



Integrated Communications, Navigation & Surveillance (ICNS) Conference
ICNS 2020 · April 21-23 · Westin Washington Dulles · Herndon, VA · <http://i-cns.org>

2020 ICNS Conference Exhibitor Information

When: April 21-23, 2020

Where: Westin Washington Dulles Airport Hotel
2520 Wasser Terrace
Herndon, Virginia USA 20191
+1 703 793-3366

Estimated Attendance: 200-250

Space Reservation Deadline: March 22, 2020

Exhibitor Logo & Paragraph Deadline: March 2, 2020
For use with list of sponsors and exhibitors

To reserve space, complete the attached form and e-mail to Mark Darnell, ICNS Conference Exhibits/Sponsors Chairman at mark.darnell@ge.com. If you have questions, please contact Mark at +1 (616) 560-8283.

Schedule: Exhibits will open Tuesday morning, April 21st at 7:00 am and close on Thursday by 3 pm, April 23rd. 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 arrangements for overnight storage of valuable equipment.

Exhibit Fee: The fee for an exhibit booth (only) is \$2,000. The exhibit fee is included with the ICNS Sponsorship Package (\$2,500 minimum).

Space includes:

- 8' × 10' booth or
- 6' draped table (if requested)

Additional equipment or electrical requirements may be arranged directly with the hotel. Contact Mark Darnell via e-mail with questions or to make 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 March 2, 2020. 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 Mark Darnell 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, April 20	4:00 pm to 6:00 pm
Open	Tuesday, April 21	7:00 am to 5:00 pm
	Wednesday, April 22	7:00 am to 5:00 pm
	Thursday, April 23	7:00 am to 1:00 pm
Teardown	Thursday, April 23	3:00 pm

Note that the morning and afternoon breaks are held in the exhibit area.

Application

Completed application reserves exhibit space. Payment guarantees reservations.

We hereby apply for exhibit privilege and space (April 21-23, 2020) at the *2020 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 *2020 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 Mark Darnell at mark.darnell@ge.com.
- 2) If applicable, make check payable to “2020 ICNS Conference” and mail to:
Denise Ponchak
2020 ICNS Treasurer
11034 Chelsea Court
North Royalton, OH 44133
- 3) Payment may also be made by credit card beginning 1 March by calling Denise Ponchak – 410-215-1543