

APPLICATION TO EXHIBIT

General Information Exhibits that advance radar technology development are solicited for the 2012 IEEE Radar Conference, to be held in Atlanta, Georgia - May 7 - 11, 2012. The IEEE Radar Conference series has grown to be the most important radar conference series in the world - bringing together innovators, leaders, and users from the civil, space, and military communities to address important issues and share the most recent advances in radar. The conference and the exhibits will be held at the Grand Hyatt at Buckhead. Exhibit space in standard 8' deep x 10' wide booths has been arranged and spaces have already been solicited so please reserve your space now.

A booth package included in the basic exhibitor's fee consists of the 8' x 10' booth space with background drape, skirted table, and coffee breaks. Technical Session attendance is not included in this fee. There is no limit to the number of staff that may receive badges which will allow you to staff your booth in shifts if that is your preference; however, the organizing committee reserves the right to limit the number of staff that may be present at one booth space at one time. For badge preparation purposes, names of booth staff must be submitted to the Exhibits coordination staff (Brian@stbeventplanning.com) no later than April 20, 2012.

Pricing Structure:

Booth Reservations made on or before Mar 16, 2012 - \$2500

Booth Reservations made on or after Mar 17, 2012 - \$2750

The 2012 IEEE Radar Conference is not responsible to provide an exhibit booth to any vendor who does not reserve their space in advance and room at the show is not guaranteed. It is important to reserve your booth early as space is limited. A reservation is not complete without a deposit.

The exhibit time will be as follows:

Schedule of Setup/Tear Down:

Date	Start Time	End Time	Function	Room
05/07/12	8:00 AM	11:00 AM	Decorator - Move In	Buckhead Ballroom/Grand Ballroom Foyer
05/07/12	11:00 AM	4:00 PM	Exhibitor Move-In	Buckhead Ballroom/Grand Ballroom Foyer
05/08/12	8:00 AM	5:00 PM	Show Open	Buckhead Ballroom/Grand Ballroom Foyer
05/09/12	8:00 AM	5:00 PM	Show Open	Buckhead Ballroom/Grand Ballroom Foyer
05/10/12	8:00 AM	12:00 PM	Show Open	Buckhead Ballroom/Grand Ballroom Foyer
05/10/12	12:00 PM	3:00 PM	Exhibitor Move Out	Buckhead Ballroom/Grand Ballroom Foyer
05/10/12	12:00 PM	4:00 PM	Decorator - Move Out	Buckhead Ballroom/Grand Ballroom Foyer

Booth space will be allocated by the exhibits committee and you will be notified of your booth assignment. No booth assignments will be issued until a down payment is received. Payments by check should be sent to: Bill Wilson, RadarCon 2012 Finance Chair

Bill Wilson, RadarCon 2012 Finance Chair
Georgia Tech Research Institute
7220 Richardson Road
CCRF Building 5 Room 255
Smyrna, GA 30080

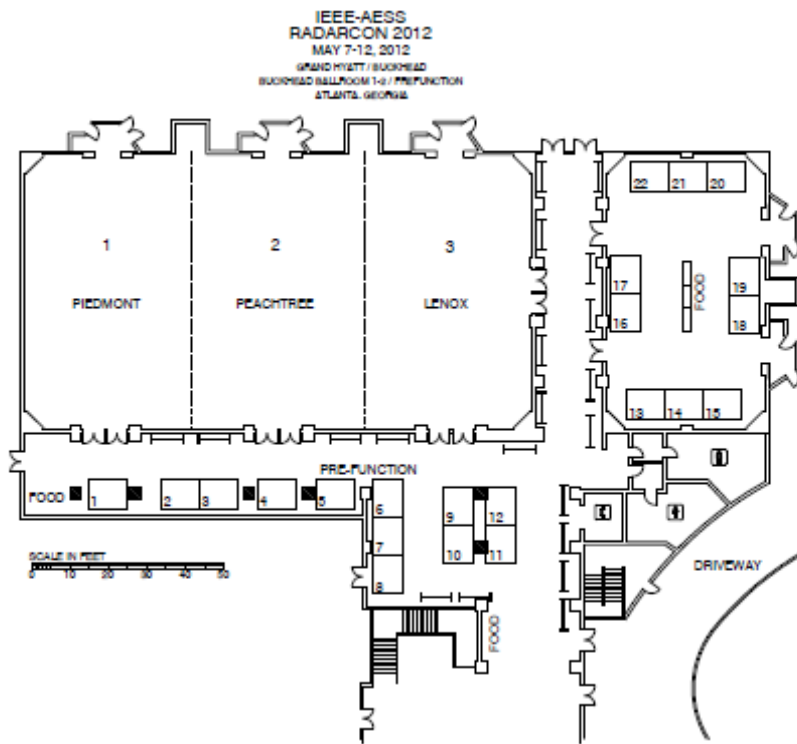
Payments in full by credit card will be accepted online via our online conference registration - [Click Here To Register and Pay Online](#) Please visit our web-site www.radarcon2012.com for further information.

The Exhibits cocktail reception will be held from 5:30 PM to 7 PM on May 8, 2012, in the exhibits area.

The Exhibit Committee will host an exhibitor "bingo" game during the Exhibitor Reception. In order to be eligible for prizes, attendees must get a stamp from each exhibitor in the show. In addition to the prizes given by the IEEE Radar Conference, each exhibitor is allowed to submit a prize (or prizes) for the drawing. Prizes will be on display during open show hours, with acknowledgements to who donated each prize. All vendors donating a prize item will receive public acknowledgement at the event, in the program and on the web-site, provided information is received by March 16, 2012.

The 2012 IEEE Radar Conference has contracted with the Freeman company to handle exhibitor's requirements, including material into, out of, and within the hotel. All drayage expenses are the responsibility of the Applicant/Exhibitor. An information packet shall be sent to you which will include details for making arrangements with Freeman for drayage or other needs you may have, approximately 45 days prior to the event.

Pending required approvals and subject to changes at their discretion, below is the expected layout of our exhibit area.



APPLICATION FOR EXHIBIT SPACE

Organization Name:			
Contact Name:			
Title:			
Address:			
City/State/Zip			
Telephone:			
E-Mail:			

We request the following number of 8' deep by 10' wide booths:		
Number of Booths	=	
Total \$ (Number of Booths times cost per booth)	=	
Deposit \$	=	

The following briefly describes what we plan to display:

Signing below indicates we have read all pages of this application, including Attachment A, and agree to its terms, conditions, and rules.

Authorizing Name:	
Authorizing Signature:	

Booth space will be determined by receipt of both the completed application and the required \$500.00 deposit. Payments by check should be sent to: Bill Wilson, RadarCon 2012 Finance Chair Bill Wilson, RadarCon 2012 Finance Chair, Georgia Tech Research Institute, 7220 Richardson Road, CCRF Building 5 Room 255, Smyrna, GA 30080. Payments by credit card will be accepted online via our online conference registration system in a few weeks. If you wish to make your deposit of \$500.00 by credit card, please indicate that at the time you send in your application and we will supply the web-site information as soon as it is available. The remainder will be due by March 16, 2012 and can be paid by contacting the registrar.

Questions can be directed to the Exhibitor staff at Brian@stbeventplanning.com

Regardless of payment option selected, a signed copy of the above agreement should be emailed in pdf format to Brian@stbeventplanning.com.

Attachment B

TERMS AND CONDITIONS, AND EXHIBIT RULES

Terms and Conditions

- 1. EXHIBIT BOOTH SPACE LOCATION:** Applicant's request for space and date of deposit determine the order of exhibitor's booth space location assignment. After assignment confirmation by the 2012 IEEE Radar Conference, exhibit location may not be changed except by mutual agreement in writing.
- 2. PAYMENT SCHEDULE:** The Applicant shall remit a \$500 deposit. The balance is due and payable on or before March 16, 2012, in default of which the 2012 IEEE Radar Conference reserves the right to cancel this application, retain the deposit as compensation, and reassign the space to another exhibitor. Applications made after March 16, 2012, shall be responsible to remit the full booth rental at the time of application.
- 3. CANCELLATION:** In the event of cancellation of this Application by the Applicant prior to the date of the conference, the 2012 IEEE Radar Conference may assess a cancellation charge up to the amount listed according to the following schedule:
 - Cancellation on or after March 16, 2012: **100% of booth rental**
 - Cancellation on or before March 15, 2012: **25% of booth rental**
- 4. ACCEPTABILITY:** If the 2012 IEEE Radar Conference does not accept this application, the Applicant will soon be notified and the deposit returned.
- 5. OTHER SERVICES:** The Applicant agrees to work with venue hotel and/or the drayage company contracted by the 2012 IEEE Radar Conference, for the provision of all additional services such as electric connection or telephone at the booth space, drayage, etc. These additional services are the financial responsibility of the applicant and will be paid directly to the service provider. Instructions for the provision of these services will be provided to the applicant at least 45 days prior to the event.
- 6. HOLD HARMLESS:** The Applicant shall indemnify, defend, and hold harmless the 2012 IEEE Radar Conference, its Organizing Committee and its agents, against any and all loss, damages, and claims which the 2012 IEEE Radar Conference may at any time hereafter bear, sustain, suffer, be at, or be put to resulting from any act of commission or omission, matter or thing done or omitted to be done pertaining to the exhibit. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the 2012 IEEE Radar conference, its Organizing Committee, the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.
- 7. FORCE MAJEURE/INABILITY TO PERFORM:** If the 2012 IEEE Radar Conference should be prevented from conducting the conference with exhibits by any cause beyond its control (such as fires, strikes, civil disturbance, Governmental action, Acts of God, etc.) or if it cannot permit the Exhibitor to occupy his space due to circumstances beyond its control, this agreement may be terminated by the 2012 IEEE Radar Conference and the Applicant waives any and all claims for damages arising there from. The Applicant further agrees that the 2012 IEEE Radar Conference liability is limited to a refund of moneys paid in prior to termination, less a pro rata adjustment based on the number of hours the Exhibit shall have been open prior to the termination. This provision shall not relieve the Applicant of any liability arising from the provision of section 5.

Attachment B

Exhibit Rules

A. DISPLAY REQUIREMENTS AND RESTRICTIONS: The Exhibitor assumes all responsibility for compliance with local, City and State ordinances and regulations covering fire, safety, and health. All exhibit equipment and materials will be reasonably located within the booth and protected by safety guards and devices where necessary. Only fireproof materials should be used in displays and the necessary fire precautions will be taken by the Exhibitor. Displays must be self supporting and nails or screws are not permitted in building floors, walls, or columns. Displays must be wholly confined within the exhibitor's 8' deep x 10' long booth and must not obstruct the clear view of nearby exits or other exhibits. No exhibit may exceed eight feet in height, and that only within the area extending three feet from the back wall. Maximum height of the displays in the balance of the area is four feet, except that products to stand on the floor may extend higher than this limit, but must be positioned as close to the back wall as possible, to avoid blocking the view of adjoining exhibitors. **EXCEPTIONS TO REQUIREMENTS & RESTRICTIONS OUTLINED IN THESE RULES WILL BE CONSIDERED BUT MUST BE SUBMITTED TO THE 2012 IEEE Radar Conference IN WRITING PRIOR TO THE DATE OF FULL PAYMENT.** The 2012 IEEE Radar Conference reserves the right to restrict or prohibit the use of glaring lights, objectionable lighting effects, excessive or bothersome noise, or other effects which distract from the exposition as a whole.

B. LIABILITY AND THEFT: The 2012 IEEE Radar Conference and hotel management will not be responsible nor liable for injury to person or property, nor loss of property of exhibitors, their guests, invitees, employees, or agents. Furthermore, the exhibitor agrees to defend or hold harmless the 2012 IEEE Radar Conference and its Organizing Committee and agents from any liability of personal injury and loss or damage to property. **EXHIBITORS SHOULD INSURE AGAINST SUCH CONTINGENCIES.** Damage to inadequately packed property is exhibitor's own responsibility. If exhibit fails to arrive, exhibitor is, nevertheless, responsible for booth costs. Exhibitors should be on hand for display set up and dismantling. At move out, arrangements should be made to place high value items under lock and key. A person assigned booth duty should remain with the exhibit until visitors have left the premises at the closing hour each day.

C. DRAYAGE/MATERIAL HANDLING: The 2012 IEEE Radar Conference is making arrangements with a decorator/drayage company to handle exhibitor's material into, out of, and within the hotel. All drayage expenses are the responsibility of the Applicant.

D. SECURITY: The 2012 IEEE Radar Conference will supply a security guard for the exhibit area during non-show times. This additional precaution **DOES NOT GUARANTEE EXHIBITORS AGAINST LOSS; NEITHER DOES IT IMPLY AN ASSUMPTION OF LIABILITY FOR EXHIBITOR'S PROPERTY BY THE 2012 IEEE Radar Conference.**

E. INTERPRETATION/AMENDMENTS TO RULES: The 2012 IEEE Radar Conference has final authority as to the interpretation of these terms, conditions, and rules and reserves the right to amend them. All amendments so made shall be equally binding on all parties affected by them as by the original regulations.