



## 1. REGISTRATION

Online and On-site registration are both compulsory.

Complete your [ONLINE](#) registration at least thirty (30) days prior to the event. *The instructions to register are detailed below\**. Please note that you must use your **exhibitor code (voucher code)** given by your project manager, Virginie Leblanc, [VLeblanc@icao.int](mailto:VLeblanc@icao.int) to get your preferential discount.

Exhibitors are requested to reconfirm their registration on-site before the Symposium then collect their passes and Symposium materials. The registration desk will be open on Tuesday, 13 October from 8:30-16:00. Please, make sure to have your registration confirmation, that has been sent by email, in hand. A picture will be taken and a badge will be issued on-site.

Access to the conference and exhibition areas will be granted only to registered participants.

### \*How do I register for an event?

Step 1: Choose the desired event on the Events Portal homepage or in the Events Calendar section. (<https://events.icao.int/event-details?campaignID=8d9eee1f-a204-e511-80c4-00155d038d35>)

Step 2: For an existing user, enter your username and password. If you have forgotten your password, please click on "Forgot your password?" to reset your password. An e-mail with a temporary password will then be sent, then please make sure to follow the steps to modify your temporary password and create a new one.

- Step 2a: Once you login, the system will open a registration page with pre-populated information.
- Step 2b: Complete the remaining required fields and click "Register Now".
- Step 2c: Please check your email account for the event confirmation email.

Step 3: For a new user, click on "Create an Account".

- Step 3a: Complete the required fields and click "Verify email address". Then, please click on "Proceed to a new registration" to continue the registration process.
- Step 3b: Complete the remaining required fields and click on "Register Now".
- Step 3c: Please check your email account for the event confirmation email.

If you need help, please contact Virginie Leblanc, project manager at [vleblanc@icao.int](mailto:vleblanc@icao.int).

## 2. EXHIBITION DATES, TIME AND LOCATION

Exhibitor Hours*		
Day	Date	Time
Tuesday	October 13	16:45 – 19:00
Wednesday	October 14	07:30 – 19:30
Thursday	October 15	07:00 – 19:30
Friday	October 16	07:00 – 15:30

\* The Exhibitor hours are subject to change.

The exhibition will be held in the conference section of ICAO Headquarters, Montreal on the fourth floor (Assembly Hall level) and on the 3rd floor (Landing).

Sponsored hospitality events will take place on the fourth floor.



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### 3. SETUP AND TEAR DOWN

Exhibitor Move In – Setup		
Day	Date	Time
Tuesday	October 13	08:30 – 16:00

*ICAO will only accept exhibition materials after the above date and time.*

Exhibitor Move Out – Tear Down		
Day	Date	Time
Friday	October 16	After 16:00

*All exhibition materials must be removed from the ICAO premises by the above date and time*

### 4. EXHIBITION SPACE

- **Single Exhibition Space: 8' x 8' (2.5x2.5 metres)\* or smaller.**  
An exhibitor renting an 8'x 8' or smaller space must place an order request to GES Canada, who is the official exhibitor service supplier.
- **Single Exhibition Space: 10' x 10' (3x3 metres)\* or larger.**  
The exhibitors are not obliged to use the services of GES Canada and may construct their own booth but must comply with the restrictions as outlined below.
- **Double Exhibition Space**  
A company renting two adjoining exhibition spaces of any size has the option to construct their own booth. However, the dimensions must comply with the restrictions as outline below.

#### Restrictions

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

*\*All booth sizes are approximate.*

### 5. SHIPPING

#### 5.1 Domestic Shipments

Exhibitors should be aware that there are limited storage spaces at the ICAO premise for large boxes, crates, etc. Please contact GES Canada to make arrangements to store your materials in their advance warehouse facilities. [Click here](#) (see the left column under Forms tab) to view information about GES Canada's advance warehouse services and rental of furniture.

#### 5.2 International Shipments

If exhibitors do not have their own brokers to help clear customs, they may ship their materials to ICAO's appointed broker, Mendelssohn Event Logistics to arrive at ICAO no later than September 30, 2015. It is recommended to use a reliable courier company that are able to track your shipment. [Click here](#) (see the left column under Forms tab) to view information about Mendelssohn Event Logistic, shipping and customs services.

To view Canada customs invoice form, please visit: <http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/ci1.pdf>. Please ensure that box 5 is completed by your company or transportation company.

**ICAO is not responsible for any charges (transportation, brokerage or customs) for inbound shipments to ICAO or outbound shipments from ICAO.**



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Should it be necessary to send materials directly to ICAO, please ensure it arrives at ICAO no later than October 2<sup>nd</sup>, 2015 and all the boxes should have the following 2 labels:

### ICAO Address

Mr. Fabio Mawak  
International Civil Aviation Organization (ICAO)  
999 Robert-Bourassa Blvd  
Montreal, Quebec, H3C 5H7  
Canada  
MRTD Symposium. c/o Mr. Christian Khouzam

### Example of Exhibitor Label

Company Name  
Exhibitor Name  
Contact Name  
Booth No.  
Number of boxes: Box 1 of X

*It is recommended to use a reliable courier company that are able to track your shipment.*

## 6. BUILDING RESTRICTIONS

The exhibitor must ensure that the dimensions of any single component, crate or skid will fit in through the warehouse entrance and freight elevator. Crates or material may not exceed the following dimension.

	Height		Width		Depth
Warehouse Entrance	12' 5"	(3.8 metres)	10'	(3 metres)	
Freight Elevator	7'	(2.1 metres)	4'	(1.2 metres)	8' (2.5 metres)

## 7. AUDIO / VIDEO EQUIPMENT

ICAO has appointed **Concept Audio Visuel** as the official audio video equipment supplier.  
[Click here](#) to view Concept Audio Visuel's price list and order form.

## 8. PROMOTIONAL MATERIALS

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

### 8.1 Promotional Items: (Delegate Bag)

Platinum, Gold and the Delegate Bag sponsors are entitled to insert up to three promotional items into each delegate bag.

### 8.2 Printed Promotional Material: (Pocket Folder)

Each exhibitor or sponsor is entitled to insert one single sheet of printed promotional material into a pocket folder which in turn will be inserted into the delegate bags.

**Note:** Promotional items or printed material must be shipped directly to ICAO Show Site Address before October 2<sup>nd</sup>, 2015. The package label must clearly show "Promotional items for MRTD Symposium"

*\* Promotional pieces that require printing and printed promotional material can be produced in ICAO's fully equipped state of the art printing facility at a nominal cost — details on request.*



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Key Contacts	
<p><b>ICAO</b> Mr. Christian Khouzam Tel: +1 (514) 954-8219 ext 7474 Email: <a href="mailto:ckhouzam@icao.int">ckhouzam@icao.int</a> <a href="http://www.icao.int">www.icao.int</a></p>	<ul style="list-style-type: none"> <li>• Product Manager ( MEM – Marketing Event Management);</li> <li>• Planning and coordination of booth assignments and sponsorships;</li> <li>• Program Directory;</li> <li>• Promotion materials;</li> <li>• On-site contact.</li> </ul>
<p><b>GES Canada</b> Mr. Ghislain Boucher Tel: +1 (514) 861-9694 ext19 Email: <a href="mailto:GBoucher@ges.com">GBoucher@ges.com</a> <a href="http://www.gesexpo.ca">www.gesexpo.ca</a></p>	<ul style="list-style-type: none"> <li>• Booth construction;</li> <li>• Advance warehouse services;</li> <li>• Setup and dismantle of booths;</li> <li>• Rental of furniture (Chairs, Lighting, Tables, Magazine stands, bar stools, etc);</li> <li>• Customized graphic back panel.</li> </ul>
<p><b>Mendelssohn Event Logistics</b> Mr. John Santini Tel: +1 (514) 987-2700 ext 2124 Email: <a href="mailto:jsantini@mend.com">jsantini@mend.com</a> <a href="http://www.mend.com">www.mend.com</a></p>	<ul style="list-style-type: none"> <li>• Customs broker and transportation provider;</li> <li>• Assist exhibitors with shipments, and completion of customs documents.</li> </ul>
<p><b>Concept Audio-Visuel</b> Mr. Richard Rochon Tel: +1 (514) 954-0000 ext 226 Email: <a href="mailto:r.rochon@conceptav.ca">r.rochon@conceptav.ca</a> <a href="http://www.conceptav.ca">www.conceptav.ca</a></p>	<ul style="list-style-type: none"> <li>• Audio and video equipment rental for the event;</li> <li>• LED TV, DVD player, Laptops, Laser pointers, microphones.</li> </ul>