

IEEE AUTOTESTCON 2023

August 28-31, 2023 * National Harbor, Maryland

Gaylord National Convention Center



AUG. 28 - AUG. 31 2023

EXHIBIT HALL APPLICATION

We hereby apply for space in the IEEE AUTOTESTCON 2023 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 2023, and to the rules and conditions on the reverse of this application (Page 2 if using a downloaded PDF file).

DATE:

COMPANY:

PERSON(S) TO RECEIVE BILLING AND EXHIBIT INFORMATION

NAME:
COMPANY:
ADDRESS:
CITY:
PHONE:

IF YOU FILL THIS OUT IN A BROWSER, BE SURE TO SAVE/ PRINT IT AS A PDF TO EMAIL.

STATE: ZIP:
EMAIL:

**** Primary means of communication is through e-mail. Please keep e-mail addresses current. ****

Complete IEEE AUTOTESTCON 2023 information regarding shipping, decorating, move-in, move-out, and IEEE AUTOTESTCON 2023 regulations will be available at AUTOTESTCON.com in June, 2023.

PAYMENT INFORMATION:

# of Booths for 2023:	\$2,900 per Booth if booked by 4/30/2023
Booth Number Selected:	\$3,000 per Booth 5/1/2023-6/15/2023
Total Due:	\$3,100 per Booth 6/16/2023 thereafter

METHOD OF TOTAL BOOTH PAYMENT

Amount: Check #:

(Make check payable to "IEEE AUTOTESTCON 2023")

Credit Card Number: Exp. Date: /

Date:

Signature of Company Representative:

IEEE AUTOTESTCON 2023 Representative:

Jeffrey L. Rubin

Date:

NOTES

All questions and completed applications should be addressed to Jeffrey L. Rubin, 301-502-4877, email jeffreylrubin@ieee.org.

IEEE AUTOTESTCON 2023 GAYLORD NATIONAL HARBOR MD RULES AND CONDITIONS FOR EXHIBIT HALL PARTICIPATION



IEEE AUTOTESTCON 2023 is targeted towards 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 are intended to encourage maximum participation by conference registrants. Hours, as follows, are subject to change:

Tuesday, August 29, 2023 9:30 AM to 6:00 PM

Luncheon on floor 12:00 Noon to 3:00 PM

Note: The Technical Program is closed between 12:00 PM to 3:00 PM

Reception on Floor 6:00 PM to 8:00 PM

Wednesday, August 30, 2023 9:30 AM to 5:00 PM

Thursday, August 31, 2023 9:30 AM to 11:00 AM

Note: The Technical Program is closed between 9:30 AM to 11:00 AM

Exhibit Hall participants agree and are required to have personnel in their booths during Exhibit Hall hours until 11:00 AM Thursday, August 30, 2023.

Contract

Both pages of this Application, properly executed by the applicant on Page 1, shall, upon written acceptance and notification of Hall booth(s) assigned by IEEE AUTOTESTCON 2023 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 Industry Participants on a first come, first served basis. No discounts or concessions are made. Full Payment is required for booths selected thereafter. Per IEEE AUTOTESTCON policy, military organizations are provided complementary standard booths.

Each single 10x10 space costs \$2,900.00 if reserved on or before April 30, 2023, \$3000.00 if reserved May 1 through June 15, 2023 and \$3,100 from July 15, 2023 thereafter. **Full payment is required for reservations.**

Credit cards (MC, VISA, and Amex) are accepted. Payment may also be made by check payable to IEEE AUTOTESTCON 2023. Final full payment is due at the time of reservation or 30 days after receipt of invoice. Applications 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 2023, a cancellation fee will be assessed as follows: 25% of the total booth space charge for cancellations between April 1, 2023 and July 1, 2023; 50% of the total booth space charge between July 2, 2023 and July 31, 2023; and no refund after July 31, 2023. 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, except in contracted Ancillary Meeting Rooms assigned by the conference, and no signs or placards may be displayed on persons, or otherwise, outside the assigned space, unless approved in writing by IEEE AUTOTESTCON 2023.

Service Contractors

The Official Service Contractor is Freeman. Information regarding shipments will be made available through the IEEE-AUTOTESTCON 2023 website www.autotestcon.com and through the Freeman Exhibitor Kit.

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, August 27th, 2023. 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, August 28th, 2023. All Spaces must be occupied with booth set up completed no later than 10:00 PM on Monday, August 28th, 2023.

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. **Carpet is the required responsibility of the industry participant.** Military booths are provided with carpet,

two chairs and one table. **Please note that Hall structures including signs are limited to a maximum height of 15 feet for island booths, 12 feet for peninsula booths and 8 feet 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 the Exhibitor's space is optional and may be ordered through Freeman.**

Registration and Exhibitor Badges

Each Participant receives four badges for the first booth ordered, and two additional badges for each additional booth. In addition, each Industry Participant receives one full conference registration for a designated attendee. Additional badges for the Tuesday lunch and sday reception can be purchased for a fee. Additional Exhibit Hall badges for Wednesday and Thursday will be provided at no charge. Work passes as necessary will be provided for personnel on Sunday, August 27th and Monday, August 28th.

Move in/Move out

The Exhibit area will be available for set-up of displays no later than 3:00 PM Sunday, August 27, 2023. Tear down will be from 11 AM to 6:00 PM Thursday, August 30, 2023. All freight must be completely removed by 6 PM Thursday, August 30, 2023. Please make prior arrangements with your freight carriers to ensure they adhere to this schedule. **Participants may not dismantle any part of their displays before the Hall closes at 11:00 AM on Thursday.**

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 Exhibit 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 August 16th, 2023. (see the PARTICIPANT-APPOINTED CONTRACTOR section when the Hall kit is published on-line in mid-June, 2023)

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 2023, this agreement may be terminated by IEEE AUTOTESTCON 2023. For this purpose, the term "cause or causes" shall include, but not by way of limitation, fire, flood, hurricane, epidemic, earthquake, lockouts, boycotts, lack of adequate transportation service or acts of God other than named. Should IEEE AUTOTESTCON 2023 terminate this agreement pursuant to the provisions of this paragraph, the Participant waives any and all claims for damages and agrees that IEEE AUTOTESTCON 2023, 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 2023 costs and expenses in connection with its preparation for conducting the Conference and Exhibit Hall, including a reasonable reserve for claims and other contingencies. IEEE AUTOTESTCON 2023, 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 Exhibit Hall space by a Participant, and that Participants will indemnify and hold harmless IEEE AUTOTESTCON 2023 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 2023
8058 Schaefer Crest, Breinigsville, PA 18031
jeffreyrubin@ieee.org, 301-502-4877