



ICAO RPAS Symposium – African and Indian Ocean (RPAS AFI)

Remotely piloted aviation in Africa: sharing experiences
and challenges

Abuja , Nigeria, 17 - 18 July 2017



ICAO

SAFETY

Exhibitor Agreement

To participate as an exhibitor at the ICAO RPAS Symposium – African and Indian Ocean (RPAS AFI), please complete pages 2-4.

- 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		First Name		Last Name	
Title					
Address					
City				Province/State	
Country				Postal/Zip Code	
Tel No.				Fax No.	
Email Address					

- 2- Booking an Exhibition Space*:** Indicate below the size of the exhibition space and the booth number choices in order of preference. An email of confirmation will be sent to you by your project manager to indicate your booth number. To see a list of exhibition services provided by the exhibition service provider, please see Appendix A. To view a list of the exhibition floor plan and booth space, please see Appendix B.

Exhibition Space	Dimensions meter (feet)	Selection	Booth Space Number (s)	Cost USD
Single 1 to 10	3m × 3m (10 ft X 10 ft)			\$4,500

Promotion Material Distribution	Selection	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.		\$2,000

* All measurements are approximate.

Total Cost (Exhibitor Booth & Promotion Material)	
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- 3- Exhibition Requirements:** A company renting an exhibition space or renting two adjoining exhibition space (any size) has the option to:
- Construct their own booth and display or;
 - If available, order a booth through the exhibition supplier.

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

Yes	We will use the exhibition service provider.
No	We will bring our own display and accessories.

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.

Note: ICAO reserves the right to change the floor plan and/or booth configuration without notice, in order to comply with fire, safety and accessibility regulations.

- 4- Invoicing and payment:** Upon receipt of the duly completed Exhibitor Agreement, ICAO will remit an invoice for the event exhibition fee; which will be sent by e-mail in a PDF format and the original will be mailed to the exhibitor.

Payments must be made prior to the event and will be due fourteen (14) days upon receipt of the invoice.

Methods of payment are: cheque, bank transfer or major credit card.

If payment is not received within fourteen (14) days upon receipt of the invoice, ICAO may not guarantee the customer's first choice for the booth number and/or the sponsorship slot.

Please select one of the following payment options: (We prefer payment by credit card.)

Option 1	By cheque:
Cheque should be payable to ICAO and mailed to:	International Civil Aviation Organization Treasury Office 999, Boul. Robert-Bourassa, Montréal, Québec, H3C 5H7

Option 2	By Bank Transfer:
Pay to:	Royal Bank of Canada St.Catherine & Stanley Branch, Montreal, Quebec, H3B 1H7
Bank Code	003
Transit Code	05101
Swift code	ROYCCAT2
For Credit to	400-416-4

Option 3	Visa	Master Card	American Express
Card Number			Expiry Date
Card Holder Name			
Signature			

ICAO is committed in keeping your provided financial information safe and secure.

- 5- Promotional Material:** Exhibitors 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. Exhibitors 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- Cancellation Policy:** This Agreement may be cancelled by the Agreement signatory. Cancellation request must be sent by email to your project manager and are subject to the penalty in the table below.

If the cancellation request is:	Penalty for cancellation
More than 29 days before the event	0 % - Full refund
Between 22 to 28 days before the opening of the event	25% charge
Between 14 to 21 days before the opening day of the event	50% charge
Less than 14 days before the opening day of the event	No refund – 100% charge

ICAO reserves the right to terminate this Agreement at any time via written notice.

If the Agreement is terminated, ICAO will (at their discretion) refund any deposit made for this event.

- 7- Acceptance:** The undersigned hereby certifies that the information set forth in this Exhibitor Agreement is accurate and agrees with the above policies.

Signature: _____ Date: _____

- 8- 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.

Yes, please, send me all the information related to ICAO's products, services and other events.



Appendix A: Exhibitor Services

Please contact the project manager for more details.



Appendix B: Exhibition Floor Plan

Please contact the project manager for more details.