**To participate as an exhibitor at an ICAO Event, please complete pages 1-3**

1. **Confirmation:** Confirmation of the exhibitor agreement will be guaranteed by return of this duly completed and signed agreement and payment of the total cost.

|  |  |
| --- | --- |
| Company 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 |       |

1. **Booking an Exhibition Space**

Indicate below the booth number which has been assigned to you via email from your event Product Manager.

To see a list of exhibition services by provided by ICAO, please see Appendix A.

Booth No 1 – 18 are reserved for sponsors only.

Booth No 19 – 52 are reserved for exhibitors and are available in 5 different sizes. Please refer to Appendix B

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Available Booth No** | **Exhibitors** | **Selection** | **Booth Space Number** | **Cost****USD** |
|  | 19 -52 | Exhibitors or Sponsors that have participated in an ICAO event within the past 24 months | [ ]  |       | $1,000 |
|  | Company Name |       |
|  | ICAO Event Name |       |
|  | 19 -52 | Exhibitors | [ ]  |       | $5,000 |

1. **Exhibition Requirements**

A company renting a 10×10 feet (3×3 metres) exhibition space or renting two adjoining exhibition space (any size) may bring their own display OR order a booth and accessories (furniture, lighting, facia, etc) through the ICAO appointed official exhibition service provider.

If you are requesting one of these spaces, please indicate below if you intend to bring your own display that meets the specifications below.

|  |  |  |
| --- | --- | --- |
| Yes  | **[ ]**  | We will bring our own display and accessories. |
| No  | **[ ]**  | We will use the ICAO appointed official exhibition service provider. |

Specifications:

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

A company renting a 6×8 feet (2×2.5 metres) or an 8×8 feet (2.5×2.5 metres) single exhibition space must order a booth and accessories (furniture, lighting, facia, etc.) through the ICAO appointed official exhibition service provider.

1. **Program Directory**

A logo, description of your company’s products/services and contact information will be included in the Symposium On-Line Directory. Please complete this form and email to 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; or

(3) .bmp

(4) .eps

**Contact Information and Description**

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

|  |  |
| --- | --- |
| Company Name |       |
| Salutation |  Mr. [ ]  Mrs. [ ]  Ms. [ ]  Dr. [ ]  |
| First Name |       |
| Last Name |       |
| Email Address |       |
| Website Address |       |
| Company DescriptionMax 100 words |       |

1. **Invoicing and Payment**

Following receipt of the duly completed Exhibitor Agreement, ICAO will prepare an invoice for participation in the Symposium.

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 sponsor/exhibitor.

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.
* Payment must be paid prior to the start of the event.

If payment is not received within 14 days, ICAO may not guarantee the customer’s choice for the

 booth number and/or the sponsorship event number.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | 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. **Promotional Material**

Exhibitors are prohibited from placing flyers, pamphlets, brochures and other promotional items (ie. Pens, business cards, USB memory sticks, note pads, etc) on tables or stands that are reserved for ICAO. Exhibitors may use their own tables to display their collateral material.

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

1. **Cancellation Policy**

This Exhibitor 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 exhibitor 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 exhibitor agreement is accurate and agrees with the above cancellation policy and promotional material policy.

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

1. **Return the Agreement**

Confirmation of the allocated exhibition spaces(s) will be guaranteed by return of this duly completed and signed exhibitor agreement and payment of the fee.

Please return the agreement by email (scan or pdf format) to: mem@icao.int

**Appendix A: Exhibitor Services**

|  |  |  |  |
| --- | --- | --- | --- |
| Services | Included | Not Included | Comments |
| **Exhibition Booth Construction** |  |  |  |
| Exhibition booth that are 6’x8’ or 8’x8’ |  | ✓ | Must use the services of GES (Official service provider) to construct the Booth and provide basic setup |
| Exhibition booth that are 10’x10’ or any double booth space |  | ✓ | May construct their own booth or use the services of GES |
| **At ICAO** |  |  |  |
| Carpeting the Symposium exhibition space(s) | ✓ |  | Exhibition areas are carpeted. The ICAO building is air conditioned. |
| Electricity supply (one outlet per single space) with an extension cable and a multi-socket power bar | ✓ |  | 110V for a maximum of 15 ampere. |
| Unlimited wireless Internet connection | ✓ |  |  |
| 24-hour security | ✓ |  | Special security measures will be in place. ICAO is not, however, responsible for any loss or damage of property in the exhibition areas. |
| Exhibitor’s logo, contact, url and description of the company’s products/services in the on-line program directory | ✓ |  |  |
| Free exhibitor pass  | ✓ |  | One free pass each single Symposium exhibition space. Two free pass for double booth exhibition space. |
| Invitation to sponsored, coffee breaks, lunches and cocktail receptions | ✓ |  | For Symposium exhibitors holding delegate or exhibitor passes. |
| Daily cleaning of public areas | ✓ |  |  |
| **Official Service Providers Appointed by ICAO** |  |  |  |
| Materials handling, advance warehouse storage, rental of extra furniture, chairs, tables, graphic banners, electrical accessories, transformers |  | ✓ | Should be arranged through the ICAO appointed official exhibition services provider. |
| Transportation and customs services |  | ✓ | Should be arranged through the ICAO appointed official customs broker. |
| Audio visual equipment, laptops, TV, DVD players, |  | ✓ | Should be arranged through the ICAO appointed official audio visual supplier. |

**Appendix B: Exhibition Floor Plan**

