NGAP2018

SECOND ICAO NEXT GENERATION OF AVIATION PROFESSIONALS

GLOBAL SUMMIT

Shenzhen, China | 12-14. December 2018

ICAO○OACI○ИКАО
国际民航组织。

| ICAO

To participate as a vendor at the NGAP Global Summit, please complete pages 1 - 4

1. Company Information:

Vendor 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			

2. Vendor Fees and Packages

Package	Description	Selection	Booth Number	Price USD
Vendor	3 x 3 metre exhibition space, 1 draped table, 2 chairs, lighting, electricity, panel with company name displayed	☐		$5,500
Lanyard	Lanyard will display ICAO and Vendor's logo Every visitor will wear the lanyard and ID card.	☐		$6,000

3. Privileges and Benefits

Privileges	Exhibitor $5,500	Lanyard $6,000
Company's logo on the ICAO event website	✓	✓
Company's logo, contact, URL and description of the company's products/services in the program directory	✓	✓
Invitation to all hospitality events. Coffee Breaks, lunch break and cocktail reception.	✓	✓
Recognition by the event moderator or MC during the opening and closing ceremonies.	✓	✓
Exhibition booth space (3 metre x 3 metre), 1 draped table, 2 chairs, electricity, lighting, panel with company name	✓	
One full page advertisement in the program directory		✓
Display of the sponsor's logo during the sponsored event outside of the conference room, TV monitors or/and display stands	✓	✓

4. Program Directory

A logo, description of your company's products/services and contact information will be included in the Symposium Directory.
Please submit your company information (in word format) and corporate logo by email to mcr@icao.int

Company Information
- ➢ Company Name
- ➢ Salutation:
- ➢ First name:
- ➢ Last name:
- ➢ Email Address;
- ➢ Website Address:
- ➢ Company Description: Maximum 100 words.

Corporate Logo:
The resolution must be a minimum of 300 dpi in one of the following formats. (JPEG, EPS, AI, BMP)

5. Invoicing and Payment

Total Payment USD	

Following receipt of the duly completed agreement form, ICAO will email the customer a copy of the invoice in
pdf format and the original invoice will be mailed to the sponsor/exhibitor.

Due Date: Invoice must be paid in full within 14 days upon receipt of the invoice.
Payment Options: Bank transfer, cheque or credit card.
Non Payment: Failure to make payment may result in the cancellation of the agreement and the reserved space/sponsorship will be subject to resale.

Please select one of the following payments below. (ICAO's preferred method of payment is by credit card)

☐ Bank Transfer	☐ Cheque	
☐ American Express	☐ Master Card	☐ Visa

6. Withdrawal Policy

The exhibition booking or sponsorship may be withdrawn by the agreement signatory, in accordance with this provision.
Only a written withdrawal notice sent by email to mcr@icao.int with a copy to your ICAO project manager shall have effect.

The withdrawal notice shall be deemed to have been given on the date such notice is received by ICAO at the mcr@icao.int inbox.

Withdrawal notices received in good order will be acknowledged in writing by ICAO.
In the event of withdrawal, refunds shall apply as follows:

If the cancellation request is:	Refund
More than 29 days before the start date of the event	Full refund
Between 22 to 28 days before the start date of the event	75% refund
Between 14 to 21 days before the start date of the event	50% refund
Less than 14 days before the start date of the event	No refund

7. Terms and Conditions

1. By submitting this signed Exhibitor / Sponsor Agreement application form, the applicant whose information is completed at paragraph 1 (the "**Applicant**") agrees with the International Civil Aviation Organization, headquartered at 999 Robert-Bourassa Boulevard, Montreal, Quebec, Canada, H3C 5H7 ("**ICAO**"), to abide by the Terms and Conditions set out herein. Applicants for exhibition space shall be referred to as "**Exhibitors**" and sponsorship Applicants shall be referred to as "**Sponsors**".

2. ICAO shall be under no obligation whatsoever in connection with any application, until written acknowledgement of ICAO's acceptance of the application form. In particular, ICAO shall be under no obligation to accept an application form. For Exhibitors, the exhibition space is guaranteed only upon ICAO's written acknowledgement and payment by the Exhibitor in accordance with paragraph 7 of this form.

3. The person signing the Acceptance below represents and warrants that he or she is duly authorized to sign on behalf of the Applicant and that the Agreement shall be binding on the Applicant.

4. All payments shall be made to ICAO in US Dollars only. If the invoice is not paid by the due date, ICAO may in its sole discretion, cancel the sponsorship and/or exhibition rental space.

5. All materials shipping to ICAO should be prepaid in full with the carrier. COD shipments shall not be acceptable to ICAO.

6. The rights and obligations of the Applicant under this Agreement shall be non-assignable and non-transferable, except with the express written consent of ICAO.

7. Exhibitors and Sponsors shall confine all business, demonstrations, exhibitions, canvassing, and distribution of printed matter or other items exclusively to the assigned booth space. No overflow into the aisles shall be permitted, due to fire and safety regulations. Promotional materials shall not promote military applications or name or make any reference to territories not formally recognised by the United Nations as sovereign states.

8. ICAO makes no representations or warranties with respect to the demographic nature and/or number of exhibitors and/or attendees that will attend the event.

9. ICAO accepts no responsibility or liability for any loss, damage or personal injury, arising in connection with this Agreement and the associated event(s). The Exhibitor should therefore make its own insurance arrangements in accordance with its requirements, risks and expectations. The Exhibitor shall indemnify, save and hold harmless ICAO and its employees or agents, from and against any claims, actions, losses, damages, expenses and costs whatsoever arising from the Exhibitor's acts or omissions.

10. Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any immunity from suit or legal process or any privilege, exemption or other immunity enjoyed or which may be enjoyed by ICAO, its Officials and staff, under international or national laws.

11. The Applicant shall ensure compliance with the following:
    a. Applicant's products and services must not go against or perceived to go against ICAO's 5 strategic objectives or the NCLB (No Country Left Behind) initiative.
    b. The Applicant shall be in good financial standing with ICAO with no outstanding debts.
    c. The Applicant shall not use the ICAO brand, logo or intellectual property, except with the express written approval of ICAO.
    d. Exhibiting or sponsoring the event will not pose any conflict of interest.
    e. The Applicant's participation may not be perceived as being negative to Member States or regions.
    f. The Applicant should contribute, provide value and share knowledge with Member States and the civil aviation industry.

8. Return the Agreement Form

The character of the exhibitor and/or sponsor is subject to the approval of ICAO.
Confirmation of the allocated exhibition spaces(s) and/or sponsorship will be guaranteed by return of this duly completed and signed agreement form and full payment. Please return the agreement by email (scan or pdf format) to mcr@icao.int

9. Acceptance

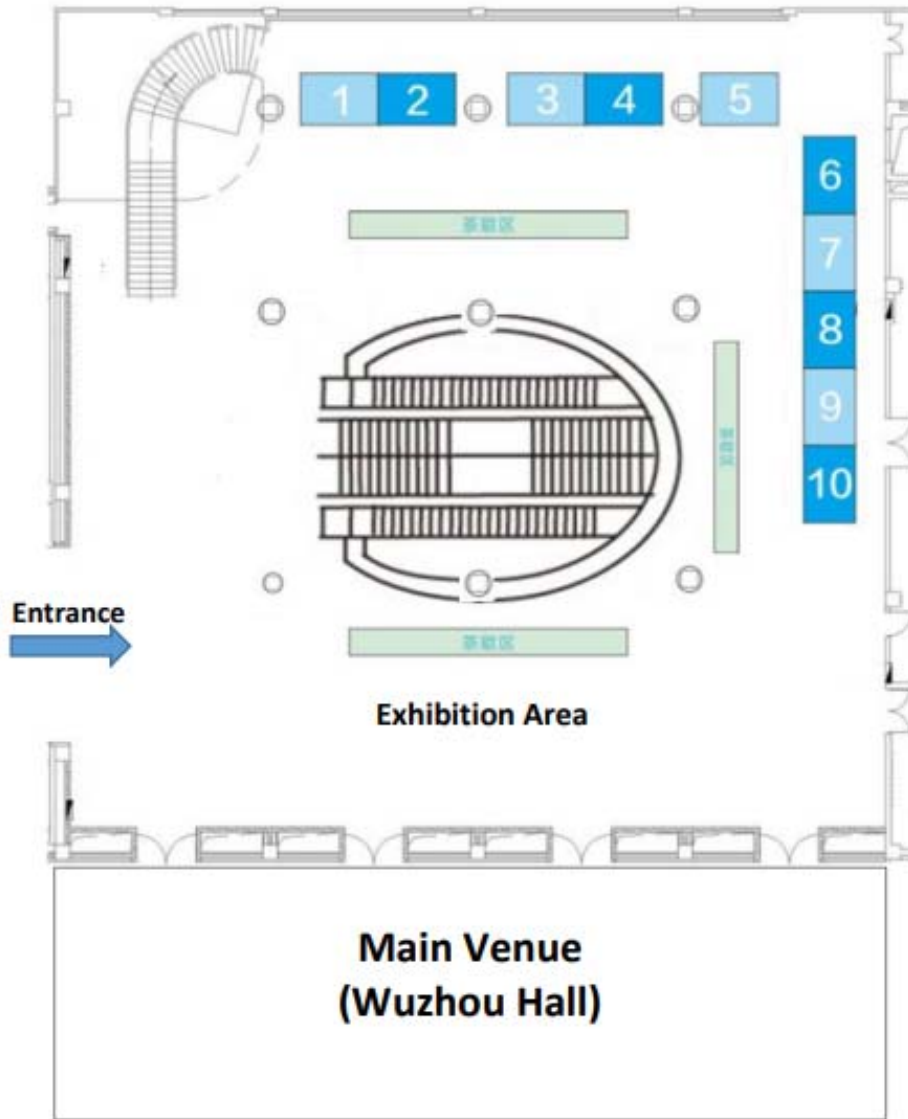The information set forth in this exhibitor/sponsorship agreement is accurate.
I have read, understood and agree to abide to the terms and conditions as set forth in this agreement.

Signature: _____   Date:

Floor Plan

Entrance

Exhibition Area

**Main Venue
(Wuzhou Hall)**

Each booth space is approximately 3m wide, 2 m deep and 2.4 m high