

# IEEE AUTOTESTCON 2018



## SEPTEMBER 17-20, 2018 EXHIBIT HALL APPLICATION

We hereby apply for space in the IEEE AUTOTESTCON 2018 Exhibit Hall. We agree to abide by show rules and regulations as detailed in the Exhibit Hall Kit, bulletins issued in advance of IEEE AUTOTESTCON 2018, and to the rules and conditions on the reverse of this application (page 2 if using a downloaded PDF file).

PLEASE COMPLETE APPLICATION IN ITS ENTIRETY.

DATE:

COMPANY:

PERSON(S) TO RECEIVE BILLING AND EXHIBIT INFORMATION

**BOOTH LOCATIONS SELECTED AT THE 2017 SCHAUMBURG CONFERENCE WILL BE HELD UNTIL 15 JULY 2018. UNPAID BOOTHS WILL BE SUBJECT TO RELEASE AND REASSIGNMENT AFTER THAT DATE.**

NAME:

COMPANY:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

CELL PHONE:

EMAIL(s):

**\*\* Primary means of communication will be through e-mail. Please keep e-mail addresses current. \*\***

Complete IEEE AUTOTESTCON 2018 information regarding shipping, decorating, move-in, move-out, and IEEE AUTOTESTCON 2018 regulations will be available at [www.AUTOTESTCON.com](http://www.AUTOTESTCON.com) in JUNE, 2018.

### PAYMENT INFORMATION

# of Booths Purchased:

\$2,700 per Booth if booked by 4/30/2018:

(Single Booth size is 10' x 10')

\$2,800 per Booth 5/1/2018-7/30/2018:

25% Deposit Paid:

\$2,900 per Booth 8/1/2018 thereafter.

(Remaining Balance due 4/30/2018)

Booth Number:

Total Due:

### METHOD OF PAYMENT

Deposit: \_\_\_\_\_ Cash ( ) Check (# \_\_\_\_\_) Visa ( ) MC ( ) AMEX ( )

(Make check payable to "IEEE AUTOTESTCON 2018")

Credit Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Balance: \_\_\_\_\_ E-mailed Invoice on or about 2/15/2018, Due 3/31/2018

Signature of Company Representative: \_\_\_\_\_ Date \_\_\_\_\_

IEEE AUTOTESTCON 2018 Representative: \_\_\_\_\_ Date: \_\_\_\_\_

### NOTES

All questions and completed applications should be addressed to Jeffrey L. Rubin, 904-373-8721, email [jeffreylrubin@icloud.com](mailto:jeffreylrubin@icloud.com). Refer to the reverse of this application (page 2 if using downloaded PDF file) for mailing address & payment information.

# IEEE AUTOTESTCON 2018 GAYLORD NATIONAL HARBOR MD

## SEPTEMBER 17 – 20, 2018

### RULES AND CONDITIONS FOR EXHIBIT HALL PARTICIPATION

IEEE AUTOTESTCON 2018 is designed for professionals working in the field of automatic test equipment. Demonstrations of products or services are desired to be limited in their purposes or uses to such activities. Live demonstrations of products are encouraged to the extent possible.

#### Dates and Hours

Exhibit Hall hours encourage maximum participation by conference registrants. Hours, as follows, are subject to change:

Tuesday, September 18, 2018	9:30 AM to 5:00 PM
<i>Luncheon on floor</i>	<i>12:00 Noon to 3:00 PM</i>
<i>Reception on Floor</i>	<i>6:00 PM to 8:00 PM</i>
<i>Note: The Technical Program is closed between 12:00 PM to 3:00 PM.</i>	
Wednesday, September 19, 2018	9:30 AM to 5:00 PM
Thursday, September 20, 2018	9:00 AM to 11:00 AM

Hall participants are required to have personnel in their booths during Hall hours.

#### Contract

This Application, properly executed by the applicant, shall, upon written acceptance and notification of Hall space(s) assigned by IEEE AUTOTESTCON 2018 or its agents, constitute a valid and binding contract. Spaces assigned may be transferred by Conference Management to balance the Hall floor against congestion, to avoid confusion in company names, to solve competitive conditions or for similar reasons. No such transfer will be made without notice in writing to the affected Participant.

#### Payments and Cancellations

All Exhibit Hall spaces are rented to Participants on a first come, first served basis. No discounts or concessions are made. A minimum of 25% of the full amount of each 10x10 space is required at the time of reservation if prior to December 31, 2016.

Each single 10x10 space costs \$2,700.00 if reserved on or before April 30, 2018, \$2,800.00 if reserved May 1 through July 30, 2018 and \$2,900 from August 1, 2018 thereafter. Full payment is required when reserved in 2018.

Credit cards (MC, VISA, and Amex) are accepted. Payment may also be made by check payable to IEEE AUTOTESTCON 2018. Final full payment is due prior to March 30, 2018 or at the time of reservation if in 2018. Applications that are not completed at the 2017 Conference may be mailed or emailed in PDF to the address at the end of this page.

In the event it becomes necessary for a company to cancel the space contract after acceptance by IEEE AUTOTESTCON 2018, a cancellation fee will be assessed as follows: 25% of the total booth space charge for cancellations between June 1, 2018 and July 30, 2018; 50% of the total booth space charge between August 1, 2018 and August 31, 2018; and no refund after August 31, 2018. Cancellation fees will be assessed whether or not the same space is reassigned to another company following cancellation. All notices of cancellation must be in writing and confirmed by an officer of the company.

#### Demonstrations or Outside Solicitations

No demonstrations or solicitations shall be permitted outside of the Participant's assigned space, and no signs or placards may be displayed on persons, or otherwise, outside the assigned space, unless approved in writing by IEEE AUTOTESTCON 2018.

#### Freight Movement

All freight sent in advance to Freeman Co. ("Freeman") (the Official Service Contractor) will be placed in assigned space no later than 3:00 PM on Sunday, September 9th, 2018. Participants may hand-carry their own materials into the Exhibit Hall area. The use or rental of dollies, flat trucks and other mechanical equipment is not permitted. All empty containers must be labeled and placed in the aisle no later than 1:00 PM on Monday, September 17<sup>th</sup>, 2018. All Spaces must be occupied with booth set up no later than 10:00 PM on Monday, September 17<sup>th</sup>, 2018.

#### Equipment Provided by Conference

Each Exhibit Hall space will have, at a minimum, an 8' high back- and 3' high side-draped curtain walls with a 7"x44" one line ID sign. **Please note that Hall structures including signs are limited to a maximum height of 15' for island booths, 12' for peninsula booths and 8' for linear booths.** Drapery colors will be announced in the Exhibit Hall Kit. The aisle areas will be cleaned each night by Freeman janitorial services. **Cleaning of your space is optional and can be ordered through Freeman.**

#### Registration

Each Participant receives four badges for the first booth ordered, and two additional badges for each additional booth. **In addition, each Participant company receives one full conference registration for a designated attendee.** Additional badges for the Tuesday lunch and reception can be purchased for a fee to cover the cost of food and beverages provided in the Hall. Additional badges for Wednesday and Thursday will be provided at no charge. Work passes will be provided for personnel on Sunday, September 9th and Monday, September 11th.

#### Move in/Move out

The Demonstration area will be available for set-up of displays at 3:00 PM Sunday, September 16, 2018. Tear down will be from 11 AM to 6:00 PM. Thursday, September 20 2018. All freight must be completely removed by 6 PM Thursday, September 20, 2018. Please make prior arrangements with your freight carriers to ensure they adhere to this schedule. Participants are required to have personnel in their spaces during Hall hours. **Participants may not dismantle any part of their displays before the Hall closes.**

#### Service Contractors

The Official Service Contractor is Freeman. Information regarding shipments will be made available through the IEEE-AUTOTESTCON web site [www.AUTOTESTCON.com](http://www.AUTOTESTCON.com).

#### Compliance with Local Rules

Participants assume responsibility for compliance with pertinent ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety and health, together with the rules and regulations of operators and owners of the property on which the Conference is held. Further, Participants agree to abide by and comply with rules and regulations concerning local unions having jurisdiction over the facility in which the Conference is held, specifically the Demonstration Hall area and loading dock.

#### Participant-Appointed Contractor

If Participants intend to use a company on-site other than Freeman, a completed Participant-Appointed Contractor (EAC) Request form, EAC information and certificates of liability and Workers' Compensation insurance must be submitted to the address below on or prior to September 16<sup>th</sup>, 2018 for approval. (see the PARTICIPANT-APPOINTED CONTRACTOR section when the Hall kit is published on-line approximately June 15, 2018)

#### Loss or Damage

In the event that the premises on which the Conference is held shall become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of IEEE AUTOTESTCON 2018, this agreement may be terminated by IEEE AUTOTESTCON 2018. For this purpose, the term "cause or causes" shall include, but not by way of limitation, fire, flood, epidemic, earthquake, lockouts, boycotts, lack of adequate transportation service or acts of God other than named. Should IEEE AUTOTESTCON 2018 terminate this agreement pursuant to the provisions of this paragraph, the Participant waives any and all claims for damages and agrees that IEEE AUTOTESTCON 2018, after computing the total amount refundable to all Participants, shall make appropriate refunds. The amount refundable to all Participants shall be the amount by which the total fees paid by all Participants exceeds the total amount of IEEE AUTOTESTCON 2018 costs and expenses in connection with its preparation for conducting the Conference and Demonstration Hall, including a reasonable reserve for claims and other contingencies. IEEE AUTOTESTCON 2018, its agents and sponsors, shall not be liable for any damage or for any injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupancy and enjoyment of Demonstration Hall space by an Participant, and that Participants will indemnify and hold harmless IEEE AUTOTESTCON 2018 from all liability on account of such damage or injury. The Participant assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to Participant's display, equipment and other property brought upon the premises of the Conference site and shall indemnify and hold harmless the agents servants and employees of said Conference site from any and all such losses, damages and claims.

**For Further Information regarding Hall Participation and/or submission of payments and applications, address all communications to:**

Jeffrey Rubin  
IEEE AUTOTESTCON 2018  
116 Thicket Creek Trl  
Ponte Vedra FL 32081  
jeffrey@icloud.com  
904-373-8721