

**2011 Integrated Communications, Navigation, and
Surveillance (ICNS) Conference Exhibitor Information
Packet**



**ICNS – Renovating the Global Air
Transportation System**

Updated version: Jan 2011

2011 ICNS Conference Exhibitor Information

When: May 10 -12, 2011

Where: Westin Washington Dulles Airport Hotel
2520 Wasser Terrace
Herndon, Virginia USA 20171
1-703-793-3366

Estimated Attendance: 300 - 350

Space Reservation Deadline: April 4, 2011

Exhibitor Logo & Paragraph Deadline: April 4, 2010

For use with list of sponsors and exhibitors

Space is available for exhibits and displays during the *2011 ICNS Conference*.
ICNS – Renovating the Global Air Transportation System is the theme.

To reserve space, complete the attached form and e-mail to Mike Harrison, ICNS Exhibitor Chair, at mharrison@avmgt.com. If you have any questions, please contact Mike Harrison at (703) 518-9923 ext. 208 or cell phone at (703) 587-1310.

Schedule: Exhibits will open Tuesday morning, May 10 and close on Thursday by 3 pm, May 12th. Set-up and teardown will take place according to the schedule below.

Space: Nominal exhibit size is 10 feet wide by 8 feet deep, with a ceiling height of 9 feet.

Location & Storage: Exhibits will be located adjacent to the meeting rooms. The exhibits will be locked overnight. 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 the ICNS Sponsorship Package (\$2,500 minimum).

Space includes:

- 8' X 10' Booth or
- 6' Draped Table (if requested)

Additional equipment or electrical requirements can be arranged directly with the hotel. Contact Mike Harrison via e-mail with questions or to make these additional arrangements.

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 4, 2011. Please limit the paragraph to 250 words.

High-Speed Internet Access: High-speed Internet access is available. Costs may be consolidated via a group exhibitor purchase. If you need to order this option, please contact Mike Harrison who will coordinate with the hotel.

Shipping & Receiving: Hours of the Westin Receiving Entrance will be confirmed with exhibitors prior to the conference.

Exhibit Schedule:

Set-up:	Monday, May 9	4:00 pm to 6:00 pm
Open	Tuesday, May 10	7:00 am to 5:00 pm
	Wednesday, May 11	7:00 am to 5:00 pm
	Thursday, May 12	7:00 am to 1:00 pm
Teardown:	Thursday, May 12	1:00 to 4:00 pm

Application

Completed application reserves exhibit space. Payment guarantees reservations.

We hereby apply for exhibit privilege and space (May 10 –12, 2011) at the 11th *Annual ICNS Conference*, Westin Washington Dulles Airport Hotel Herndon, Virginia.

Organization

Address

Exhibit Contact Person

Phone

Fax

e-mail address

Notes

Authorized signature (application binding with signature)

If not already registered with the *2011 ICNS Conference*, personnel staffing the booths should make arrangements for exhibitor badges. Only authorized personnel wearing the proper badges will be allowed into the exhibit areas during the set-up, off-hours or teardown.

Completed application reserves exhibit space. Payment guarantees reservation.

- 1) E-mail application to mharrison@avmgt.com
- 2) If applicable, make check payable to “2011 ICNS Conference” and mail to:

Ellis Hitt, Treasurer, ICNS Conference
Strategic Systems Solutions, Inc.
1001 Eastwind Drive, Suite 401
Westerville, OH 43081-3318