

ICNS CONFERENCE

**2008 Integrated Communications,
Navigation, and Surveillance (ICNS)**

Conference Exhibitor Information Packet

2008 ICNS Conference Exhibitor Information

When: May 5 - 7, 2008

Where: Bethesda North Marriott Hotel & Conference Center
5701 Marinelli Road
Bethesda, Maryland 20852
1-301-822-9200

Estimated Attendance: 200-250

Space Reservation Deadline: April 9, 2008

Exhibitor Logo & Paragraph Deadline: April 10, 2008

Overview Information and to Reserve Exhibit Space:

For this year's exhibit area, exhibitors will have ample opportunity to interact with the attendees throughout the event. The exhibit area will be located directly in the conference flow and to emphasize your presence, ICNS 2008 will feature an Exhibitor Reception on the first day of the event (Monday, May 5th, 2008).

Limited space is available on a first-come, first-served basis for exhibits and displays during the **2008 ICNS Conference**. The deadline for space reservation is **April 9, 2008**.

To reserve space, complete the attached **Exhibitor Application Form** and fax to Sumant Hattikudur, at 253-657-3346. If you have any questions, please contact Sumant Hattikudur at 253-657-3329 or sumant.m.hattikudur@boeing.com.

Schedule: Exhibits will open to attendees Monday, May 5th and close on Wednesday, May 7th. The Exhibitor Reception takes place Monday, May 5th. Set-up and teardown will take place according to the schedule below.

Space: Nominal exhibit size is 10 feet wide by 4 feet deep, with a high ceiling. Tables with covering and chairs will be provided. Exhibits will be in the foyer for maximum visibility.

Space includes:

- 10' wide X 4' deep Booth space or
- 6' Draped Table (if requested)
- Chair(s)

Location & Storage: Exhibits will be located in the Pre-function area outside the Grand Ballroom ABCD, in the main flow of the conference activity. Exhibit structures may remain in their original location throughout the event. However, it is recommended that you make your own arrangements for overnight storage of any valuable equipment.

Exhibit Fee: The fee for an exhibit booth (only) is \$1,500. The exhibit fee is included with all ICNS Sponsorship levels. See [2008 ICNS Conference Sponsor Information \(PDF\)](#) for details.

Additional equipment or electrical requirements should be arranged directly with the Marriott hotel. For a hotel audio-visual price list, please consult the **Marriott's Audio Visual Exhibit Order form** included in this package. For more on-site equipment needs, please contact the ICNS Conference-Marriott Event Manager Bill Teaney directly at 301-822-9315.

Conference Packet: Information about each exhibitor will be included in the conference packet. Exhibitors should provide company logo (.jpg, .tif or .gif format) and a paragraph describing their exhibit by **April 10, 2008**. Please limit the paragraph to 250 words.

Shipping & Receiving: If you need to ship your exhibit materials to the conference hotel, please do not ship them sooner than **Friday, May 2, 2008**. Additional receiving charges **will apply** for items that arrive at the hotel before that day.

Materials should be shipped to the following address. Please write this address explicitly so that your materials will be held correctly. Please write on each item the total number of items you are shipping, e.g., 1 of 4, 2 of 4, etc.:

ICNS Conference Attn: Bill Teaney
Bethesda North Marriott Hotel & Conference Center
5701 Marinelli Road
Bethesda, Maryland 20852
1-301-822-9200

Hold For: Name of your exhibit contact

Exhibit Schedule:

Set-up:	Sun., May 4	4:00 pm to 6:00 pm
Open:	Mon., May 5	7:00 am to 5:00 pm Exhibitor Reception (during first break)
	Tue., May 6	7:00 am to 5:00 pm
	Wed., May 7	7:00 am to 4:00 pm
Teardown:	Wed., May 7	4:00 pm to 6:00 pm

Staffing:

If not already registered with the 2008 ICNS Conference, personnel staffing the booths should make arrangements for exhibitor badges. To assist with the safety and security of our exhibitors, only authorized personnel wearing the proper badges will be allowed into the exhibit areas during the set-up, off-hours or teardown.

2008 ICNS Conference Exhibitor Information

Exhibitor Application Form

Completed application reserves exhibit space. Payment guarantees reservations.

We hereby apply for exhibit privilege and space (May 5 - 7, 2008) at the 2008 ICNS Conference, Bethesda North Marriott Hotel & Conference Center, Bethesda, MD.

Organization

Address

Exhibit Contact Person

Phone

Fax

e-mail address

Notes

Authorized signature (application binding with signature)

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- 1) Fax application to Sumant Hattikudur, 253-657-3346.
- 2) Make check payable to "2008 ICNS Conference" and mail to:
Ellis Hitt/IEEE
1001 Eastwind Drive, Suite 401
Westerville, OH 43081