

# IEEE AUTOTEST 2015

November 2-5, 2015 \* National Harbor, Maryland  
Gaylord National Resort & Convention Center



## # DEMONSTRATION HALL APPLICATION

We hereby apply for space in the IEEE AUTOTEST 2015 Demonstration Hall. We agree to abide by show rules and regulations as detailed in the Hall Kit, bulletins issued in advance of IEEE AUTOTEST 2015, 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: \_\_\_\_\_

**\*\* Please use company name as you would like it to appear in promotional materials. \*\***

### PERSON TO RECEIVE BILLING INFORMATION

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### PERSON TO RECEIVE EXHIBITOR INFORMATION

Check here if same as above

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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

Complete IEEE AUTOTEST 2015 information regarding shipping, decorating, move-in, move-out, and IEEE AUTOTEST 2015 regulations will be available at [www.ieee-autotest.com](http://www.ieee-autotest.com) in September 2015.

### PAYMENT INFORMATION

# of Booths Purchased: \_\_\_\_\_ \$2,400 per Booth before 7/30/15: \_\_\_\_\_

(Booth size is 10' x 10') \$2,500 per Booth between 8/1/15 - 9/30/15: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_ \$2,600 per Booth after 10/1/15: \_\_\_\_\_

(25% Minimum, Balance due 5/30/2015)

Booth Number: \_\_\_\_\_ Total Due: \_\_\_\_\_

2014 Booth Number: \_\_\_\_\_

### METHOD OF PAYMENT

Balance Due:

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

(Make check payable to "IEEE AUTOTEST 2015")

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

Balance: E-mail Invoice on or about 5/01/2015: \_\_\_\_\_ Bill Above Credit Card on 5/30/2015: \_\_\_\_\_

Signature of, Company Representative: \_\_\_\_\_

Date

IEEE AUTOTEST 2015 Representative: \_\_\_\_\_

Date

### NOTES

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

# IEEE AUTOTESTCON 2015 WASHINGTON DC

## NOVEMBER 2 – 5, 2015

### RULES AND CONDITIONS FOR DEMONSTRATION HALL PARTICIPATION

IEEE AUTOTESTCON 2015 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

Demonstration Hall hours have been planned to encourage maximum participation by conference registrants. Hours, as follows, are subject to change:

Tuesday, November 3, 2015	10:30 AM to 5:00 PM
<i>Luncheon on floor</i>	<i>12:00 Noon to 1:30 PM</i>
<i>Reception on Floor</i>	<i>6:00 PM to 8:00 PM</i>
<i>Note: The Technical Program is closed between 1:30 PM to 3:00 PM.</i>	
Wednesday, November 4, 2015	9:00 AM to 5:00 PM
Thursday, November 5, 2015	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 2015 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 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, 2014.

Each single 10x10 space costs \$2,400.00 if reserved on or before July 30, 2015, \$2,500.00 if reserved August 1 through September 30, 2015 and \$2,600 from October 1, 2015 thereafter. Full payment is required when reserved in 2015.

Credit cards (MC, VISA, and Amex) are accepted. Payment may also be made by check payable to IEEE AUTOTESTCON 2015. Final full payment is due prior to May 30, 2015 or at the time of reservation if in 2015. Applications that are not completed at the 2014 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 2015, a cancellation fee will be assessed as follows: 25% of the total booth space charge for cancellations between June 1, 2015 and July 30, 2015; 50% of the total booth space charge between August 1, 2015 and September 30, 2015; and no refund after September 30, 2015. 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 2015.

#### Freight Movement

All freight sent in advance to Freeman Co. ("Freeman") (the Official Service Contractor) will be placed in assigned space no later than 1:00 PM on Sunday, November 1<sup>st</sup>, 2015. Freeman will begin to unload all direct shipments starting at 1:00 PM. Participants may hand-carry their own materials into the Demonstration 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, November 2<sup>nd</sup>, 2015. All Spaces must be occupied with booth set up no later than 10:00 PM on Monday, November 2<sup>nd</sup>, 2015.

#### Equipment Provided by Conference

Each Demonstration 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.** Draperies will be announced in the Display Kit. **Participants MUST provide their own carpeting for their area.** 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 \$30.00 each 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, November 1<sup>st</sup> and Monday, November 2<sup>nd</sup>.

#### Move in/Move out

The Demonstration area will be available for set-up of displays at 1:00 PM Sunday, November 1<sup>st</sup>, 2015. **A VIP walk-through is planned for near 9:45 AM, Tuesday, November 3<sup>rd</sup>, 2015.** Tear down will be from 11 AM to 10:00 P.M. Thursday, November 5<sup>th</sup>, 2015. All freight must be completely removed by 12 Noon Friday, November 6<sup>th</sup>, 2015. 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 October 17<sup>th</sup>, 2015 for approval. (see the PARTICIPANT-APPOINTED CONTRACTOR section when the Hall kit is published on-line approximately September 15, 2015)

#### 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 2015, this agreement may be terminated by IEEE AUTOTESTCON 2015. 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 2015 terminate this agreement pursuant to the provisions of this paragraph, the Participant waives any and all claims for damages and agrees that IEEE AUTOTESTCON 2015, 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 2015 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 2015, 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 2015 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 2015  
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Ponte Vedra FL 32081  
[jrubin@jnrllc.com](mailto:jrubin@jnrllc.com)  
904-373-8721