



2019 IEEE AEROSPACE CONFERENCE

March 2-9, 2019 Yellowstone Conference Center, Big Sky,
Montana

Prospective Exhibitor,

The aerospace community is a group of the brightest and best minds in engineering, science, business and government who work to create, discuss, and review leading edge technologies and applications.

As Exhibitors and Patron Program Chair of the 2019 IEEE Aerospace Conference, to be held at the Yellowstone Conference Center at Big Sky, Montana, I would like to invite you to consider exhibiting your products and services at our conference.

If you have not participated in the past, we know you will find our conference an exceptional venue to display your products, capabilities, and services to potential new customers.

We are expecting over 600 aerospace specialists, government and commercial leaders and their guests to attend, offering excellent corporate exposure for your organization.

If you would like to showcase your business to our group of technologists and decision makers, please consider participating as a member of our Patron Program. Information on Patronage options is provided on our website at:

<http://www.aeroconf.org>

For more information, or to discuss your specific interests, please contact me by email at: promotions@aeroconf.org.

Sincerely,

Howard E. Neely, III
Exhibitors and Patrons Program Chair
2019 IEEE Aerospace Conference

1301 Lynngrove Drive, Manhattan Beach, CA. 90266 (310) 545-5753





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Exhibitor Instructions

1. **Booth Selection.** Figure 1 shows the Exhibit Booth Floor Plan. We currently offer seven “Prime” booths. Please select your booth from P3-P7 and enter this selection on your Booth Application Form. Failure to do so will delay processing of your application. These booths are located just outside the Missouri Ballroom, where all plenary and selected technical sessions are held, and where all dinners are served. Please note that there are sconces on the wall at P3 and P5, so if you have floor-to-ceiling displays, such as are shown below, you may not want to select these booths. Your booth will see traffic from the majority of conference attendees and offers the potential for excellent one-on-one interaction with potential clients. Each booth provides approximately 8’ x 10’ of exhibit space, a 6’ x 2’ draped and clothed table, and as many chairs as you need. Electricity is provided, but please request any special power needs ahead of time. All booths will be booked for the full week of the conference. You may arrive late or depart early, but there will be no discount if you do so. Please note that, unless noted, these areas are not secured after hours. The IEEE Aerospace Conference is not responsible for materials left unattended. Here are some booths from recent conferences:



2. **Application.** Fill in the Booth Application Form on the last page of this document and send it to me. It’s OK to send the entire PDF file. It is very important that you include the mobile phone number and email address for at least one member of your exhibit crew so that I can coordinate booth setup time. When I have received and approved your application, I will send you information on how to pay for your Exhibit Booth Fee and your Exhibitor Registration (if you choose this approach) on our website. Booths will be assigned based on order of payment received. Table 1 shows the fee structure.

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Deadline	1 Dec 2018	25 Jan 2019	Otherwise
Exhibitor Registration	\$525	\$610	\$735
Exhibit Booth Fee	\$1,500	\$1,745	\$2,100
Exhibit Booth Fee for Patrons	\$1,275	\$1,485	\$1,785

Table 1 – Exhibitor Registration and Exhibit Booth Fees

- Exhibitor Registration.** Each person who will be staffing the exhibit (“Exhibitor”) must be registered in the conference with either an Exhibitor Registration or a regular Conference Registration. Exhibitor Registration provides access to the meals and social events, but not to the technical presentations (except for the Plenary sessions). Both types of registration must be processed via the website. When your application is received and approved, I will email you access codes for the number of Exhibitor Registrations you requested. Please note that each level of the Patron Program, except for Granite, includes at least one complementary regular Conference Registration, which you may choose to use (but are not required to use) for an Exhibitor. For details, see the Patron Program document. Registered Exhibitors may also purchase Guest Registration packages for family members and/or friends that cover social activities and meals only (no technical sessions, except for the plenary sessions during dinner).
- Exhibit Booth Fee Payment.** The Exhibit Booth Fee may be paid by check, credit card, or wire transfer. If paying by check, you may mail (USPS, FedEx, UPS, or DHL) the application with the check, or separately email a PDF of the application to promotions@aeroconf.org. If paying by credit card, you will do this through our website. If paying by wire transfer, please email me the application, indicating you would like to use wire transfer, and I will email you the form to use. The deadline to cancel a booth and receive a full refund is January 25, 2019.
- Banners.** We encourage our Exhibitors to bring two large banners: one to drape across the front of or hang behind the table, and one for display above the stage in the Missouri Ballroom. You may want to start planning for the design, fabrication, and shipping of your banner soon after making the commitment to exhibit. Size



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and shipping requirements are described in the Rules section. The figure above shows the way the banners will be displayed in the Missouri Ballroom.

6. PowerPoint Slide. We also encourage all exhibitor organizations to provide a single-slide PowerPoint file for presentation in the Missouri Ballroom during dinner. This is a great opportunity for you to develop mindshare about your organization's products and/or services. Each slide is presented for only a few seconds per rotation, so bold imagery and sparse text work best. Here are some examples of slides that do this well:



7. Booth Setup. I will contact the Exhibit crew members you designate and provide my mobile phone number. I will work with your Exhibit team to get your booth setup and powered, and get your crates safely stowed.
8. Literature Racks. Literature may be displayed on your booth table or displayed in literature racks that you bring. Literature racks will be provided for Granite Patrons, with 30-day notice.
9. Exhibition Hours & Foot Traffic. Generally, the exhibits are open all day, every day, however you will see most traffic in the exhibition area as attendees file into and out of the Missouri Ballroom for the first plenary session (5:50-6:35) and dinner, followed by the second plenary session (7:05-8:50). So, there are four daily traffic peaks around these events. In addition, there is traffic throughout the day, as attendees go into and out of the sessions in the lower level conference rooms (Jefferson, Madison, Gallatin, and Lake/Canyon). So, we recommend that you have your booth fully staffed around the Ballroom events and have literature and swag out at all times. But, be sure not to leave anything of real value.

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Rules for Exhibitors

Each Exhibitor agrees to comply with the rules described herein. Each Exhibitor agrees that their display admitted to the conference shall be designed in good taste and appropriate to the content of the conference. Committee shall refer to IEEE Aerospace Conference officers or agents acting for them in management of the conference and activities.

1. **DISPLAY MATERIAL** - All material to be presented at the conference will be reviewed and approved by the Conference Committee. The Conference Committee exercises the right to reject any display or material deemed to be inappropriate. The committee reserves the right to reject the display in whole or in part, or any Exhibitor or representative with or without giving cause. If cause is not given, liability shall not exceed the return to the Exhibitor of the unearned rental at the time of rejection. The booth may lose Exhibitor eligibility if deemed necessary by the Conference Committee.
2. **BANNER** – All exhibitors are encouraged to bring a banner for display at the front of the Missouri Ballroom throughout the week of the conference. Banners may be as large as 6’ (1.83m) wide and 4’ (1.22m) tall. We recommend that banners include grommets at the corners for hanging. Large and portrait format banners can be accommodated: contact us at promotions@aeroconf.org. Please consider shipping your banners (by February 22, 2019), and notifying us of the tracking number for the banner package so we can have all banners installed for the first conference event Saturday night.
3. **LOGO** – All exhibitors are encouraged to email a file containing a logo that we can use on the Conference Supporter and Contributors page (inside front cover) in the conference Schedule and Program. Logo should be 3” x 4” (7.6cm x 10.2cm) TIFF CYMK, 600 dpi, and must be received by January 5, 2018.
4. **POWERPOINT AD SLIDE** – All exhibitors are encouraged to submit one PowerPoint slide that promotes your products and/or services, to be shown during the dinner slide show each day. Since the slide will be shown for only a few seconds each time, it should be designed with high-impact graphics and a simple message. Please note that black background works best.
5. **ELIGIBILITY** – The committee reserves the right to determine the eligibility of any exhibiting organization and its product or service for exhibiting. “Exhibiting organization” includes manufacturers, publishers, service organizations and educational organizations.

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6. EXHIBITOR RESPONSIBILITIES – Exhibitor representatives will be identified in advance of the conference, including personnel for setup, support and tear down activities.
7. THE BOOTH – The Exhibitor booth will consist of an approximate 8'x 10' (2.4m x 3.1m) area, a 6'x 2' (1.8m x 0.6m) table, and one or more chairs. Special arrangements may be coordinated if we receive notice a minimum of 30 days prior to the conference.
8. BOOTH LOCATION – Booth locations are as shown on the following floor plans. We will make a reasonable effort to accommodate Exhibitor request preferences. Space is limited, therefore selection of booth location is on a first come, first serve basis with final confirmation on full payment to the conference. Failure to occupy the pre-designated space during the appropriated setup time window may result in forfeiture unless previously coordinated with the committee.
9. BOOTH SETUP & TEARDOWN - All tables will be reserved for the full week of the conference. Exhibit setup will be on Saturday, March 2, 2019 from noon-4:00pm. Exhibit teardown will occur on the last day of the conference, Friday, March 8, 2019, noon -4:00 pm. Setup or teardown between these times can be accommodated if previously coordinated.
10. SHIPMENT OF GOODS – Exhibitor materials may be shipped in advance of the conference at the sole responsibility of the Exhibitor. **We recommend that you ship your items no later than February 22, 2019, due to potential weather conditions. Big Sky does NOT receive deliveries on the weekend. All items MUST arrive by March 1, 2019.** The facility address for delivery is:

**BIG SKY RESORT
c/o M. Alger & ROARK SANDBERG
IEEE Conference
50 BIG SKY RESORT ROAD
BIG SKY, MT 59716
310-200-2680**

Be sure to include: YOUR COMPANY NAME, point of contact, mobile phone number for the responsible Exhibitor, and "IEEE Exhibit". For more information, call the resort directly at: (406) 995-5891. Please note that each crate must be able to fit through a 42" (106cm) doorway, with maximum depth not more than 52" (132cm) and maximum height not more than 7' (2.13m). Total weight of each crate must not exceed 2500 lbs. (1134kg). In addition, we request that you email your tracking numbers to promotions@aeroconf.org to assist us in having your packages ready and waiting for you when you are ready to setup your booth. Please note that any package that needs to be

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shipped **from** Big Sky before Monday, March 11th must be packaged, labeled and in the mailroom by 2:00pm, Friday, March 8th.

11. **INSURANCE** – Fire, theft and liability insurance protecting the Exhibitor personnel or booth items is mandatory and not the responsibility of the conference to verify. Proof of insurance may be requested in the event of an accident of unexpected damage or injury occurring.
12. **FIRE LAWS** – Federal, State and City fire laws must be observed. Exhibitors are required to ensure that their displays and other booth materials comply with the fire regulations. Aisles and fire exits must never be blocked.
13. **ATTENDANCE** – Exhibitors must purchase a conference registration (or be granted a complementary registration), at least at the Exhibitor level.
14. **CLEAN UP** – Exhibitors are expected to maintain a generally clean and clear area surrounding their booth.
15. **SUB-LEASING** – No Exhibitor may assign, sublet or apportion any portion of his space. Booths may be shared by multiple vendors at the discretion of the committee.
16. **NOISE** – Public address or other loud devices for the reproduction of sound beyond the individual Exhibitor booth, or excessive operating noise that distracts neighboring Exhibitors is prohibited.
17. **LIMIT OF LIABILITY** – The committee shall not be responsible for any injury, loss of damage that may occur to the Exhibitor of the Exhibitor's property, employees or any others designated by them, from any cause whatsoever prior, during or subsequent to the conference activities. Nor shall the committee be held liable for an act of God that makes the facility unusable during this period. The Exhibitor furthermore, upon a signed agreement, releases the committee from and agrees to indemnify and save harmless the committee against any and all claims for such loss, damage and injury to Exhibitor and Exhibitor representatives. Exhibitors are liable for any damage caused by affixing displays to floors, walls or to standard booth equipment, or for damages caused by the Exhibitor in any other manner. The committee will not be responsible for delays, damage, loss, increased cost or any other circumstance beyond its control.
18. **REFUNDS** – If you choose to withdraw your application to exhibit, requests for refunds must be received by January 25, 2019. Withdrawal as an exhibitor prior to the deadline will result in your logo being removed from the Conference Program, unless you choose to apply your booth fee towards our Bronze Level Patron Program. No refunds will be granted after the deadline, however you may still choose to participate as a Bronze Level Patron.

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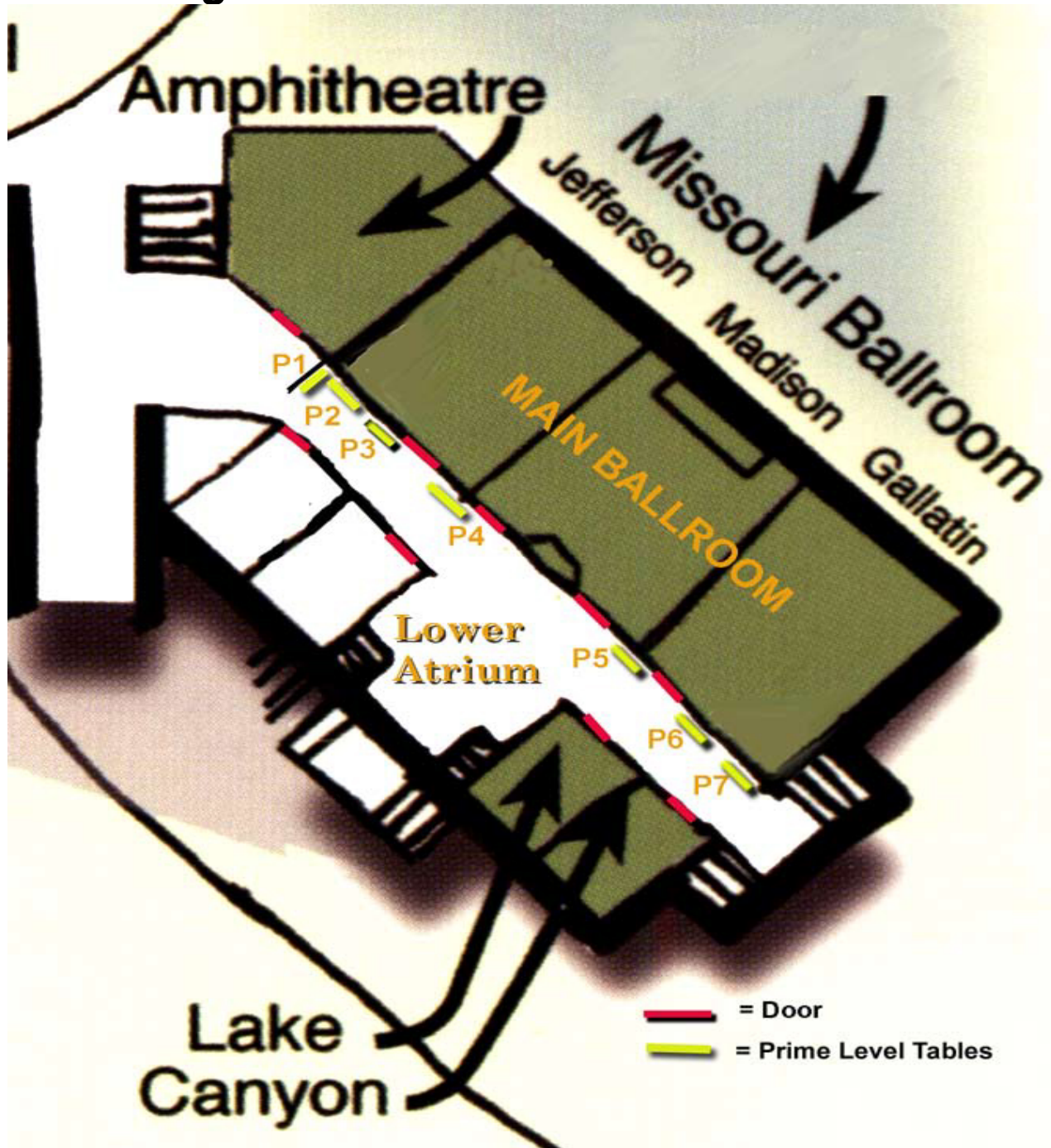




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Figure 1 - Exhibit Booth Floor Plan



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IEEE



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2019 IEEE Aerospace Conference Exhibit Booth Application Form

Date: _____

Organization Name: _____

Organization Address: _____

Applicant Name: _____ Title: _____

Applicant Phone: _____ Email: _____

Exhibitor Name(s): _____

Point of Contact Exhibitor _____ Mobile Phone Number _____

Booth Requested _____ Booth Fee Payment Amount: _____

Number of Exhibitor Registrations Requested: _____

Guest Name(s): _____

Our program is very flexible and open to other suggestions for support. Please do not hesitate to contact me at promotions@aeroconf.org.

Please fill in this form and email it to promotions@aeroconf.org. If you will be paying by check, please make your check payable to:

2019 IEEE Aerospace Conference

Mail the check to:

IEEE Aerospace Conference Office
1301 Lynngrove Drive
Manhattan Beach, CA 90266
attn: Exhibitors and Patrons Program Chair

Or, if paying by credit card, you can now pay online! Just enter your data into this form and email it to me.

On behalf of the IEEE Aerospace Conference, thank you for choosing our conference to exhibit your products and services!

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