



# ICAO COLLOQUIUM ON AVIATION EMISSIONS with EXHIBITION

14 – 16 MAY 2007  
ICAO, Montréal, Canada

## SPONSOR AGREEMENT

### 1. Acceptance of terms of reference

The undersigned hereby accepts the terms of reference outlined in this agreement to sponsor a hospitality event and receive the exposure offered with the sponsorship package selected at the *ICAO Colloquium on Aviation Emissions* to be held from Monday to Wednesday, 14 to 16 May 2007. Reservation of the allocated sponsor slot will be guaranteed by return of the **completed and signed form not later than 27 April and payment of the fee not later than 4 May.**

Name of company or organization:	
Contact person: (Mr./Ms., first name, surname)	
Job title:	
Address:	
City:	
Province/State/Country:	
Postal code:	
Telephone no.:	
Fax no.:	
E-mail address:	
Signature:	

### 2. Sponsorship slot and fee payable

<i>Slot No.</i>	<i>Sponsor category</i>	<i>Hospitality event</i>	<i>Date</i>	<i>Exposure fee US\$</i>
1	Gold	Welcome reception	Monday, 17:30 to 19:30	12,000
2	Gold	Cocktail reception	Tuesday, 17:30 to 19:30	12,000
3	Silver	Lunch	Tuesday, 12:30 to 14:00	8,000
4	Silver	Lunch	Wednesday, 12:30 to 14:00	8,000



## ICAO COLLOQUIUM ON AVIATION EMISSIONS EXHIBITOR BOOKING FORM

<i>Slot No.</i>	<i>Sponsor category</i>	<i>Hospitality event</i>	<i>Date</i>	<i>Exposure fee US\$</i>
5	Bronze	Refreshments	Monday, 15:15 to 15:45	2,000
6	Bronze	Refreshments	Tuesday, 10:45 to 11:15	2,000
7	Bronze	Refreshments	Tuesday, 15:15 to 15:45	2,000
8	Bronze	Refreshments	Wednesday, 10:45 to 11:15	2,000
9	Bronze	Refreshments	Wednesday, 15:15 to 15:45	2,000

Please complete the table below:

- ❖ identify the slot number and name of the sponsorship package which you reserved in your booking; and
- ❖ confirm the exposure fee payable.

<i>Sponsorship package</i>	<i>Fee</i>
Slot number: _____ Sponsor category: _____ Hospitality event: _____	US\$

### 3. Sponsorship privileges

Gold, Silver and Bronze sponsorship packages include the following privileges:

<i>Privilege</i>	<i>Gold sponsor</i>	<i>Silver sponsor</i>	<i>Bronze sponsor</i>
Sponsor's logo and link on the event website	✓	✓	
Recognition by the event moderator during the opening and closing ceremony	✓	✓	✓
Announcement of the hospitality event with sponsor's name and logo in the Colloquium programme	✓	✓	✓
Prime visibility (company logo and description) in the directory with sponsor and exhibitor profiles	✓	✓	✓
Display of sponsors' logos in the venue areas	✓	✓	
Display of sponsor's logo during the event sponsored	✓	✓	✓
Fifteen-minute presentation prior to the sponsored reception or lunch	✓	✓	
Colloquium bag displays sponsors' logos and includes their promotional material	✓	✓	
Invitation to the hospitality event with sponsor name and logo on the auditorium screen	✓	✓	✓
Sponsors' names and logos on the auditorium screen	✓	✓	✓
A prime location double exhibition space	✓		
Free delegate passes	6	4	1

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## EXHIBITOR BOOKING FORM



- ❖ **Colloquium programme and presentations.** The Colloquium programme will identify the hospitality event with the name and logo of all sponsors. Although the presentations/speeches of main sponsors' on their organizations will not be announced in the programme, podium-time of fifteen minutes will be scheduled before the corresponding hospitality concluding the formal session. Strict control of this time will be exercised by the session moderator. For interpretation purposes, an advance copy of the presentation should be sent to ICAO not later than **4 May**.
  
- ❖ **Directory of sponsors and exhibitors.** For the inclusion of the sponsor's logo, description and coordinates in the Directory, the material may be submitted with the completed Agreement. 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.

The text, along with a graphic files of your logos 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) :	

- ❖ **Promotional material.** Any promotional material to be included in the Colloquium bag *should neither display any military applications nor make reference to the Republic of Taiwan*. Each major sponsor is entitled to a maximum of three brochures or leaflets and should send approximately 300 copies of each brochure to ICAO not later than **4 May** to the following address:

International Civil Aviation Organization (ICAO)  
 Attention: Mr. Mike Baiao  
 Colloquium on Aviation Emissions  
 999 University Street  
 Montreal, Quebec  
 Canada H3C 5H7

*(Delivery at: ICAO loading deck on Viger Street, opposite to the Bell Tower parking entrance)*



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### 4. Payment methods and invoicing

❖ *Bank transfer*

The sponsor fee is payable to ICAO - indicate "ENV Collo 2007 Sponsor 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:

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 sponsor 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 sponsors 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 Sponsor's representatives at the Colloquium and will also provide a pdf-version by e-mail upon request.

# ICAO COLLOQUIUM ON AVIATION EMISSIONS EXHIBITOR BOOKING FORM



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## 5. Cancellation policy

The Sponsorship Agreement also stipulates the following cancellation policy. It 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 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.

## 6. 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](mailto:envcollo07@icao.int)