**SPONSORSHIP AGREEMENT**

**57th Conference of Directors General of Civil Aviation – APAC**

**4-8 July 2022, Paradise City Incheon, Republic of Korea**

To Sponsor for the 57th DGCA Conference, please return pages 1-3.

**Contact Information:**

Secretariat for the 57th DGCA Conference – APAC

E-mail: [secretariat@dgca2022.kr](mailto:secretariat@dgca2022.kr)

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| **1. Company Information** | | | |
| **Company Name** |  | | |
| **Contact Person** | Mr.  Ms.  Dr.  Others ( ) | | |
| **First Name** |  | **Last Name** |  |
| **Job Title** |  | | |
| **Email** |  | | |

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| --- | --- | --- | --- | --- |
| **2. Sponsorship** | | | | |
| **Select** | **Item** | **Date** | **Cost KRW** | **Remarks** |
|  | Dinner | July 6 | ￦36,000,000 (approx. USD 28,500) | Payment should be made in Korean Won (KRW).  Reference exchange rate can be found at:  www.kebhana.com/easyone/foreign/index.do. |
|  | Lunch | July 4 | ￦24,000,000 (approx. USD 19,000) |
|  | July 5 | ￦24,000,000 (approx. USD 19,000) |
|  | July 6 | ￦24,000,000 (approx. USD 19,000) |
|  | July 8 | ￦16,000,000 (approx. USD 12,700) |
|  | Coffee/Tea Break | July 4 AM | ￦4,500,000 (approx. USD 3,600) |
|  | July 4 PM | ￦4,500,000 (approx. USD 3,600) |
|  | July 5 AM | ￦4,500,000 (approx. USD 3,600) |
|  | July 5 PM | ￦4,500,000 (approx. USD 3,600) |
|  | July 6 AM | ￦4,500,000 (approx. USD 3,600) |
|  | July 6 PM | ￦4,500,000 (approx. USD 3,600) |
|  | July 8 AM | ￦3,000,000 (approx. USD 2,400) |
|  | Giveaways, Presents, etc. | Description: | | Quantity: |

※ The details of provision can be further modified by the mutual agreement between the Sponsor and the Secretariat.

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| **3. Sponsorship Benefits** | | | |
| **Benefits** | **Dinner/**  **Lunch** | **Coffee/Tea**  **Break** | **Giveaways, Presents,**  **etc.** |
| Company logo on the official website | √ | √ | √ |
| Introductory video (max. 2 min) and short presentation (max. 5 min) during the sponsoring dinner/lunch | √ |  |  |
| Looping promotional video (approx. 1~2 min) during the break session | √ | √ |  |
| Sponsor’s company logo to be placed inside the meeting room | √ | √ | √ |

**4. Invoicing and Payment**

Following receipt of the duly agreement form, the Secretariat will send the Sponsor a copy of the invoice via email. Invoice must be paid in full within 14 days upon receipt of the invoice which includes bank details.

* *Payment shall be made to the official conference agency selected by the Secretariat to help organize the 57th DGCA Conference or directly to Paradise City Hotel via bank transfer/credit card, which is open for discussion between the Secretariat and the Sponsor.*

**5. Withdrawal Policy**

The agreement signatory, in accordance with this provision, may withdraw the sponsorship. Only a written notice of withdrawal sent by email to the Secretariat shall have effect.

The withdrawal notice shall be deemed to have been given on the date such notice is received by the Secretariat at [secretariat@dgca2022.kr](mailto:secretariat@dgca2022.kr). The Secretariat will acknowledge withdrawal notices received in good order in writing. In the event of withdrawal, refunds shall apply as follows:

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| If the withdrawal request is: | Refund |
| Received by June 10 | Full refund |
| Received from June 11 to June 24 | 50% refund |
| Received from June 25 | No refund |

**6. Terms and Conditions**

6-1. The person signing the below Acceptance represents and warrants that he or she is duly authorized to sign on behalf of the Sponsor and that the Sponsorship Agreement shall be binding on the Sponsor.

6-2. All payments shall be made in Korean Won (KRW). If the invoice is not paid by the due date, the Secretariat may in its sole discretion, cancel the sponsorship.

6-3. The rights and obligations of the Sponsor under this Agreement shall be non-assignable and non-transferable, except with the express written consent of the Secretariat.

6-4. The Sponsor shall not use the name of the Secretariat for the 57th DGCA Conference and the name and brands of the 57th DGCA Conference in any form of publicity or advertising beyond the scope of this Agreement. Further use of name and brands of the Secretariat for the 57th DGCA Conference by the Sponsor shall require the Secretariat’s prior consent. The Secretariat shall provide the Sponsor with appropriate directions as to the content of materials for the purpose of describing the sponsorship.

6-5. The validity and interpretation of this Agreement and its legal relationship of the parties shall be governed by the laws of the Republic of Korea.

**7. Return the Agreement Form**

The character of the Sponsor is subject to the approval of the Secretariat.

Sponsorship will be guaranteed by return of this duly completed and signed agreement form and full payment. Please sign and return the signed copy by email (scan or pdf format) to [secretariat@dgca2022.kr](mailto:secretariat@dgca2022.kr).

**8. Acceptance**

The information set forth in this Sponsorship Agreement is accurate.

I have read, understood and agree to abide to the terms and conditions as set forth in this Agreement.

Name: Job Title:

Signature: Date: