



ICAO COLLOQUIUM ON AVIATION EMISSIONS with EXHIBITION

14 – 16 MAY 2007
ICAO, Montréal, Canada

EXHIBITOR AGREEMENT

1. Acceptance of terms of reference

The undersigned hereby accepts the terms of reference outlined in this agreement to exhibit at the *ICAO Colloquium on Aviation Emissions* from Monday to Wednesday, 14 to 16 May 2007. Reservation of the allocated booth(s) will be guaranteed by return of the **completed and signed form not later than 27 April and payment of the exhibition fee not later than 4 May.**

Name of company or organization:	
Contact:	
Title:	
Address:	
City:	
Province/State/Country:	
Postal code:	
Tel.:	
Fax :	
E-mail :	
Signature:	

2. Schedule and location

Exhibition hours: Monday, 14 May from 12:00 to 19:30 hours
Tuesday, 15 May from 09:30 to 19:30 hours
Wednesday, 16 May from 09:30 to 14:00 hours

Move-in: The booths will be made accessible to exhibitors for set up on Monday, 14 May at 08:00 hours.

Move-out: Wednesday, 16 May after 14:00 hours

The Exhibition will be held in the spacious foyer in front of the Colloquium venue, namely the Assembly Hall on the fourth floor of the conference facilities at ICAO Headquarters in Montreal, Canada.



ICAO COLLOQUIUM ON AVIATION EMISSIONS EXHIBITOR BOOKING FORM

3. Exhibition fees and services

ICAO charges the following fees for exhibition space and services:

- ❖ Prime-location for single exhibition space U.S.\$ 3,500
- ❖ Standard-location for single exhibition space U.S.\$ 3,000

The following table lists about the services that are :

- ❖ provided by ICAO, thus included in the fee for the exhibition space;
- ❖ not provided by ICAO, thus not covered by the fee.

Services	Included in the fee	Excluded from fee	Remarks
Exhibition space – single (8 x 8 ft or 2.5 x 2.5 m)	✓		The exhibition area has carpet floors and air conditioning.
Electricity supply – one outlet per single space	✓		110V for max. of 15 ampere
Electric accessories (voltage transformers, extension cables, power-bars, etc.)		✓	Exhibitors need to bring their own accessories as they are difficult to locate and expensive to rent in Montreal.
Unlimited wireless Internet connection	✓		
24-hour security	✓		Special security measures will be in place. However, ICAO is not responsible for any loss or damage of property in the exhibition area.
Listing in the directory profiles of sponsors and exhibitors	✓		
A photo-ID Colloquium badge and one bag per exhibitor	✓		for each single space
Invitation to sponsored coffee breaks, lunch buffets and receptions	✓		for exhibitors holding a Colloquium badge
Daily cleaning of public areas	✓		
Booth and furniture		✓	Must be rented for single space from GES Canada, the sole exhibition services supplier. Discount packages are available.
Lighting in the booth		✓	Included in the above-mentioned packages.
Banners and/or fascia		✓	Included in the above-mentioned packages.
Transportation and/or storage of goods and/or importation/exportation services		✓	Arranged through Mendelssohn, Customs & Transportation Co., the customs broker selected by ICAO.
Copy of letter from Canadian Government to facilitate entry into Canada	✓		ICAO will register the event with the Canada Border Services Agency.

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Exhibitors are responsible to order the services that are not provided by ICAO according to their particular needs directly from Clarkson-Conway Inc. (GES Canada), the sole exhibition services supplier, and from Mendelssohn, Customs and Transportation Co., the official customs broker. ICAO selected these companies because of their extensive experience in organizing exhibitions and providing logistical support in Montreal.

- ❖ **Single exhibition space.** An exhibitor renting a single space must order an ICAO-authorized booth from GES Canada as these stands are sized to fit in ICAO's exhibition floor plan. GES Canada provides information about its services, products and discount packages on the Colloquium website at <http://www.icao.int/Envclq/clq07>.
- ❖ **Adjacent double or triple exhibition spaces.** An exhibitor renting adjacent double or triple spaces will obtain a 10% discount off the total fee and can opt to bring its own "pop-up" stand. However, it should be verified by the exhibitor that this stand fits into the space allocated by ICAO. Otherwise, the exhibitor needs to rent a booth from GES Canada.
- ❖ **Storage, transportation and customs services.** Exhibitors need to order these services directly from Mendelssohn, Customs and Transportation Co. Information about Mendelssohn's services can be found on the Colloquium website at <http://www.icao.int/Envclq/clq07>.
- ❖ **Logistics of ICAO conference facilities.** There are no storage facilities available in the ICAO premises. Please ensure that the dimensions of your exhibition objects, such as components and demonstration equipment, conforms to the logistics at ICAO Headquarters in terms of the freight elevator (depth: 8 feet), the doors of which measure 4 feet wide and 7 feet high.

4. Exhibition space number(s) and fee(s) payable

Please complete the table below:

- ❖ confirm the space number(s) which you reserved in your booking;
- ❖ if you have booked a single space, write the fee for standard or prime location in the "Fee" column to confirm the amount that your organization will pay to ICAO; or
- ❖ if you have booked a double or triple space, deduct a 10% discount from the fee and write the total amount payable in the "Fee" column.

<i>Item(s)</i>	<i>Fee</i>
Number(s) of reserved exhibition space(s): _____	TOTAL US\$

5. Payment methods and invoicing

- ❖ **Bank transfer**

The exhibition fee is payable to ICAO - indicate "ENV Collo 2007 Exhibition Fee" and the sender.

An additional charge of U.S.\$10.00 should be added to cover local bank charges. All other bank charges must be prepaid and the total amount in U.S. dollars paid into the following account:



ICAO COLLOQUIUM ON AVIATION EMISSIONS EXHIBITOR BOOKING FORM

Beneficiary Bank:
Royal Bank of Canada
1140 St. Catherine Street
West
Montréal, Québec
Canada H3B 1H7

Transit code: 05101
ABA code (Europe):
02 1000021
Swift code:
ROYCCAT2
Bank code: 003
Bank account: 404 6
843

Currency of account: U.S.\$

If a bank transfer is made, the exhibitor should provide a copy of the bank transfer slip by facsimile or e-mail (scanned version in .pdf format) before the payment target date. It is important for exhibitors to validate the Agreement and avoid its cancellation and a penalty charge by complying on time with this requirement to produce proof of payment.

❖ *Credit card*

For off-line payment by major credit cards (**American Express, MasterCard and Visa**), please provide your credit card details below. Please note that the fee will be charged in Canadian dollars at the UN exchange rate of U.S.\$ 1 = Canadian\$ 1.17 although the fee is quoted in U.S. dollars.

American Express

MasterCard

Visa

Card number:

Expiry date:

Cardholder's name:

Signature:

❖ *Invoice.* ICAO will provide an original invoice to one of the Exhibitor's representatives at the Exhibition and will also provide a pdf-version by e-mail upon request.

6. Cancellation policy

An Exhibitor Agreement may be cancelled by its 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 total fee. Cancellations made after this 15-day period will be subject to a penalty charge of 50% of the fee. If the cancellation, however, is made during the 14 calendar days prior to the opening date of the event, the penalty will be 100% of the fee.

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7. Description of your organization

Please provide a description and a logo of your organization to be included in the directory with profiles of sponsors and exhibitors. The description must be brief (maximum 100 words) and the logo must be provided in two versions (one in colour and one in black and white). These logos can be printed in the directory only if they are provided with a resolution higher than 800x600 pixels in one of the following formats, identified by software or file extension in order of ICAO preference: (1) .cdr - Corel Draw, versions 6 to 10; (2) .bmp; (3) .tif; (4) .psd.

This text, along with a graphic file of your logo (black and white), should be e-mailed to ICAO not later than **30 April**.

Name of company/organization:	
Mailing address:	
Contact name:	
Tel.:	
Fax:	
E-mail:	
Text (maximum 100 words) :	

8. Contacts

Please return the completed form by facsimile or e-mail the scanned version to:

Keith Miller
Tel. +1(514) 954-8219 ext. 6293
Fax: +1(514) 954-6744

or

Gilles Robichaud
Tel. +1(514) 954-8219 ext. 7772
Fax: +1(514) 954-6744

e-mail: envcollo07@icao.int