



Caribe Royale Hotel | Orlando, Florida, USA | April 14-18, 2019

# IFCS-EFTF 2019

Joint Conference of the IEEE International Frequency Control Symposium & European Frequency and Time Forum



## Exhibitor & Sponsor Prospectus

Sponsored by the IEEE Ultrasonics, Ferroelectrics & Frequency Control Society and the European Frequency & Time Forum

Caribe Royale, Orlando, Florida, USA

Dates: April 14 – 18, 2019

The 2019 Joint Conference of the IEEE International Frequency Control Symposium & European Frequency and Time Forum constitutes one of the leading international technical conferences for research, development, and applications of frequency control.. The 2019 Symposium also includes an exhibition area that will allow all of the conference participants and exhibitors the opportunity to interrelate both technically and socially.

The details of the conference are provided at: <http://ifcs-efrf2019.org>

We expect that over 30 different vendors, displaying products covering a wide range of current cutting-edge technology, will be exhibiting this year. The exhibit area will also be the location of the session coffee breaks and the Exhibitor Event.

With an expected attendance of over 500 scientists and technologists who are leaders in their field, plus 30 international vendors, the conference provides a unique opportunity for close interaction between exhibitors and attendees with the exhibition forming a significant part of the overall conference experience.

Below is the exhibit prospectus that will outline the details of reserving an exhibit booth for the conference. To avoid disappointment, reserve your exhibit space early, as space is limited. Please contact the undersigned for further information.

**Laura LeBlanc**

Conference Manager

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[lleblanc@conferencecatalysts.com](mailto:lleblanc@conferencecatalysts.com)



## EXHIBIT HOURS & DETAILS

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### Exhibitor Set-Up

Sunday, April 14: 1:30 PM - 5:30 PM\*

\*Exhibitors agree to exert every reasonable effort to have displays completely installed by 5:30 PM that day.

### Preliminary Exhibit Hours

#### **Monday, April 15**

9:30 AM – 11:40 AM & 1:00 PM - 5:30 PM

#### **Tuesday, April 16**

9:30 AM – 11:40 AM & 1:00 PM - 5:30 PM

#### **Wednesday, April 17**

9:30 AM – 11:40 AM & 1:00 PM - 5:30 PM

#### **Thursday, April 18**

9:00 AM – 11:40 AM

### Installation & Dismantling of Exhibits

Partial or complete dismantling of displays before the official closing of the Exhibition 11:40 AM on Thursday, 18 April, is expressly prohibited. All displays must be dismantled promptly at 11:40 AM and must be clear of the hotel by 4:00 PM on Thursday, 18 April.

## EXHIBIT SPACE

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### 10' x 10' Booth Space

- 50% Deposit received by 14 January, 2019: \$2,250 USD per booth
- 50% Deposit received by 15 February, 2019 and after: \$2,500 USD per booth

**No refunds after 14 March, 2019**

### Your Exhibit Booth Includes

- 10' X 10' booth with pipe & drape
- Identification sign
- One (1) 6' draped table and two (2) chairs
- One (1) waste basket

The exhibit price includes ONE full Conference registration which includes Mon-Wed lunches, Mon-Thurs breaks, Gala Dinner and Exhibitor Event.

Additional exhibitor badges can be purchased as follows:

- Monday - \$50 - includes lunch and breaks
- Tuesday - \$75 - includes lunch, breaks, & Exhibitor Event
- Wednesday - \$50 - includes lunch & breaks
- OR full week for \$150 - includes Mon-Wed lunches, Mon-Thurs breaks, and Exhibitor Event

\* Exhibitors will receive an equipment order form for additional needs. If your booth will require power please contract Edlen Electric at [Support@edlenelectrical.com](mailto:Support@edlenelectrical.com). To arrange delivery or for shipping questions contact UPS at [store6855@theupsstore.com](mailto:store6855@theupsstore.com).

For all other questions please email [lleblanc@conferencecatalysts.com](mailto:lleblanc@conferencecatalysts.com).

\*\* Upon acceptance of your contract, you will be asked to supply a high-resolution logo and brief paragraph describing your product or company for use on the Conference Website listing and the printed Final Program to be distributed at the Conference.

### Additional Opportunities

As additional selling opportunities, ALL coffee breaks (Tuesday AM & PM, Wednesday AM & PM and Thursday AM) will be held in the exhibit hall as well as the event on Tuesday night.

# Sponsorship Opportunities

	Price (USD)
<p><b>Platinum Sponsor</b></p> <p>Literature in attendee bag, prominent logo on website, verbal recognition during opening session, and signage at registration area. Recognition in final program and proceedings.</p> <ul style="list-style-type: none"> <li>• 1 FULL REGISTRATION</li> <li>• 2 BANQUET TICKETS</li> </ul>	<b>\$3,000</b>
<p><b>Gold Sponsor</b></p> <p>Literature in attendee bag, prominent logo on website, verbal recognition during opening session, and signage at registration area. Recognition in final program and proceedings.</p> <ul style="list-style-type: none"> <li>• 2 BANQUET TICKETS</li> </ul>	<b>\$2,000</b>
<p><b>Silver Sponsor</b></p> <p>Literature in attendee bag, prominent logo on website, verbal recognition during opening session, and signage at registration area. Recognition in final program and proceedings.</p> <ul style="list-style-type: none"> <li>• 1 BANQUET TICKET</li> </ul>	<b>\$1,500</b>
<p><b>Tote Bag Sponsor</b></p> <p>Company name/logo printed on tote bag.</p> <ul style="list-style-type: none"> <li>• 1 BANQUET TICKET</li> </ul>	<b>\$1,000</b>
<p><b>Meterboard Ad</b></p> <p>1 meterboard ad on display in the registration area for the duration of the symposium</p>	<b>\$850</b>
<p><b>Coffee Break Sponsor</b></p> <p>Signage during designated coffee break and opportunity to display brochures or give-aways</p>	<b>\$700</b>
<p><b>Bar Sponsor</b></p> <p>Signage at designated bar during the reception or banquet</p>	<b>\$500</b>
<p><b>Website Sponsor</b></p> <p>Includes: Web page listing (company logo and link to website)</p>	<b>\$250</b>



# EXHIBIT SPACE & SPONSOR APPLICATION/CONTRACT (CONTINUED)

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## Exhibitor

We prefer **NOT** to be located near the following companies:

**Above positioning cannot be guaranteed.**

**SIGNATURE**

Date

*All payment information will be kept strictly confidential. Credit card payment will be used only once and destroyed after processing*

**Contact Laura LeBlanc, Conference Catalysts LLC, [lleblanc@conferencecatalysts.com](mailto:lleblanc@conferencecatalysts.com) for complete payment info.**

## **Admission**

Exhibits will be open free of charge to exhibitors (1 representative per booth) and conference registrants. For additional booth staff and those who wish to attend the Exhibits only, there will be a \$50 per day charge, which will include entrance to the exhibit area, coffee breaks and lunch. Exhibit Management reserves the right to refuse admission to any person(s) including children of exhibitors and visitors, in the interest of safety and welfare of those persons and the exhibitors.

## **Advertising Matter**

The Exhibitor may, at his discretion, distribute handbills or other printed advertising matter from his exhibit. In the event of any complaint resulting from such distribution, the matter shall be referred to Exhibit Management for disposition.

## **Allocations and Cost**

The cost of individual exhibits is indicated on the contract. Exhibit management will assign exhibits according to the date the application was received and to applicant's sequence of choices, in the event applicant's choices of exhibit spaces is not available. Exhibit management will assign other space, with the understanding that applicant may accept or refuse in writing this assignment, immediately afterward. If desired, the applicant may provide Exhibit Management with a list of competitors whose assignment should not be near that of the applicant. Exhibit Management will observe such requests, within the bounds of reason.

## **Cancellations**

It is agreed that in event of cancellation, Exhibit Management shall have the right to retain as a cancellation fee all amounts then paid by exhibitor (and due from him) up to the time of cancellation pursuant to the "Billing and Schedule of Payments" section of the Application for Exhibit Space.

## **Electrical and Decoration Services**

Electrical wiring or power and decorator services are available only through the Official Electrician (as designated by Exhibit Management) and the Official Decorator (as designated by Exhibit Management). Further information will be issued later.

## **Electrical Fittings and Electricity Supply**

Lighting, lighting mains, power plugs, power mains and motors are available at charges listed in the exhibitor kit. The exhibitor may provide his own electrical fittings, and they shall be installed by the Official Contractors (as designated by Exhibit Management) at reasonable charges, an estimate of which shall be give to the exhibitor beforehand.

## **Electrical Safety**

All wiring on displays or display features must conform to the minimum standards established by various governmental agencies and standard fire inspection ordinances. All display wiring must exhibit the seal and or such other seals of official approving agencies as may be required at the site of the exhibition.

## **Employment Exhibits**

Exhibits for the purpose of soliciting prospective employees, or employee-recruiting activity of any kind is specifically prohibited.

## **Exhibit Space Assignment and Allocations**

It is understood that Exhibit Management reserves the right, in the interests of optimum traffic control and exhibit exposure, to relocate those exhibits which may be affected by a change in the floor plan. Such change would not be made unless deemed absolutely necessary. Exhibit Management also agrees to advise exhibitors and service contractors if such change is necessary. Exhibit Management determination with respect to assignment of exhibit space is to be binding on all parties.

## **Exhibit Cleaning**

Exhibitors must make arrangements for their exhibit to be kept clean and free from accumulated rubbish to the satisfaction of Exhibit Management. All materials for disposal of waste must be deposited in the gangway for clearance before the Exhibition opens.

## **Exhibits and Appliances**

Common sense governs the kind of exhibits permitted at the Exhibition. Attractive, informative and attention-getting exhibitions are encouraged. Exhibition dimensions shall generally conform to exhibit practices of the country in which the Exhibition is held, and specific dimensions and restrictions shall be specified in the Official Exhibitors' Kit supplied by Exhibit Management. In no event however, shall any exhibit interfere with any neighboring exhibit in the judgment of Exhibit Management. The exhibitor shall not display in his exhibit any products not described on the Application for exhibit space.

## **Exhibitors**

Exhibits will be limited to those companies or other entities offering materials, products, or services of specific interest to registrants. Exhibit Management reserves the right to determine the eligibility of any product for display. Exhibiting manufacturer's representatives and/or distributors must list their participating principals as the exhibitors of record. Representation of more than two principals per single booth (8' X 10') is expressly prohibited.

## **Exhibitors Management Responsibility**

Exhibit Management agrees to render reasonable assistance to exhibitors, to keep them informed, to provide them with available promotional material for their own use, including complimentary exhibit passes, to present a technically competent program of events, and to promote attendance of the Exhibition through accepted means of advertising, public relations, publicity, direct mail, etc. Each exhibitor will receive application blanks for exhibitor badges for his own qualified personnel in attendance at the exhibit.

## **Insurance**

Exhibitors are advised to see that their regular company insurance includes extraterritorial coverage, that they have their own theft, public liability and property damage insurance. Exhibit Management and all organizations and individuals who are employed by or associated with it in connection with the Exhibition will not be responsible for injury or damage that may occur to an exhibitor or his employees or agents nor to the safety of any exhibit or other property against robbery, fire, accident or any other destructive causes.

## **Labor**

Exhibitors must employ union labor where required. Union labor, if required, will be made available.

## **Liability**

Exhibit Management and all organizations and individuals who are employed by or associated with it in connection with this Exhibition will not be responsible and shall be held harmless by all exhibitors for damage or loss resulting from fire, theft or any other cause whatsoever, including accident or injury to exhibitors, their employees and agents, the public and others. The exhibitor agrees to pay promptly for any and all damages to the exhibition building or its equipment incurred through carelessness or otherwise of exhibitor or his employees or agents.

## **Losses**

Exhibit Management cannot take responsibility for damage to exhibitor's property or lost shipments either coming in or going out nor for moving costs. Damage to inadequately packed property is exhibitor's own responsibility. If exhibit fails to arrive, exhibitor is nevertheless responsible for exhibit space rental. Exhibitors are advised to insure against these risks.

## **Personnel and Attire**

Exhibit Management reserves the right to determine whether the character and/or attire of booth personnel is acceptable and in keeping with the best interests of exhibitors and the exhibition. Further, exhibitors

expressly agree that they and their personnel will not entertain in the private rooms in the official venue during business hours of the conference and exhibition.

## **Photography**

The photographic rights for the Exhibition are reserved to Exhibit Management, and photography in the Exhibition required by exhibitors can be farmed out at moderate charges by the Official Photographers (as designated by Exhibit Management) if desired. Exhibitors wishing to make their own arrangement for the photographing of their exhibit must apply to the Exhibit Management, whose permission shall not be unreasonably withheld.

## **Rejected Displays**

The exhibitor agrees that his exhibit shall be admitted herein and shall remain from day to day solely in strict compliance with the rules and regulations herein laid down. Exhibit Management reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any exhibitor or his representatives with or without giving cause. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of the exhibit space price unearned based on the number of days of the exhibit remaining at the time of ejection. If an exhibit or exhibitor is rejected for violation of these rules and regulations or for any other stated reason, no return of exhibit space shall be made.

## **Responsibility Clause**

Exhibitor assumes responsibility and agrees to indemnify and defend the IEEE IFCS and the Venue and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither the IEEE IFCS nor the Hotel maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

## **Right of Possession**

During the term of this agreement and so long as the property of the contracted exhibitor is on the premises of the exhibition site or its vicinity, the IFCS shall have the right of possession to all goods, wares and merchandise on exhibition. Such right to possession shall be superior to that of any person other than the contracted exhibitor.

## **Safety and Fire Laws**

Exhibitors must strictly observe all applicable fire and safety laws of the venue. Cloth decorations must be flameproof. Wiring must comply with local Fire Department and Underwriters' Rules. Smoking in exhibits is forbidden. Crowding will be restricted.



# TERMS & CONDITIONS (CONTINUED)

Exhibits may not block aisles and fire exits. No decorations of paper, pine boughs, leafy decorations or tree branches are allowed. Acetate and most rayon drapes are not flameproof, and may be prohibited. No storage behind exhibits is provided or permitted.

## **Shell Scheme or Rental Display Cancellations**

In the event of a cancellation for the construction of a shell scheme structure or rental display, full refund of any monies paid for such construction shall be made, provided the cancellation is filed with Exhibit Management at least ten (10) business days prior to the first day of the Exhibition.

## **Sound Level and Odors**

Mechanical or electrical devices, which produce sound and/or objectionable odors, must be operated so as not to prove disturbing to other exhibitors. Exhibit Management reserves the right to determine the acceptable sound level and odors in all such instances.

## **Sub-Leasing**

Exhibitors may not permit other manufacturers to use their space or any part thereof, without express written permission of Exhibit Management.

## **Termination and Exhibition**

In the event that the premises in which the Exhibition is or is to be conducted shall become, in the sole discretion of Exhibit Management, unfit for occupancy, or in the event the holding of the Exhibition or the performance of Exhibit Management under the application (of which these Rules and Regulations are a part) are substantially or materially interfered with by virtue of any cause or causes not reasonably within the control of Exhibit Management, said Application and/or the Exhibition or any part thereof, may be terminated by Exhibit Management. Exhibit Management shall not be responsible for delays, damage, loss, increased costs or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of Exhibition (or any part thereof) as aforesaid, then Exhibit Management shall not be liable to the exhibitor other than for a prorated refund of such exhibitor's space price payment determined on the basis of the number of exhibit days remaining. For purposes hereof, the phrase "cause or causes not reasonably within the control of Exhibit Management " shall include, but not by way of limitation, fire casualty, flood, epidemic, earthquake, explosion or accident, blockade, embargo, inclement weather, government restraints, restraints or orders of civil defense or military authorities, act of public enemy, not of civil disturbance, strike, lockout, boycott or other labor disturbances, inability to secure

sufficient labor, technical or other personnel failure, impairment or lack of adequate transportation facilities, inability to obtain or condemnation, requisition or commandeering of necessary supplies of equipment, local, state or Federal law, ordinances, rule, order, decree or regulation, whether legislative, executive or judicial and whether constitutional or unconstitutional, or Act of God.