To place an advertisement on the TRIP report, please complete page 1-2 and return to

Harvey Wong, [hwong@icao.int](mailto:hwong@icao.int), tel: +1 (514) 954-8219 ext 6181

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Information** | | | |
| Company Name |  | | |
| Address |  | | |
| City |  | Province/State |  |
| Postal/Zip code |  | Country |  |
| Telephone No. |  | Fax No. |  |
| Authorized by |  | Title |  |
| Email Address |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please select the size of the advertisement** | | | |  |  |
|  | Full Page |  | Two Full Page |  | 1/4 page horizontal |
|  | 1/3 page horizontal |  | 1/3 page vertical |  | IFC - Inside front cover |
|  | 2/3 page horizontal |  | 2/3 page vertical |  | IBC - Inside back cover |
|  | 1/2 page horizontal |  | 1/2 page vertical |  | OBC - Outside back cover |

**Please select the issue(s)** *advertising Booking Dates**and Publication Dates* **–** *Subject to change*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Volume** | **Edition** | **Order Deadline** | **Material Deadline** | **Publication Date** |
|  | Vol 11. Issue 1 - 2016 | Spring | April 1 , 2016 | April 22, 2016 | June 1, 2016 |
|  | Vol 11. Issue 2 - 2016 | Autumn | Sept 2, 2016 | Sept 23, 2016 | October 31, 2016 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Cost - See rates on page 3** | |  |  |  |  |  |  |
| Cost in USD: |  | X | Frequency |  | = | Total Cost |  |

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| --- |
| **Special Instructions** |
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**Invoice and Payment**

Following receipt of the duly completed Advertising Agreement, ICAO will prepare an invoice for the advertisement.

A copy of the invoice will be sent by e-mail in a pdf format to the sender and the original will be mailed to the customer.

Payment can be made by bank transfer, cheque or credit card as indicated below.

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

Due Date

Payment will be due within 14 days of receipt of the invoice.

If payment is not received within 14 days, ICAO may not guarantee the customer an advertising spot or page

in the TRIP Report magazine.

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| --- | --- | --- | --- | --- | --- |
|  | Bank Transfer |  | Cheque |  |  |
|  | American Express |  | Master Card |  | Visa |

|  |  |  |  |
| --- | --- | --- | --- |
| Card Number |  | Expiry Date |  |
| Card Holder Name |  | | |

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**Cancellation**

The ICAO TRIP Agreement may be cancelled by the agreement signatory, with no penalty within 30 calendar days of

receiving the confirmation receipt of the agreement from ICAO. If the request for cancellation is received by ICAO within

15 days before the deadline, the advertiser must pay a penalty equal to 50% of the applicable fee.

If the cancellation request is after the deadline, the advertiser must pay a penalty equal to 100% of the applicable fee.

**Return the Agreement**

Save the duly completed and signed agreement and return it by email in PDF format to [hwong@icao.int](mailto:hwong@icao.int) or by facsimile to

the attention of Harvey Wong at +1 514-954-6769

**Acceptance**

The undersigned hereby accepts the above payment terms and cancellation policy set forth in this agreement.

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Signature Date (dd/mm/yyyy)

**Advertising Rates**

* Advertising rates are quoted in US Dollars
* Four color process
* No additional charge for full bleed artwork
* Rate applies to display advertisement, corporate profile or advertorial submissions.

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| --- | --- | --- | --- |
|  | **Advertisement Size** | **Advertising Frequency** | |
|  | Four Colour Process | **X1** | **X2** |
|  | Full Page | 10,500 | 9,765 |
|  | Two Third Page | 8,710 | 8,100 |
|  | Half Page | 6,570 | 6,110 |
|  | One Third Page | 5,150 | 4,790 |
|  | One Quarter Page | 3,670 | 3,410 |
|  | Double Page | 18,000 | 17,000 |
|  | 2nd Cover Page ( IFC-Inside Front Cover ) | 12,000 | 11,150 |
|  | 3rd Cover Page ( IBC-Inside Back Cover ) | 12,000 | 11,150 |
|  | 4th Cover Page ( OBC-Outsider Back Cover) | 12,600 | 11,600 |

**Positioning Request**

Space allocation priority is determined on a client by client basis and is dependent on the total advertisement

space reserved over a three issue cycle. Order enquiries should therefore clearly indicate the advertisement size,

the number of insertions and the specific issue being targeted

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Digital (DTP) file format specifications for Direct Film Output** | | | | | | |  | **File Resolution** |
| To submit artwork, please follow the instructions and retain a copy of all files submitted.  Artwork will be accepted with the following specifications only. | | | | | | |  | All images must be 300 dpi minimum. If the image to be reproduced is more than 100%, the reproduction percentage must be multiplied by 300.  I.e. If the image will print at 120%, the image will need to be submitted at 360 dpi, 300 X 1.2 =360 |
|  |
|  |
| **Standard Unit Size** | **Inches** | | | **Millimeters** | | |  |  |
| Publication Trim Size | Width | | Depth | Width | Depth | |  | **Formats and Proofs** |
| 8 ¼ | | 10 7/8 | 210 | 276 | |  | All files should be in high resolution pdf format, created with PDF/x-1a setting with crop marks and belled 1/8 inch (3mm) as well as an output at 100%. Size, placement and positioning of images, type and graphic element on the page(s) must be checked carefully. Text and images must be kept inside and away from the trim by ¼ inch (6mm)  In addition, a low resolution pdf file of the advertisement must be sent to ICAO for reference purpose. |
| **Page Size** | | | | | | |  |
| Full page | 8 ¼ | | 10 7/8 | 210 | 276 | |  |
| 2/3 page vertical | 5 3/8 | | 10/7/8 | 137 | 276 | |  |
| 2/3 page horizontal | 8 ¼ | | 7 ¼ | 210 | 184 | |  |
| 1/2 page vertical | 4 1/8 | | 10 7/8 | 105 | 276 | |  |  |
| 1/2 page horizontal | 8 ¼ | | 5 7/8 | 210 | 138 | |  | **Extra Typesetting** |
| 1/3 page vertical | 10 7/8 | | 210 | 70 | 276 | |  | There is an extra charge for typesetting of advertisement text.  Approximate cost guide is available on request. Instructions to  proceed with extra typesetting must be provided in writing. |
| 1/3 page horizontal | 8 ¼ | | 3 5/8 | 210 | 92 | |  |
| 1/4 page vertical | 4 1/8 | | 5 7/16 | 105 | 138 | |  |  |
| 1/4 page horizontal | 8 ¼ | | 2 ¾ | 210 | 70 | |  | **Delivery of Materials.** |
| **Double Page Spread** | | | | | | |  | By email, send to: [hwong@icao.int](mailto:hwong@icao.int)  By courier, send to  International Civil Aviation Organization  999 Robert Bourassa, Montreal, Quebec, Canada, H3C 5H7  Attn: Harvey Wong – RPM  Tel: +1 (514) 954-8219 ext 6181  Fax: +1 (514) 954-6769 |
| Trim Size | 16 ½ | 10 7/8 | | 420 | 276 | |  |
| Bleed Size | 16 ¾ | 11 1/8 | | 425 | 283 | |  |
|  |  |  | |  |  |  | |
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