*To participate as a sponsor at the* ***ICAO Alternative Fuels Seminar****, please complete pages 1-4.*

**Benefits of Becoming a Sponsor**

* A great opportunity to market and showcase your products and services to the public and private sector audience from around the world, as well as representatives from ICAO’s 191 Member States.

* Enhance the awareness and visibility of your organization by promoting your brand’s products and/or services at one of the many hospitality events while networking with senior officials from civil aviation administrations and industry executives during and after the event.
* Network with high level decision makers and explore how new technology, equipment and processes can assist States and industry to meet both existing and future aviation safety & security requirements and challenges.

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 Mr.  Mrs.  Ms.  Dr. | | |
| First Name |  | | |
| Last Name |  | | |
| Title |  | | |
| Address |  | | |
| City |  | Province/State |  |
| Postal/Zip Code |  | Country |  |
| Tel No. |  | Fax No. |  |
| Email Address |  | | |

1. **Sponsorship Fees – Hospitality Events**

To see a list of exhibition services provided by ICAO, please see Appendix A. To view a list of the exhibition floor plan and booth space, please see Appendix B.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Event No.** | **Select Event No.** | **Sponsor Category** | **Hospitality Event** | **Day** | **Approximate Time \*** | **Fee in $USD** |
| 1 |  | Platinum | Welcome Reception | Wednesday | 17:30 – 19:30 | $18,500 |
| 2 |  | Platinum | Cocktail Reception | Thursday | 17:30 – 19:30 | $18,500 |
| 3 |  | Gold | Lunch | Wednesday | 12:00 – 14:00 | $16,500 |
| 4 |  | Gold | Lunch | Thursday | 12:00 – 14:00 | $16,500 |
| 5 |  | Bronze | Coffee/Refreshments (Allocated) | Wednesday | 10:30 – 11:00 | $3,500 |
| 6 |  | Bronze | Coffee/Refreshments | Wednesday | 15:15 – 15:45 | $3,500 |
| 7 |  | Bronze | Coffee/Refreshments (Allocated) | Thursday | 10:30 – 11:00 | $3,500 |
| 8 |  | Bronze | Coffee/Refreshments | Thursday | 15:15 – 15:45 | $3,500 |

|  |  |  |
| --- | --- | --- |
| **Delegate Bag** | | **Fee** |
| Confirmation has been received from ICAO to sponsor the delegate bag. | | $7,500 |
| **Promotional Material Distribution** |  | **Fee** |
| 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 Fee |  |

\* *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*.

1. **Program Directory**

A logo, description of your company’s products/services and contact information will be included in the Seminar Directory. Please complete this form and email it to [MEM@icao.int](mailto:MEM@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;

(3) .bmp;

(4) .eps.

**4. Contact Information and Description**

Please complete the table below. All the fields are mandatory and the company description, products or services cannot exceed more than 100 words.

|  |  |
| --- | --- |
| Company Name |  |
| Salutation | Mr.  Mrs.  Ms.  Dr. |
| First Name |  |
| Last Name |  |
| Email Address |  |
| Website Address |  |
| Company Description  (Max 100 words) |  |

**5. Invoicing and Payment**

Upon receipt of the duly completed Sponsorship Agreement, ICAO will remit an invoice for the seminar sponsorship fee; which will be sent by e-mail in a PDF format and the original will be mailed to the sponsor/exhibitor.

Please select one of the following payments below. We prefer payment by credit card.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Bank Transfer |  | Cheque |  |  |
|  | Visa |  | Master Card |  | 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.**

**6. 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.

**7. Transportation and Customs Clearance**

ICAO will not be responsible for any transportation and customs clearance of the exhibit’s material.

Please, ensure that box 5 (Purchase’s name and address) of the Canada customs clearance form is completed by your company of shipping/transportation.

To view the Canada customs invoices form : <http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/ci1.pdf>.

**8. Cancellation Policy**

This Sponsor Agreement may be cancelled by the Agreement signatory, with no penalty, within seven (7) calendar days of receiving the confirmation receipt of the Agreement from ICAO. If the request for cancellation is received by ICAO later than seven (7), but within fifteen (15) calendar days of receiving the confirmation, the sponsor 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 fourteen (14) calendar days prior to the opening date of the event, the penalty will be 100% of the fee.

**9. Acceptance**

The undersigned hereby certifies that the terms and conditions set forth in this Sponsorship Agreement to sponsor at the *Seminar of the environment* to be held in ICAO Headquarters, Montreal, 16-17 September 2015.

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

**10. Return the Agreement**

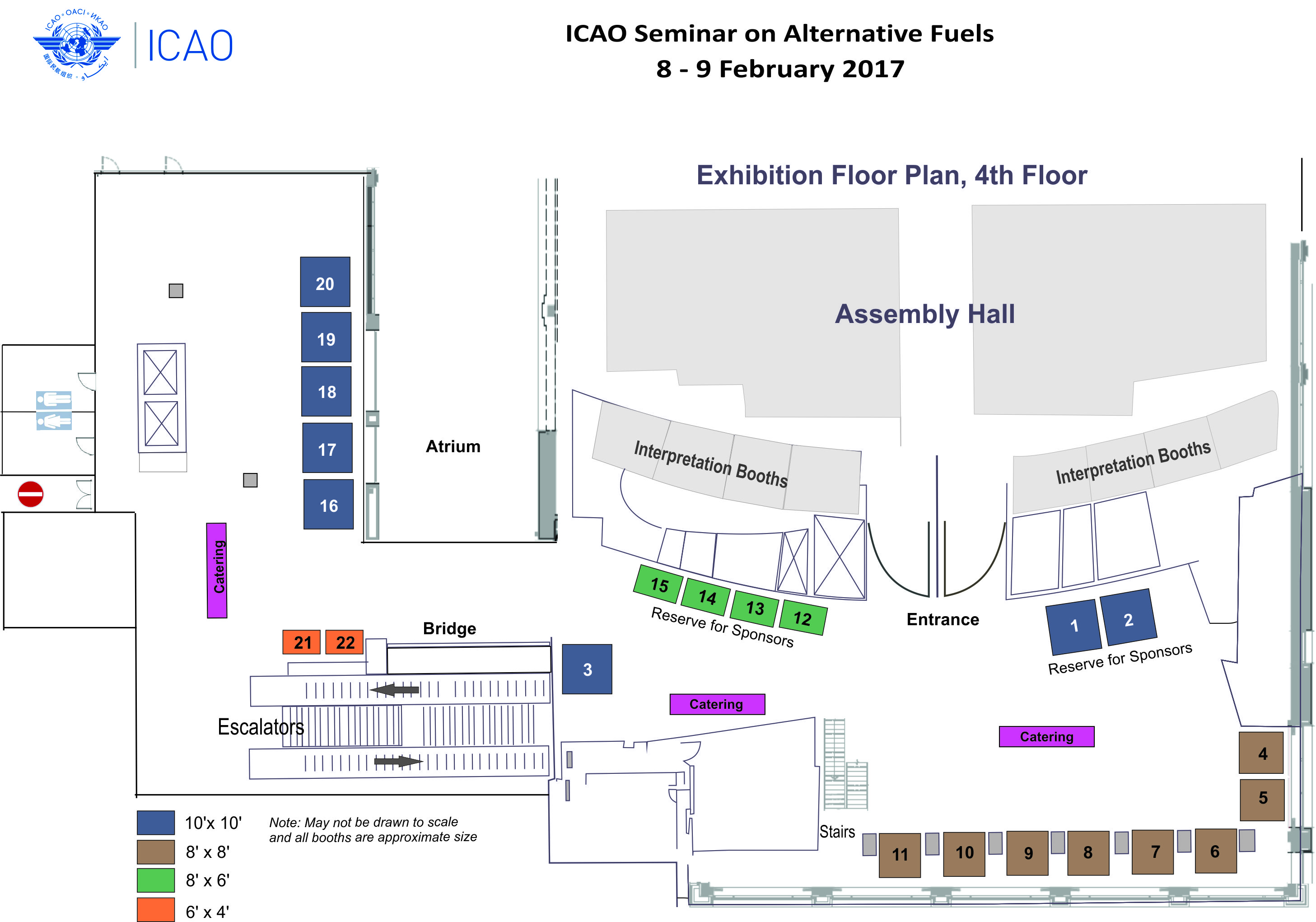
Save the duly completed and signed Agreement and return it by e-mail in a PDF format to [MEM@icao.int](mailto:MEM@icao.int) or return it by facsimile: +1 514-954-6769.

**Appendix A – Sponsorship Privileges**

The table below shows the privileges for each type of sponsorship

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Privileges** | **Sponsorship** | | | | |
| **Platinum** | **Gold** | **Silver** | **Bronze** | **Delegate Bag** |
| Sponsor's logo and hyper link on the ICAO event website. | ✓ | ✓ |  |  |  |
| Fifteen-minute non-commercial presentation to the delegates prior to the sponsored reception or lunch. | ✓ | ✓ |  |  |  |
| Complimentary prime location double exhibition space. | ✓ | ✓ |  |  |  |
| Up to three single sheets of printed promotional material  (8½×11 inch or A4) inserted into the delegate bags. | ✓ | ✓ |  |  | ✓ |
| Recognition by the event moderator during the opening and closing ceremonies. | ✓ | ✓ | ✓ | ✓ | ✓ |
| Prime visibility in the Seminar Directory of the  sponsor’s name, logo and company’s products/services. | ✓ | ✓ | ✓ | ✓ | ✓ |
| Display of sponsors' logos in the venue areas. | ✓ | ✓ | ✓ | ✓ | ✓ |
| Sponsor name and logo on the Seminar auditorium screen. | ✓ | ✓ | ✓ | ✓ | ✓ |
| Invitation to the hospitality event with sponsor name and logo on the Seminar 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 | 2 |

**Appendix B – Exhibition Floor Plan**

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