1 metre) high.

1. **Program Directory**

A logo, description of your company’s products/services and contact information will be included in the Symposium Directory. Please complete this form and email to [mcr@icao.int](mailto:mcr@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 Description  Max 100 words |  |

1. **Invoicing and Payment**

Following receipt of the duly completed Exhibitor Agreement, ICAO will prepare an invoice for the Symposium exhibition fee.

A copy of the invoice will be sent by e-mail in a pdf format and the original will be posted to the sponsor/exhibitor.

Payment will be due within 14 days of receipt of the invoice and 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Bank Transfer |  | Cheque |  |  |
|  | American Express |  | Master Card |  | Visa |

For payment with major credit cards, please provide your credit card details below.

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

*Note: the fee is quoted in United States dollars but, for payment by the American Express credit card, it will be charged in Canadian dollars at the UN monthly rate of exchange*

1. **Promotional Material Policy**

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

1. **Cancellation Policy**

This Exhibitor 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 exhibitor 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 exhibitor agreement is accurate and agrees with the above cancellation policy and promotional material policy.

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

1. **Return the Agreement**

Confirmation of the allocated exhibition spaces(s) will be guaranteed by return of this duly completed and signed exhibitor agreement and payment of the fee.

Please return the agreement by email (scan or pdf format) to [mcr@icao.int](mailto:mcr@icao.int)

**Appendix A – Exhibitor Services**

|  |  |  |  |
| --- | --- | --- | --- |
| Services | Included | Not Included | Comments |
| **Exhibition Booth Contruction** |  |  |  |
| Exhibition booth that are 6’x8’ or 8’x8’ |  | ✓ | Must use the services of GES (Official service provider) to contruct the Booth and provide basic setup |
| Exhibition booth that are 10’x10’ or any double booth space |  | ✓ | May construct their own booth or use the services of GES |
| **At ICAO** |  |  |  |
| Carpeting the Symposium exhibition space(s) | ✓ |  | Exhibition areas are carpeted. The ICAO building is air conditioned. |
| Electricity supply (one outlet per single space) with an extension cable and a multi-socket power bar | ✓ |  | 110V for a maximum of 15 ampere. |
| Unlimited wireless Internet connection | ✓ |  |  |
| 24-hour security | ✓ |  | Special security measures will be in place. ICAO is not, however, responsible for any loss or damage of property in the exhibition areas. |
| Exhibitor’s logo, contact, url and description of the company’s products/services in the program directory | ✓ |  |  |
| Free exhibitor pass and Symposium bag | ✓ |  | Two free pass each single Symposium exhibition space. Four free pass for double booth exhibition space. |
| Invitation to sponsored, coffee breaks, lunches and cocktail receptions | ✓ |  | For Symposium exhibitors holding delegate or exhibitor passes. |
| Daily cleaning of public areas | ✓ |  |  |
| **Official Service Providers Appointed by ICAO** |  |  |  |
| Materials handling, advance warehouse storage, rental of extra furniture, chairs, tables, graphic banners, electrical accessories, transformers |  | ✓ | Should be arranged through the ICAO appointed official exhibition services provider. |
| Transportation and customs services |  | ✓ | Should be arranged through the ICAO appointed official customs broker. |
| Audio visual equipment, laptops, TV, DVD players, |  | ✓ | Should be arranged through the ICAO appointed official audio visual supplier. |

**Appendix B – Exhibition Floor Plan**

