

## APPLICATION TO EXHIBIT

General information exhibits that advance radar technology development are solicited for the 2017 IEEE Radar Conference, to be held at The Westin Seattle, 1900 Fifth Avenue, Seattle WA - May 8 – 12, 2017. The IEEE Radar series has grown to be the most important radar conference series in the world - bringing together innovators, leaders, and users from the civil, space, and military communities to address important issues and share the most recent advances in radar.

Exhibit space in standard 10' wide x 10' deep booths has been arranged. We have limited exhibit booth spaces available and spaces have already been solicited so please make your reservations early.

A booth package included in the basic exhibitor's fee consists of the 10' x 10' booth space, and includes draping (8' high background drape and 3' high side rail drapes), an identification sign, a 6' skirted table, 2 chairs, a waste basket and daily coffee break refreshments. Technical Session attendance is not included in this fee. There is no limit to the number of staff that may receive badges which will allow you to staff your booth in shifts if that is your preference; however, the organizing committee reserves the right to limit the number of staff that may be present at one booth space at one time. For badge preparation purposes, names of booth staff must be submitted to the Exhibits coordination staff (Brian@stbeventplanning.com) no later than April 3, 2017.

### Pricing Structure:

Booth Reservations made on or before Feb 3, 2017 - \$2250

Booth Reservations made on or before Apr 1, 2017 - \$2500

Booth Reservations made on or after Apr 2, 2017 - \$2750

Reservations close: 1 May, 2017

### Schedule of Setup/Tear Down

Date	Start Time	End Time	Function	Room
05/08/17	8:00 AM	1:00 PM	Decorator - Move In	Grand Ballrooms 1 & 2
05/08/17	1:00 PM	5:00 PM	Exhibitor Move-In	Grand Ballrooms 1 & 2
05/09/17	8:00 AM	5:00 PM	Show Open	Grand Ballrooms 1 & 2
05/09/17	5:30 PM	7:00 PM	Exhibitor Reception	Grand Ballrooms 1 & 2
05/10/17	8:00 AM	5:00 PM	Show Open	Grand Ballrooms 1 & 2
05/11/17	8:00 AM	12:00 PM	Show Open	Grand Ballrooms 1 & 2
05/11/17	12:00 PM	3:00 PM	Exhibitor Move Out	Grand Ballrooms 1 & 2
05/11/17	12:00 PM	4:00 PM	Decorator - Move Out	Grand Ballrooms 1 & 2

The 2017 IEEE Radar Conference is not responsible to provide an exhibit booth to any vendor who does not reserve their space in advance and room at the show is not guaranteed. It is important to reserve your booth early as space is limited. A reservation is not complete without a deposit of \$500 payable via check or credit card online. Payment of registration fee via credit card is available at our web-site: <https://www.cvent.com/events/2017-ieee-radar-conference-radarcon17-/registration-775820799b5c46a49345f188ba1ac74e.aspx> - select Exhibitor from the Registration Type pull-down bar. If you pay by check, please make check payable to the 2017 IEEE Radar Conference and send to Dr. Tim Lee (the conference's Finance Chair) at:

Dr. Timothy Lee  
The Boeing Company  
14900 Bolsa Chica Rd MC H017-D421  
Huntington Beach CA 92647-2003

The Exhibits cocktail reception will be held from 5:00 PM to 7 PM on May 9, 2017, in the exhibits area (Grand Ballroom 3).

The Exhibit Committee will host an exhibitor "bingo" game during the Exhibitor Reception. In order to be eligible for prizes, attendees must get a stamp from each exhibitor in the show. In addition to the prizes given by the IEEE Radar Conference, the organizing committee is seeking additional prizes. All vendors donating prize items will receive public acknowledgement at the event, in the program and on the web-site, provided donation information is received by March 3, 2017.

The 2017 IEEE Radar Conference will hire a professional decorating company to provide as the decorating/drayage company to handle exhibitor's requirements, including material into, out of, and within the hotel. All drayage expenses are the responsibility of the Applicant/Exhibitor. Prior to the event, an information packet shall be sent to you which will include details for making arrangements with this company for drayage or other needs you may have.

**APPLICATION FOR EXHIBIT SPACE**

Organization Name:			
Contact Name:			
Title:			
Address:			
City/State/Zip			
Telephone:			
E-Mail:			

We request the following number of 10' deep by 10' wide booths:		
Number of Booths	=	
Total \$ (Number of Booths times cost per booth)	=	
Deposit \$	=	

The following briefly describes what we plan to display:

**Signing below indicates we have read all pages of this application, including Attachment A, and agree to its terms, conditions, and rules.**

Authorizing Name:	
Authorizing Signature:	

Payment of complete registration fee via credit card is available at our web-site: <https://www.cvent.com/events/2017-ieee-radar-conference-radarcon17-/registration-775820799b5c46a49345f188ba1ac74e.aspx> - select Exhibitor from the Registration Type pull-down bar. If you pay by check, please make check payable to the 2017 IEEE Radar Conference and send to Dr. Tim Lee (the conference's Finance Chair):

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A signed copy of the above agreement should be emailed in pdf format to [Brian@stbeventplanning.com](mailto:Brian@stbeventplanning.com).

In addition to the exhibit staff, questions can be sent to the event planner, Patty Woodard at [patty.j.woodard@gmail.com](mailto:patty.j.woodard@gmail.com)

## TERMS AND CONDITIONS, AND EXHIBIT RULES

### Terms and Conditions

**1. EXHIBIT BOOTH SPACE LOCATION:** Applicant's request for space and date of deposit determine the order of exhibitor's booth space location assignment. After assignment confirmation by the 2017 IEEE Radar Conference, exhibit location may not be changed except by mutual agreement in writing.

**2. PAYMENT SCHEDULE:** The Applicant shall remit a \$500 deposit, or make arrangements to pay full booth rental fee by credit card in January 2017. For those paying by check, the remaining balance is due and payable on or before March 3, 2017, in default of which the 2017 IEEE Radar Conference reserves the right to cancel this application, retain the deposit as compensation, and reassign the space to another exhibitor. Applications made after March 3, 2017, shall be responsible to remit the full booth rental at the time of application, regardless of method of payment.

**3. CANCELLATION:** In the event of cancellation of this Application by the Applicant prior to the date of the conference, the 2017 IEEE Radar Conference may assess a cancellation charge up to the amount listed according to the following schedule:

- Cancellation on or before March 28, 2015: **25% of booth rental will be retained as a fee**
- Cancellation on or after March 29, 2015: **100% of booth rental will be retained as a fee**

**4. ACCEPTABILITY:** If the 2017 IEEE Radar Conference does not accept this application, the Applicant will soon be notified and the deposit returned.

**5. OTHER SERVICES:** The Applicant agrees to work with venue hotel and/or the drayage company contracted by the 2017 IEEE Radar Conference, for the provision of all additional services such as electric connection or telephone at the booth space, drayage, etc. These additional services are the financial responsibility of the applicant and will be paid directly to the service provider. Instructions for the provision of these services will be provided to the applicant at least 45 days prior to the event.

**6. HOLD HARMLESS:** The Applicant shall indemnify, defend, and hold harmless the 2017 IEEE Radar Conference, its Organizing Committee and its agents, against any and all loss, damages, and claims which the 2017 IEEE Radar Conference may at any time hereafter bear, sustain, suffer, be at, or be put to resulting from any act of commission or omission, matter or thing done or omitted to be done pertaining to the exhibit. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the 2017 IEEE Radar Conference, Organizing Committee, the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

**7. FORCE MAJEURE/INABILITY TO PERFORM:** If the 2017 IEEE Radar Conference should be prevented from conducting the conference with exhibits by any cause beyond its control (such as fires, strikes, civil disturbance, Governmental action, Acts of God, etc.) or if it cannot permit the Exhibitor to occupy his space due to circumstances beyond its control, this agreement may be terminated by the 2017 IEEE Radar Conference and the Applicant waives any and all claims for damages arising there from. The Applicant further agrees that the 2017 IEEE Radar Conference liability is limited to a refund of moneys paid in prior to termination, less a pro rata adjustment based on the number of hours the Exhibit shall have been open prior to the termination. This provision shall not relieve the Applicant of any liability arising from the provision of section 5.

## Exhibit Rules

**A. DISPLAY REQUIREMENTS AND RESTRICTIONS:** The Exhibitor assumes all responsibility for compliance with local, City and State ordinances and regulations covering fire, safety, and health. All exhibit equipment and materials will be reasonably located within the booth and protected by safety guards and devices where necessary. Only fireproof materials should be used in displays and the necessary fire precautions will be taken by the Exhibitor. Displays must be self-supporting and nails or screws are not permitted in building floors, walls, or columns. Displays must be wholly confined within the exhibitor's 10' deep x 10' long booth and must not obstruct the clear view of nearby exits or other exhibits. No exhibit may exceed eight feet in height, and that only within the area extending three feet from the back wall. Maximum height of the displays in the balance of the area is four feet, except that products to stand on the floor may extend higher than this limit, but must be positioned as close to the back wall as possible, to avoid blocking the view of adjoining exhibitors. EXCEPTIONS TO REQUIREMENTS & RESTRICTIONS OUTLINED IN THESE RULES WILL BE CONSIDERED BUT MUST BE SUBMITTED TO THE 2017 IEEE Radar Conference IN WRITING PRIOR TO THE DATE OF FULL PAYMENT. The 2017 IEEE Radar Conference reserves the right to restrict or prohibit the use of glaring lights, objectionable lighting effects, excessive or bothersome noise, or other effects which distract from the exposition as a whole.

**B. LIABILITY AND THEFT:** The 2017 IEEE Radar Conference and hotel management will not be responsible nor liable for injury to person or property, nor loss of property of exhibitors, their guests, invitees, employees, or agents. Furthermore, the exhibitor agrees to defend or hold harmless the 2017 IEEE Radar Conference and its Organizing Committee and agents from any liability of personal injury and loss or damage to property. EXHIBITORS SHOULD INSURE AGAINST SUCH CONTINGENCIES. Damage to inadequately packed property is exhibitor's own responsibility. If exhibit fails to arrive, exhibitor is, nevertheless, responsible for booth costs. Exhibitors should be on hand for display set up and dismantling. At move out, arrangements should be made to place high value items under lock and key. A person assigned booth duty should remain with the exhibit until visitors have left the premises at the closing hour each day.

**C. DRAYAGE/MATERIAL HANDLING:** The 2017 IEEE Radar Conference is making arrangements with a decorator/drayage company to handle exhibitor's material into, out of, and within the hotel. All drayage expenses are the responsibility of the Applicant.

**D. INTERPRETATION/AMENDMENTS TO RULES:** The 2017 IEEE Radar Conference has final authority as to the interpretation of these terms, conditions, and rules and reserves the right to amend them. All amendments so made shall be equally binding on all parties affected by them as by the original regulations.