



July 7 – 12, 2019  
Atlanta, Georgia

Patron and Exhibitor  
Prospectus

The city of Atlanta, Georgia and the IEEE Antennas & Propagation Society look forward to welcoming you to Atlanta for the 2019 AP-S/URSI conference. Atlanta is known for southern hospitality and is the home of major organizations like CNN, Coca Cola, UPS, Home Depot, Delta Airlines and Krispy Kreme Donuts. Visiting Atlanta in July is truly to feel the embrace of warm Southern hospitality!!!

The 2019 IEEE APS/URSI conference is July 7-12 at the Hilton Atlanta Downtown hotel. This conference provides you unique insights into evolving technologies in the worlds of Antennas, Propagation and Radio Science. This is also an excellent opportunity to expose a large audience to the capabilities of your company and to meet the next generation of engineers and researchers. This symposium generally attracts over 1,500 attendees from approximately 34 countries.

Participation and booth selection is handled on a "first come, first served" basis. If you wish to have a premium booth location, it is wise to reserve your space now. Becoming a patron provides additional benefits, such as detailed corporate information listed in the program guide and inclusion of your logo on signs around the conference. Pricing and other marketing opportunities can be found beginning on page 3 in this prospectus. We look forward to seeing you in Atlanta!



### **Benefits for Symposium Attendees:**

- o Top-rated, peer-reviewed technical paper sessions
- o Special and invited paper sessions of topical interest
- o Short courses for additional educational opportunities
- o Exhibitors showcasing their latest products and services
- o Fun, imaginative, and entertaining social events
- o World-class hotel as the symposium venue



### **Benefits for Symposium Exhibitors:**

- o A large, focused, customer base of antenna engineers, scientists, and engineering managers.
- o A solid technical program that to draws attendees from around the world (34 countries represented in 2017).
- o Company links directly on the 2019apsursi.org website.
- o Exhibitor recognition on the AP-S/USNC-URSI 2019 Mobile App.
- o An exhibitor committee team of including experienced professionals in exhibiting, sales, and marketing.
- o Promotion, promotion, promotion! Thousands of symposium brochures to be distributed at various international shows.

## EXHIBIT SCHEDULE

Exhibitor Move-in:

13:00 - 18:00 Monday, July 8

Exhibit Floor Opens:

09:00 - 18:00 Tuesday, July 9

09:00 - 18:00 Wednesday, July 10

09:00 - 15:00 Thursday, July 11

Exhibitor Move-out:

15:00 - 18:00 Thursday, July 11

## EXHIBIT and Patron Registration

Exhibit and Patron Registration will be available at [2019apsursi.org/PatronReg.asp](http://2019apsursi.org/PatronReg.asp) beginning August 19, 2018

If you have any questions, please contact CMS, [exhibits@2019apsursi.org](mailto:exhibits@2019apsursi.org) or via telephone at +1-979-846-6800.



## Important Dates and Information:

### DATES FOR EXHIBIT DISCOUNTS AND ALLOCATION:

Last date for early bird specials: 10% off Patron Levels - January 15, 2019

Last date to order exhibit space at discounted rate of U.S. \$3,300.00: March 30, 2019

Rate for exhibit space after March 30, 2019: U.S. \$3,750.00 (while space is available)

### DATES FOR SENDING AD FILE MATERIAL:

Deadline for patron/exhibitor ad material for symposium printed program: April 11, 2019

Deadline for delegate bag promotional item insert: May 11, 2019

### EXHIBIT EQUIPMENT INCLUDED WITH BOOTH SPACE RENTAL FEE:

10'D X10'W pipe and drape booth with 8' high back wall and 3' high side rail drapery

One (1) 6'L X 2'W draped table with two (2) side chairs

One (1) 7" x 44" company identification header sign

One (1) wastebasket



# SUMMARY OF 2019 EXHIBIT AND PATRON SPECIFICATIONS

## Exhibit Space (\$3,300 USD):

- o One standard (10'D x10'W) exhibition space
- o Registration fee waived for two (2) exhibition representative
- o Recognition on the symposium website featuring linked exhibitor name and logo Recognition in the symposium program with exhibitor name and company logo Printed booth sign with name of company
- o Rear pipe and drape Side pipe and drape
- o One (1) draped table with two (2) side chairs One (1) wastebasket
- o Customized options (additional fees may apply)

## University Table Top (\$1,800 USD):

- o One (1) draped table with two (2) side chairs
- o One (1) wastebasket
- o Registration fee waived for two (2) exhibition representatives
- o Recognition in the symposium program with University name and logo

Exhibit space applications and patronage commitments may be completed online at the symposium website [www.2019apsursi.org](http://www.2019apsursi.org).

## Patronage Opportunities:

### Diamond Symposium Patron (\$30,000 USD; Limit 1 Diamond Patron):

- o The "Diamond Booth" - A double booth facing Hall Entrance and near Coffee Break Area
- o Eight(8) Symposium delegate registrations inclusive of welcome reception
- o One(1) flyer or promotional item (provided by the patron) in attendee's registration package
- o Recognition at the symposium and on the symposium website, featuring linked patron name and company logo
- o Recognition on the AP-S/USNC-URSI 2019 smart phone app and banquet
- o Full page recognition in symposium program
- o The patron may provide a freestanding banner which will be positioned in the registration area for the duration of the symposium (maximum size 6ft high x 3ft wide)
- o Option to provide lanyards for all conference participants
- o Option to host a workshop at the conference

### Platinum Symposium Patron (\$20,000 USD):

- o A preferred booth spaces in the exhibit hall
- o Five(5) symposium delegate registrations inclusive of welcome reception
- o One(1) flyer or promotional item (provided by the patron) in attendee's registration package
- o Recognition at the symposium and on the symposium website, featuring linked patron name and company logo
- o Recognition on the AP-S/USNC-URSI 2019 smart phone app
- o Full page recognition in symposium program
- o Recognition during the opening speech at the banquet and in the banquet program

### Gold Symposium Patron (\$15,000 USD):

- o A preferred booth space in the exhibit hall
- o Four(4) symposium delegate registrations inclusive of welcome reception
- o One(1) flyer or promotional item (provided by the patron) in attendee's registration package.
- o Recognition at the symposium and on the symposium website, featuring linked patron name and company logo
- o Recognition on the AP-S/USNC-URSI 2019 smart phone app
- o Half page recognition in symposium program

### Silver Symposium Patron (\$10,000 USD):

- o A preferred booth space in the exhibit hall
- o Three(3) symposium delegate registrations inclusive of welcome reception
- o Recognition at the symposium and on the symposium website, featuring linked patron name and company logo
- o Recognition on the AP-S/USNC-URSI 2019 smart phone app

### Bronze Symposium Patron (\$5,000 USD):

- o Recognition at the symposium and on the symposium website, featuring linked patron name and company logo
- o Recognition on the AP-S/USNC-URSI 2019 smart phone app

## Promotion and Advertising:

### Celebratory Banquet (following the Awards Presentation) (\$10,000 USD):

- o Company logo(s) will be displayed with electronic gobos in the banquet room
- o Recognition during the opening speech at the banquet and awards presentation
- o Recognition at the symposium and on the symposium website, featuring a linked patron name and company logo

### Symposium Smart Phone Application (\$7,500 USD):

- o Patron logo to be displayed when the application loads
- o Patron logo to featured on all smartphone application promotional materials
- o Opportunity for patron to provide multimedia video to be viewed on the smartphone application

### Delegate Symposium Item (\$7,500 USD):

- o Logo to appear on the delegate item alongside the AP-S/USNC-URSI 2019 logo.  
*The Organizing Committee reserves the right to source and select the delegate item.*

### Charging Station (\$7,000 USD):

- o Charging station header to include patron name and logo
- o The patron may provide a freestanding banner which will be positioned near the charging station (maximum size 2m high x 1m wide)
- o Corporate literature may be displayed in the charging station area (the patron to supply)
- o Recognition at the symposium and on the symposium website, featuring linked patron name and company logo

### Women In Engineering Patron (\$5,500 USD):

- o Recognition at the symposium and on the symposium website, featuring linked patron name and company logo
- o Recognition on the AP-S/USNC-URSI 2019 smart phone app
- o Recognition at the WIE event

### Delegate Badge Lanyard (\$5,000 USD; *Limit 1 Lanyard Patron*):

- o Organization logo printed on delegate lanyard alongside symposium acronym, such as AP-S/URSI 2019.

### Poster Session Receptions (\$5,000 USD per poster session):

- o Recognition during the Poster Sessions and on the exhibit floor.
- o Recognition at the symposium and on the symposium website, featuring linked patron name and company logo.
- o Addition of company's logo to each numbered poster board

### Symposium Break Patron (\$5,000 USD per day):

- o Recognition at morning and afternoon coffee breaks on the exhibit floor.
- o Recognition at the symposium and on the symposium website, featuring linked patron name and company logo.

### Delegate Bag Insert (\$2,000 USD, *Available only to exhibitors*):

- o Patron may provide one (1) promotional item to be inserted into each conference delegate bags



# Space Application Form and Agreement for Exhibition and Patron Opportunities, Symposium Advertising Options

International Symposium on Antennas and Propagation and USNC-URSI Radio Science Meeting  
 July 7 - 12, 2019, Atlanta, Georgia

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Postal Code/Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Please address further correspondence to \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_ email \_\_\_\_\_

Please reserve \_\_\_ booth(s) at the  U.S. \$3,300.00 (on or before March 30, 2019)  U.S. \$3,750.00 (after March 30, 2019)

## SYMPOSIUM BOOTH SELECTION:

Booth numbers requested (in order of preference, please list your top three booth number preferences here):

Preference for non-adjacent exhibitors \_\_\_\_\_

Preference for adjacent exhibitors \_\_\_\_\_

Booth preferences will be accommodated whenever possible and are available on a first come, first served basis. Please refer to the booth area diagram on the prospectus. We will do our best to accommodate your preferences.

## PATRONAGE OPPORTUNITIES:

To maximize your organizations exposure at the symposium you may support the symposium in the form of a grant, or you may support a specific symposium function, event or promotional item purchased by the patron and supplied directly to the symposium.

- |   |              |   |              |
|---|--------------|---|--------------|
| <input type="checkbox"/> Diamond Patron   | \$30,000 USD | <input type="checkbox"/> Celebratory Banquet                      | \$10,000 USD |
| <input type="checkbox"/> Platinum Patron  | \$20,000 USD | <input type="checkbox"/> Symposium Smart Phone App                | \$7,500 USD  |
| <input type="checkbox"/> Gold Patron      | \$15,000 USD | <input type="checkbox"/> Delegate Symposium Item                  | \$7,500 USD  |
| <input type="checkbox"/> Silver Patron    | \$10,000 USD | <input type="checkbox"/> Charging Station                         | \$7,000 USD  |
| <input type="checkbox"/> Bronze Patron    | \$5,000 USD  | <input type="checkbox"/> Women In Engineering Patron              | \$5,500 USD  |
| <input type="checkbox"/> University table | \$1,800 USD  | <input type="checkbox"/> Delegate Badge Lanyard                   | \$5,000 USD  |
| <input type="checkbox"/> Other            | _____        | <input type="checkbox"/> Poster Session Reception (per reception) | \$5,000 USD  |
|   |              | <input type="checkbox"/> Symposium Break (per day)                | \$5,000 USD  |
|   |              | <input type="checkbox"/> Delegate Bag Insert (Exhibitors only)    | \$2,000 USD  |

Payment Checks should be made payable to IEEE AP-S/URSI 2019, Federal Tax ID Number 13-1656633, or you may complete the credit card information below.

Credit Card Number for Booth/Support Fees (Visa/MasterCard/American Express) \_\_\_\_\_

Security Code \_\_\_\_\_ Exp MM / YY \_\_\_\_\_ Total Payment \$USD \_\_\_\_\_

Name on Card \_\_\_\_\_

The issuer of the card identified on this item is authorized to pay the amount shown as Total Payment. I promise to pay such total (together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such card.

Billing Name \_\_\_\_\_ Billing Address \_\_\_\_\_

Signature \_\_\_\_\_

I, the duly authorized representative of the above-mentioned organization, subscribe and agree to all terms and conditions including, but not limited to the rules and regulations stated with this form for patrons, grants and exhibit space and services at the 2018 IEEE International Symposium on Antennas and Propagation and URSI Radio Science Meeting.

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this application with payment to: IEEE AP-S/USNC-URSI 2019  
 c/o Conference Management Services, Inc.  
 3833 South Texas Avenue, Suite #221  
 Bryan, Texas, 77802, U.S.A.  
 Telephone: (979) 846-6800  
 Fax #: (979) 846-6900

## Terms and Conditions

2019 IEEE International Symposium on Antennas and Propagation and URSI Radio Science Meeting  
July 7 - 12, 2019, Atlanta, Georgia

1. **CHARACTER OF THE EXHIBITION:** The IEEE APS/URSI and/or its designated agent reserves the right to determine the eligibility of any company, product or service and the right to restrict, prohibit or evict any Exhibitor or product which detracts from the character of the Exhibition or for any violation of the following Terms and Conditions.
2. **LOCATION/DATES:** The 2019 IEEE International Symposium on Antennas and Propagation and URSI Radio Science Meeting will be held July 7 - 12, 2019 at the Hilton Atlanta Downtown, Atlanta, Georgia.

### Show Hours:

- 09:00 - 18:00 Tuesday, July 9, 2019
- 09:00 - 18:00 Wednesday, July 10, 2019
- 09:00 - 15:00 Thursday, July 11, 2019

The meeting management reserves the right to make changes in the Exhibit hours. However, such changes will be made known as far in advance of the Exhibition as possible. As part of the contract with IEEE, all Exhibitors must guarantee that their booths will be staffed during all show hours

3. **INSTALLATION AND DISMANTLING:** Spaces will be accessible to Exhibitors for setting up displays on Monday, July 8, 2019, from 13:00 to 18:00. Packing and removal of Exhibits prior to the close of the Exhibition is prohibited. Exhibitors shall be liable for all storage and handling charges for failure to remove Exhibits by service contractor move-out.
4. **BOOTH SIZE/FEE/EQUIPMENT:** A full exhibit area is 10 feet x 10 feet at a cost of U.S. \$3,300.00 (by 3/30/2019) / U.S. \$3,750.00 (after 3/30/2019 and while space is available). Failure to make final payment constitutes a cancellation of this contract. See Cancellations section of the Terms and Conditions for details. Standard equipment entitlements include: organization name on provided nameplate, organization listing and a description per exhibitor in the on-site directory and on the Symposium web site, and two exhibitor registrations granting access to plenary and technical sessions as an audience member. Any additional equipment requirements may be acquired through show service vendors identified in the Service Manual.
5. **AUDIO/VISUAL:** Exhibitors are allowed to bring in their own audio visual equipment to use in their booths; however, show service personnel are not responsible for maintenance of such equipment. All A/V equipment leased through show services must be reserved in advance via the Service Manual forms.
6. **SPACE ASSIGNMENTS:** Space assignments are made by IEEE on a first-come, first-served basis, with all assignments made in the best interest of the Exhibition. The Exhibitor's booth location preference will be requested and assigned whenever possible. IEEE reserves the right to alter an Exhibitor's assigned space, if it is necessary and is in the best interest of the Exhibition. The Exhibitor will be consulted before IEEE exercises this right.
7. **SUBLETTING OF SPACE:** The Exhibitor shall not assign, sublet or apportion the whole or any part of the space assigned or have representatives, equipment or materials from other firms than his own in the exhibit space without written consent of symposium organizers. Only one company shall be considered as the Exhibitor. Any other company or unit in the space shall be considered a subsidiary or affiliate.
8. **GENERAL REGULATIONS:** Loudspeaker sound displays are prohibited. The symposium staff reserves the right to refuse any exhibit not in good taste or inconsistent with a meeting of this kind.
9. **SAFETY CONSIDERATIONS:** All exhibit and space materials must be in compliance with local fire and hazardous materials handling ordinances. Volatile oils, gases, other explosives or any substance prohibited by the city departments or authorities will not be permitted in the exhibition area. Likewise, all electrical work and wiring must be approved and installed in accordance with regulations.

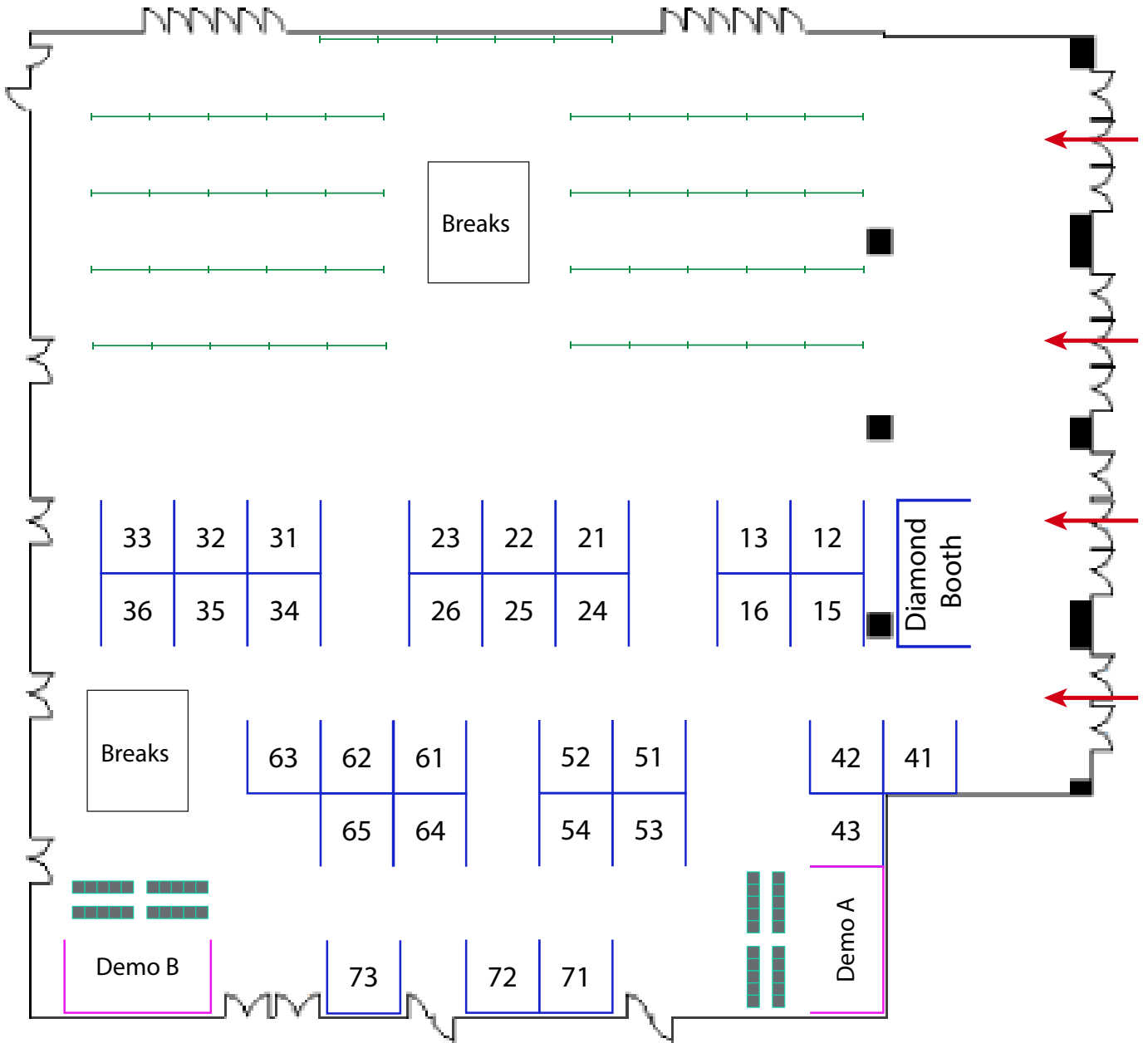
Corridors leading to exit doors and all entrance and exit doors should be kept clear of obstructions at all times. No objects are to be attached to or suspended from the fire sprinklers or light fixtures on the ceiling. Under no circumstances should the fire alarm call points, fire hose reels, fire extinguishers and exits be blocked or access to them be impeded by exhibition booths, partitions, exhibits or other objects.

10. **OFFICIAL CONTRACTOR:** An official Contractor will be designated in the Service Manual to perform services for Exhibitors. No Exhibitor or representative shall contract for such services with other than the said official Contractor without the express written consent of symposium organizers, which, for reasons of security, in their sole discretion can deny such permission.
11. **ON-SITE REPRESENTATIVE:** Exhibitors shall keep an attendant in their space during all exhibit hours.
12. **SECURITY/LIABILITY:** Overnight security personnel will be present in the exhibit area. The Exhibitor assumes entire responsibility and agrees to protect, indemnify, and defend IEEE, symposium sponsors and their employees and agents, harmless against all claims, losses and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor installation, removal, maintenance, occupancy or use of exhibit premises or a part thereof, excluding any such liability caused by the sole negligence of symposium organizers, its employees and agents. In addition, Exhibitors acknowledge that the show services contractors and IEEE do not maintain insurance covering exhibit property and that it is the responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses sustained through exhibition.
13. **FACILITY DAMAGE:** Exhibitors, or their agents, must not injure or deface the walls or floors of the building, the spaces, or the equipment in the spaces. When such damage occurs, the Exhibitor is liable to the owner of the property so damaged.
14. **CANCELLATION:** If space contracted is canceled by the Exhibitor on or after April 20, 2019, or if the Exhibitor fails to occupy the space contracted, IEEE is entitled to the full amount of the space rental.
15. **AMENDMENT TO EXHIBITOR AGREEMENT:** Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the discretion of the Symposium organizers and IEEE.
16. **INABILITY TO PERFORM:** If IEEE should be prevented from holding the exposition by any cause beyond its control or if it cannot permit the Exhibitor to occupy his space due to circumstances beyond its control, IEEE will refund to the Exhibitor the amount of the rental paid and IEEE shall have no further obligation or liability to the Exhibitor.
17. **SALES PROMOTIONS AND DRAWINGS:** All promotions conducted by the Exhibitor must be free of obligation on the part of the winner and participants. All promotions and drawings must be approved by IEEE prior to the opening of the event.
18. **PATRON AND GRANTOR ENTITLEMENTS:** Completion of the support and grants portion of the Application Form is a commitment to support. Full payment must be received or the contract will be considered null and void and all promotional entitlements will be withdrawn. IEEE, at its discretion, may make reasonable changes, amendments or additions to entitlements. To be included in the Symposium On-Site program, as a Diamond, Platinum, Gold, Silver, or Bronze patron, IEEE must receive the contributor's signed Application and applicable payment by April 12, 2019. Missed deadlines are not remunerable by IEEE.
19. **COMPLIANCE WITH TERMS AND CONDITIONS:** IEEE, at its discretion, may make reasonable changes, amendments or additions to these Terms and Conditions. Interpretations of these Terms and Conditions shall rest with show management and non-compliance can result in ejection of the offending Exhibitor or closing of the Exhibit.

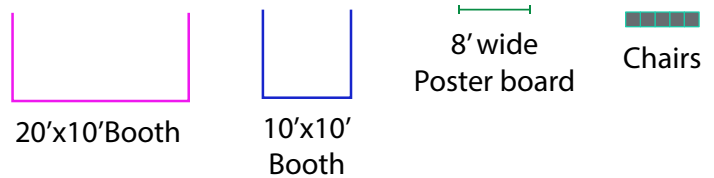


Conference Management Services, Inc.  
3833 South Texas Avenue, Suite #221  
Bryan, Texas, 77802, U.S.A.  
Telephone: 979-846-6800  
Facsimile: 979-846-6900  
email: [exhibits@2019apsursi.org](mailto:exhibits@2019apsursi.org)





AP-S/URSI 2019 Exhibits and Posters  
 Hilton Atlanta Downtown  
 Grand Ballroom - East and West



**EXHIBIT and Patron Registration**

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