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 |       | Country |       |
| Tel No. |       | Fax No. |       |
| Email Address |       |

1. **Sponsorship Fees – Hospitality Events** See Sponsorship Privileges Appendix A

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Event No.** | **Select your Number(s)** | **SponsorCategory** | **Hospitality Event** | **Day** | **Approximate Time** | **Fee in USD** |
| 1  | Sold | Platinum | Welcome Reception | Tuesday | 19:00 – 21:00 | $20,000 |
| 2 | [ ]  | Platinum | Cocktail Reception | Wednesday | 19:00 – 21:00 | $20,000 |
| 3 | [ ]  | Gold | Lunch | Tuesday | 12:30 – 14:00 | $18,000 |
| 4 | [ ]  | Gold | Lunch | Wednesday | 12:30 – 14:00 | $18,000 |
| 5 | [ ]  | Gold | Lunch | Thursday | 13:00 – 14:30 | $18,000 |
| 6 | [ ]  | Bronze | Coffee/Refreshments | Tuesday | 10:30 – 11:00 | $7,000 |
| 7 | [ ]  | Bronze | Coffee/Refreshments | Tuesday | 15:30 – 16:00 | $7,000 |
| 8 | [ ]  | Bronze | Coffee/Refreshments | Wednesday | 10:30– 11:00 | $7,000 |
| 9 | [ ]  | Bronze | Coffee/Refreshments | Wednesday | 15:30 – 16:00 | $7,000 |
| 10 | [ ]  | Bronze | Coffee/Refreshments | Thursday | 09:45 – 10:15 | $7,000 |

|  |  |
| --- | --- |
| **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. | [ ]  | $2,000 |

|  |  |
| --- | --- |
| Total Fee |       |

*Note: Hospitality events will take place in the exhibition area.*

 *ICAO will make arrangements for the hospitality events with recommended local caterers*.

1. **Invoicing and Payment**

Following receipt of the duly completed Sponsorship Agreement, ICAO will prepare an invoice for the symposium sponsorship fee. A copy of the invoice will be sent by e-mail in a pdf format and the original will be posted to the sponsor/exhibitor.

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

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

For payment with major credit cards, please provide your credit card details below.

|  |  |  |  |
| --- | --- | --- | --- |
| Card Number |       | Expiry Date |       |
| Card holder Number |       |
| Signature |  |

1. **Cancellation Policy**

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

1. **Acceptance**

The undersigned hereby certifies that the information set forth in this sponsorship agreement is accurate and agrees with the above payment and cancellation policy.

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

1. **Return the Agreement**

Save the duly completed and signed Agreement and return it by e-mail in a pdf format to:

Mr. Christian Khouzam Ms. Caroline Casabon

Tel. No.: +1 514-954-8219 (ext. 7474) Tel. No.: +1 514-954-8219 (ext. 6466)

Fax No.: ++1 514-954-6769 Fax No.: +1 514-954-6769

E-mail: CKhouzam@icao.int E-mail: CCasabon@icao.int

**Appendix A – Sponsorship Privileges**

The table below shows the privileges for each sponsor

|  |  |
| --- | --- |
| **Privileges** | **Sponsor Type** |
| **Platinum** | **Gold** | **Bronze** | **Delegate** **Bag** |
| Sponsor's logo and link on the event Website | ✓ | ✓ |  |  |
| Fifteen-minute non-commercial presentation to the delegates prior to the sponsored reception or lunch | ✓ | ✓ |  |  |
| Complimentary prime location single 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 Symposium directory of the sponsor’s name, logo and company’s products/services | ✓ | ✓ | ✓ | ✓ |
| Display of sponsors' logos in the venue areas | ✓ | ✓ | ✓ | ✓ |
| Sponsors’ names and logos on the Symposium auditorium screen | ✓ | ✓ | ✓ | ✓ |
| Invitation to the hospitality event with sponsor name and logo on the Symposium auditorium screen | ✓ | ✓ | ✓ |  |
| Display of sponsor’s logo during the event being sponsored | ✓ | ✓ | ✓ |  |
| Free delegate or exhibitor passes and delegate bag | 6 | 4 | 1 | 2 |