



2025 IEEE AEROSPACE CONFERENCE

March 1-8, 2025 - 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 Exhibitor and Patron Chair of the 2025 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 750 aerospace specialists, government and commercial leaders, and their guests to attend, offering excellent corporate exposure for your organization. You will be able to showcase your business and products to this diverse group and interact with many talented people in the industry.

Also consider participating as a member of our Patron Program. This can open up additional ways to interact with this community. Information on Patronage options is provided at [Patrons Info \(aeroconf.org\)](https://aeroconf.org/patrons).

For more information, or to discuss your specific interests, please contact us at promotions@aeroconf.org.

Bob Sievers
Patron & Exhibitor Chair
2025 IEEE Aerospace Conference





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Exhibitor Summary

Location. Figure 1, at the end of this package, shows the Meeting Area Floor Plan, with 7 exhibit locations. Please select your location, E1-E7 and enter this selection on your Application Form (see last page). **Your selected location will be locked in when your Fee is received.** Your exhibit area will see traffic from the majority of conference attendees and offers the potential for excellent one-on-one interaction with potential clients. Each location provides approximately 8' x 10' of exhibit space, an 8' x 2' draped and clothed table, and as many chairs as you need. Electricity is provided, but you should bring an extension cord and power strip. Please request any special power needs ahead of time. Exhibit space does allow backdrop or hanging displays, but please confirm size ahead of time. All locations 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 these areas are not secured after hours. The IEEE Aerospace Conference is not responsible for materials left unattended. Here are some exhibits from the 2023:



Application.

1. Fill out the Application Form on the last page of this document and email it to us at promotions@aeroconf.org. It is very important that you include the mobile phone number and email address for at least one member of your exhibit crew (as a backup if you are not available) so that we can coordinate setup time.
2. When we receive your fully completed form, we will set up the selected registration type (exhibitor or regular) for the individuals identified in the application. They will have to to [AeroConf 2025 IEEE Aerospace Conference](#) to set up a user ID, if they don't already have one.
 1. The Primary Contact must register online at www.aeroconf.org to complete the registration and payment. Exhibit locations will be assigned based on order of payment received.
 3. Other individuals identified in the application form should also go online and register.

Exhibitor Registration. Each person who will be staffing the exhibit ("Exhibitor") must be registered for the conference with either an Exhibitor Registration or a regular Conference Registration. Exhibitor Registration provides access to all of the meals, social events, and Plenary sessions, but not to the technical presentations. See <https://www.aeroconf.org/registration-fees> for fee schedule.





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Both types of registration must be processed via the website. Once your application is received, we will configure the individuals' accounts specified on the Exhibitor Application Form to reflect the discounted Exhibitor Registration rate. The Exhibitor Registration rates will automatically populate in their account when they log in and register (no discount code is needed). Please note that at least one of your Exhibitors must be registered for the conference before we can process your Exhibit Fee payment through the registration portal. Also, please note that each level of the Patron Program 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 are also welcome to purchase Guest Registration packages for family members and/or friends that cover meals, social activities, and Plenary sessions only (no technical sessions).

Exhibit Fee Payment. See <https://www.aeroconf.org/registration-fees> for fee schedule. There is a \$250 discount for any Patron level. All payments can be made via credit card through our website.

Banners. We encourage our Exhibitors to bring three large banners: one to drape across the front of or hang behind the table, and two for display on the side walls of the combined Ballroom. Size and shipping requirements are described in the Terms and Conditions section.



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:



Exhibit Setup. We will contact the Exhibitors that you designate and provide my mobile phone number. We will work with the Exhibitor team to get your exhibit setup and powered, and get your crates safely stowed.

Exhibition Hours. The exhibit area is open Sunday-Friday whenever the conference is in session.





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Terms and Conditions

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 Exhibitor may lose eligibility if deemed necessary by the Conference Committee.
2. **BANNER** – All exhibitors should provide two banners for display on the side walls of the combined main ballroom throughout the week of the conference. Banners should be 6’ (1.83 m) wide and 4’ (1.22 m) tall. We recommend that banners include grommets at the corners for hanging. Other sizes can be accommodated but contact us at promotions@aeroconf.org to discuss acceptable options. Please ship banners separately and provide the tracking number so that we can install them prior to the exhibit set up. Banners should arrive at conference center between February 21 and February 27. See shipping instructions in Section 18.
3. **LOGO** – All exhibitors should email a file containing a logo that we can use in the in the conference schedule header and program, as well as the website and conference app. Logo should be 3” x 4” (7.6 cm x 10.2 cm) TIFF CYMK, 600 dpi, and must be received by January 3, 2025. Provide a website address that can be linked to your logo. Here is the schedule header from last year’s program.
4. **POWERPOINT AD SLIDE** – All exhibitors should submit one PowerPoint slide that promotes your products and/or services, to be shown during the dinner slide show and in the hallways during exhibit time 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.
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.
6. **EXHIBITOR RESPONSIBILITIES** – Exhibitor representatives will be identified in advance of the conference, including personnel for set-up, support and tear down activities.
7. **THE EXHIBIT** – The Exhibit will consist of an approximate 8’ x 10’ (2.4 m x 3.1 m) area, an 8’ x 2’ (1.8 m x 0.6 m) 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. **LOCATION** – Exhibit 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 exhibit 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 appropriate setup time window may result in





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forfeiture unless previously coordinated with the Exhibitor Chair. The Chair reserves the right to make adjustments based on best overall accommodation for all Exhibitors and conference attendees.

9. **SETUP & TEARDOWN** - All exhibit tables will be reserved for the full week of the conference. Exhibit setup for E1-5 will be on Saturday, March 1, 2025 from noon-4:00pm. Exhibit setup for E6-7 on the upper level will be 7:00 am on Sunday. Exhibit teardown will occur on the last day of the conference, Friday, March 7, 2024, noon - 4:00 pm. Exceptions to these times can be accommodated if previously coordinated.

10. **INSURANCE** – Fire, theft and liability insurance protecting the Exhibitor personnel or exhibit 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.

11. **FIRE LAWS** – Federal, State and City fire laws must be observed. Exhibitors are required to ensure that their displays and other exhibit materials comply with the fire regulations. Aisles and fire exits must never be blocked.

12. **ATTENDANCE** – Exhibitors must purchase a conference registration (or be granted a complementary registration), at least at the Exhibitor level. Note that at least one complementary registration is included with each Patron Program participation above Granite.

13. **CLEAN UP** – Exhibitors are expected to maintain a clean and clear area surrounding their exhibit.

14. **SUB-LEASING** – No Exhibitor may assign, sublet or apportion any portion of his space. Exhibits may be shared by multiple vendors at the discretion of the committee.

15. **NOISE** – Public address or other loud devices for the reproduction of sound beyond the individual exhibits, or excessive operating noise that distracts neighboring Exhibitors is prohibited.

16. **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 after 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 building floors, walls or to standard 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.

17. **REFUNDS** – If you choose to withdraw your application to exhibit, requests for refunds must be received by January 24, 2025. 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 exhibit fee towards our Patron Program. In this case, you would be recognized as a Bronze Level Patron. No refunds will be granted after the deadline; however you may still choose to participate as a Bronze Level Patron.





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18. SHIPMENT OF GOODS –Materials shipped to the conference will be the sole responsibility of the Exhibitor. **We recommend that you ship your items no later than Feb 21, 2025, due to potential weather conditions. Big Sky does NOT receive deliveries on the weekend. All items MUST arrive by February 28.**

All boxes must be labeled with the following information:

Exhibitor Organization, Name of Person Shipping Packages, Date of Event

C/O Meghan Coppola-Conference Manager

50 Big Sky Resort Rd

PO Box 160001 (USPS) or Ste 160001 (Fed Ex/UPS/Freight)

Big Sky, MT 59716

We ask that your boxes do not arrive more than 5 days prior to the start of your conference. A storage fee may be applied to boxes arriving more than 5 days prior to arrival. Contact your conference manager to arrange this in advance. For return shipping, vendor must provide a paid shipping label (via UPS, FedEx, a specific courier) for each box. It is the responsibility of the vendors to ensure all boxes are properly packed and shipping label attached. Big Sky Resort will deliver all boxes from conference space to Shipping/Receiving.

Big Sky Resort will transfer all packages/freight between Shipping/Receiving and conference spaces. It is the sole responsibility of vendors to provide all materials needed for return shipping. This includes tape, boxes, pre-paid shipping labels etc. Vendors may utilize the concierge services at the Huntley or Summit Hotel to print shipping labels. Big Sky Resort is not responsible for any packages left without paid shipping labels. Additional handling charges may be applied.

Please note that each crate must be able to fit through a 42” (106 cm) doorway, with maximum depth not more than 52” (132 cm) and maximum height not more than 7’ (2.13 m). Total weight of each crate must not exceed 2500 lbs. (1134 kg).

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 exhibit.

Please note that any package that needs to be shipped **from** Big Sky before Monday, March 10 must be packaged, labeled and in the mailroom by 2:00 pm, Friday, March 7. And please notify your conference contact.

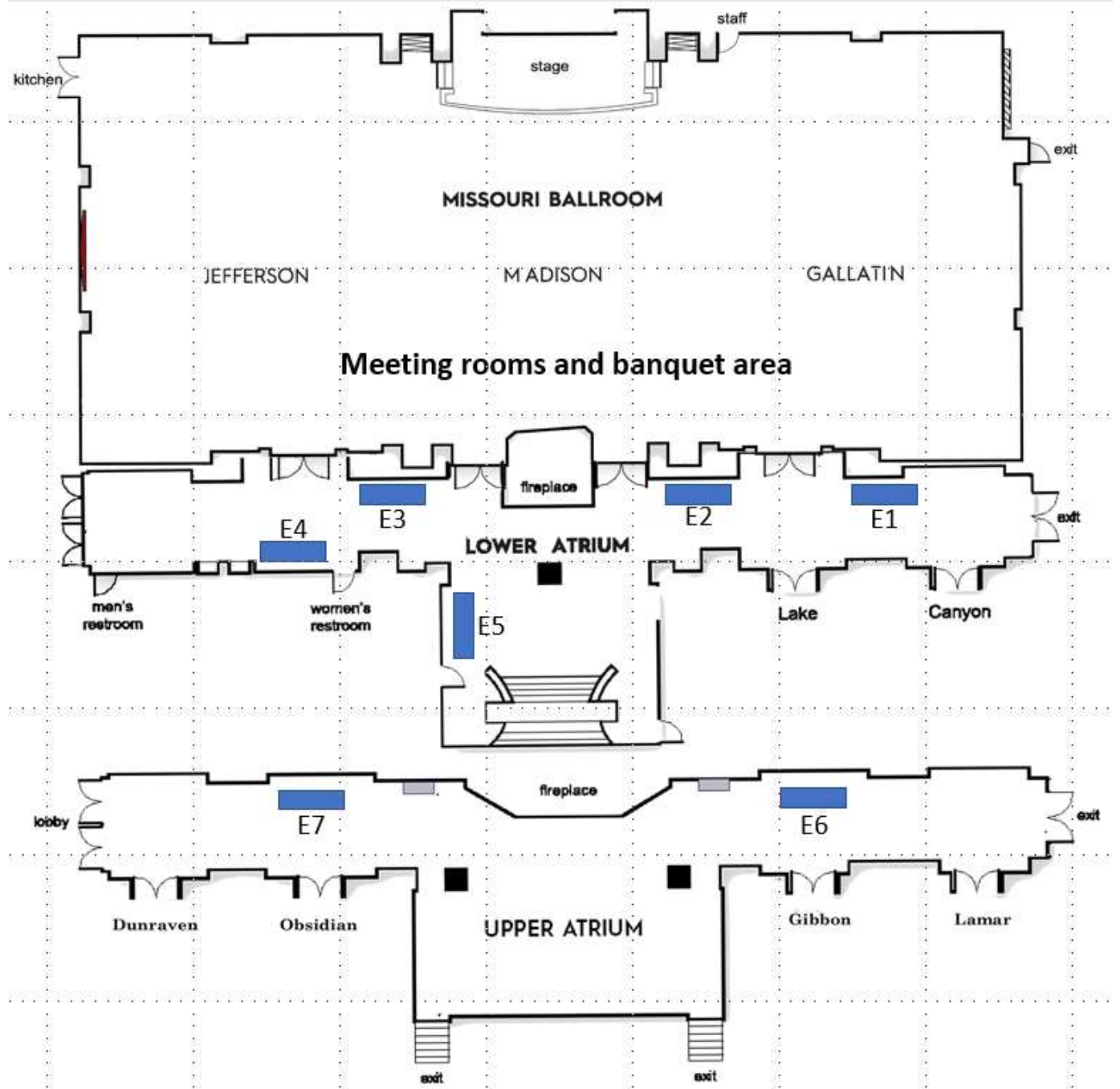
For site specific questions, you can contact Big Sky Resort Conference Services at meghan.coppola@bigskyresort.com or call (406) 995-5497.



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Figure 1 - Meeting Area Floor Plan Exhibit locations E1 – E7





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2025 IEEE Aerospace Conference Exhibitor Application Form

(contact promotions@aeroconf.org for a fillable form)

Date: _____

Exhibiting Organization Name: _____

Exhibiting Organization Address: _____

Primary Contact Name: _____ Title: _____

Primary Contact Phone: _____ Email: _____

Exhibitor Name: _____ Email: _____ Mobile: _____

Exhibitor Name: _____ Email: _____ Mobile: _____

Exhibitor Name: _____ Email: _____ Mobile: _____

Guest Name(s): _____ Email: _____

Guest Name(s): _____ Email: _____

Guest Name(s): _____ Email: _____

Number of Discount Exhibitor Registrations (no access to sessions) Requested: _____

Please indicate above (circle or with a "Y") who receives these registrations.

Requested Exhibit Location: _____ Exhibit Fee Payment Amount: _____

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

Please fill in this form and email it to promotions@aeroconf.org. All payments can be made through the conference website via credit card.

Submission of this application will be taken as consent to the Terms and Conditions stated above.

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

Bob Sievers
Patron & Exhibitor Chair

