



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

Sponsorship Agreement

To participate as a sponsor at the ICAO RPAS Symposium – African and Indian Ocean (RPAS AFI), please complete pages 2-3.

- 1- Confirmation:** Confirmation of the Sponsorship Agreement will be guaranteed by return of this duly completed and signed Agreement and payment of the total fee.

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- Sponsorship Fees – Hospitality Events:** To see a list of sponsorship privileges provided by ICAO, please see Appendix A.

Event No.	Select	Booth No.	Sponsor Category	Hospitality Event	Day	Approximate Time *	Fee in \$USD
1			Platinum	Cocktail Reception	Monday	17:30 – 19:30	\$15,000
2			Gold	Lunch	Monday	12:30 – 14:00	\$10,000
3			Gold	Lunch	Tuesday	12:30 – 14:00	\$10,000
4		Not included	Bronze	Coffee/Refreshments	Monday	10:45 – 11:15	\$5,000
5		Not included	Bronze	Coffee/Refreshments	Monday	15:15 – 15:45	\$5,000
6		Not included	Bronze	Coffee/Refreshments	Tuesday	10:45 – 11:15	\$5,000
7		Not included	Bronze	Coffee/Refreshments	Tuesday	15:15 – 15:45	\$5,000

Delegate Bag	Fee
Confirmation has been received from ICAO to sponsor the delegate bag.	\$8,500
Lanyards (ICAO and Customer logo)	Fee
Confirmation has been received from ICAO to sponsor lanyards.	\$7,500
USB Key (ICAO and Customer logo)	Fee
Confirmation has been received from ICAO to sponsor the USB Key.	\$7,500
One Insert	Fee
One page pamphlet or flyer	\$2,000

* Times are subject to change.

Note: Hospitality events will take place in the exhibition area (See Appendix B). ICAO will make arrangements to cater and pay for the hospitality events with recommended local caterers.

Total Fee	
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3- Invoicing and payment: Upon receipt of the duly completed Sponsorship Agreement, ICAO will remit an invoice for the event sponsorship fee; which will be sent by e-mail in a PDF format and the original will be mailed to the sponsor.

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.

4- Promotional Material: Exhibitors and Sponsors 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.

5- 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.

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

Signature: _____ Date: _____

7- Return the Agreement: Save the duly completed and signed Agreement and return it by e-mail in a PDF format to MCR@icao.int.

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

Appendix A: Sponsorship Privileges

Privileges	Sponsorship			
	Platinum	Gold	Bronze	Delegate Bag, Lanyards, USB Key & Event Application
Fifteen-minute non-commercial presentation to the delegates prior to the sponsored reception or lunch.	✓			
Sponsor's logo and hyper link on the ICAO event website.	✓	✓		
A prime location single exhibition space.	✓	✓		
Up to three single sheets of printed promotional material (8½×11 inch or A4) inserted into the delegate bags or the event folder..	✓	✓		✓
Recognition by the event moderator during the opening and closing ceremonies.	✓	✓	✓	
Display of sponsors' logos in the venue areas.	✓	✓	✓	
Sponsor name and logo on the Event auditorium screen.	✓	✓	✓	
Invitation to the hospitality event with sponsor name and logo on the Event auditorium screen.	✓	✓	✓	
Display of sponsor's logo during the event being sponsored.	✓	✓	✓	
Free delegate or exhibitor pass(es) and folder or delegate bag.	6	4	2	1



Appendix B: Exhibition Floor Plan

Please contact the project manager for more details.