



April 23-25, 2024 | Herndon, Virginia, USA

Sponsorship & Exhibition Prospectus

Please visit: i-cns.org





Greetings

On behalf of the ICNS Executive Committee (IEC), I want to thank the sponsors of the 2023 ICNS Conference. Based on feedback from those who attended, the program was a big success. More than 160 people from around the globe participated. Your generous support made it possible.

The theme for the 2024 conference is Navigating the Info-Centric AAM/ATM Landscape. The conference website (<https://i-cns.org>) presents the panel topics and technical program for the 24th conference, which will again be held at the Westin Washington Dulles Airport Hotel in Herndon, VA, 23-25 April, 2024.

ICNS 2024 promises to be an excellent venue for presenting your brand, your products, and your services to both new customers and long-time customers. TV-style commercials will be presented during the conference to highlight the capabilities of your organization and to enable prospective customers to connect with your organization. The 2024 ICNS Conference will be held entirely in-person, ensuring great networking opportunities and plenty of face-to-face contact.

Considering the benefits specific to in-person attendance, we hope that you find interest in sponsoring the conference and or exhibiting again, or for the first time, in 2024. The benefits and fees for the various levels of support are shown in the table below.

We look forward to seeing you at the 2024 ICNS Conference as a sponsor and or exhibitor. Don't hesitate to call or send e-mail if you have questions or require further information.

Kind regards,

Mark Darnell

Sponsor & Exhibitor Chair
ICNS 2024

mark.darnell@ge.com



Exhibitor Information

Schedule: Exhibits will open Tuesday morning, April 23 at 7:00am and close on Thursday, April 25 at 3:00pm. Set up and teardown will take place according to the schedule below.

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

Location and Storage: Exhibits will be located adjacent to the meeting rooms. The exhibits will be locked overnight; however, it is recommended that you arrange for overnight storage of valuable equipment with the hotel staff.

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

- » 8-foot x 10-foot booth (default) or
- » 6-foot draped table

Additional equipment or electrical requirements may be arranged directly with the hotel. Contact Mark Darnell via email 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 .png) and a paragraph describing their exhibit. For Platinum sponsors, please limit the paragraph to 250 words. For Silver and Gold level support, please limit the paragraph to 150 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 22	4:00pm - 6:00pm
Open	Tuesday, April 23	7:00am - 5:00pm
	Wednesday, April 24	7:00am - 5:00pm
	Thursday, April 25	7:00am - 3:00pm
Teardown	Thursday, April 25	3:00pm

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



2024 ICNS Conference Sponsor Information

The table below shows the benefits and fees for an Exhibitor and the various levels of Sponsor support.

Benefits	EXHIBITOR	SPONSOR		
	\$2,500	SILVER \$3,500	GOLD \$4,500	PLATINUM \$6,000
Exhibit booth or table on site	✓	✓	✓	✓
Logo on conference website with link to company video or website	✓	✓	✓	✓
Recognition by Chair during opening remarks		✓	✓	✓
5-minute pre-recorded commercial before and after live program		✓	✓	✓
15-minute pre-recorded commercial during breaks			✓	✓
Half-page company summary in conference packet	✓	✓	✓	
Full-page company summary in conference packet				✓
Poster at morning and afternoon breaks *		✓	✓	✓
Poster at Continental Breakfast			✓	✓
Poster at Lunch			✓	✓
Poster at Evening Special Event				✓
Complementary registration **	-	1	2	3

* Posters/signs are placed at various places within the Conference Center to indicate where events occur and food is served. Sponsor logos are displayed on these posters according to the level of support.

** Individuals who attend the plenary and technical sessions must be registered. Company representatives who are supporting an exhibit booth or table (and do not attend a plenary or technical session) are not required to register.



Sponsor & Exhibitor Agreement

If you wish to sponsor and or exhibit your products and services, please complete the the application and Sponsor & Exhibitor Agreement that follows this notice below. Return the completed form to Mark Darnell at mark.darnell@ge.com, with Alexis Wisdom in copy at awisdom@conferencecatalysts.com.

The company's logo will be displayed as a sponsor on the ICNS website, in all public announcements and email correspondence. This advertisement is in addition to verbal recognition at key points during the conference.

Depending on the level of support, a sponsor-supplied 5-minute and or 15-minute video or Power Point slideshow is needed for broadcast before, during, and after the daily program. We request this information in the formats specified below. Please forward requested items and any questions to webmaster@i-cns.org, Attn: Joe Banks.

1. Company Logo Format: Vector (EPS). If you are a past sponsor, we should already have your company logo on file.
2. Promotional Videos Format: Standard commercial file format (e.g., .mov)
3. Company Home Page or Specific Webpage link: URL

Application

Completed application reserves exhibit space. Payment guarantees reservations.

We hereby apply for exhibit privilege and space (23-25 April 2024) at the 2024 ICNS Conference, Westin Washington Dulles Airport Hotel, Herndon, Virginia.

Organization:
Address:
Exhibit Contact Person:
Phone:
Fax:
Email Address:
Level of Support:
Authorized Signature:
(application binding with signature)

If not already registered for the 2024 ICNS Conference, personnel staffing the booths should make arrangement for exhibitor badges. Only authorized personnel wearing the proper badges will be allowed into the exhibit area during setup, odd-hours, or during breakdown.

Completed application reserves exhibit space. Payment guarantees reservations.

1. Return the completed application to Mark Darnell at mark.darnell@ge.com, with Alexis Wisdom in copy at awisdom@conferencecatalysts.com.
2. Provide payment via credit card on the following page. Return completed form to Alexis Wisdom, Conference Manager, at awisdom@conferencecatalysts.com.
3. If paying via check, the preferred payment method, make payable to "AIAA Digital Avionics Committee" and mail to:

ICNS Finance Chair
104 Breezy Pointe Lane
Leesville, SC 29070

SPONSOR & EXHIBITOR AGREEMENT



EXHIBITOR OPTION

Exhibitor
\$2,500

SPONSOR OPTIONS

Platinum Sponsor **\$6,000** Gold Sponsor **\$4,500** Silver Sponsor **\$3,500**

Payment is due upon receipt.

- 1** Please read both pages of this agreement carefully.
- 2** Prepare your company description (250 words or less) and high-resolution company logo. This information will be used on the conference website and printed conference program, as well as signage as per your sponsorship level.
- 3** Complete, sign and email the agreement, company description and high-resolution company logo to **Alexis Wisdom**, Conference Manager at **awisdom@conferencecatalysts.com**

Company Information

Company Name

Mailing Address

City State Zip Code Country

Phone URL

I have read and agree to the terms and conditions of this contract.

Print Name Title

SIGNATURE Date

Contact Information

Name Email

Phone Fax

Mailing Address

City State Zip Code Country

**Payment is due upon receipt of contract submission.
Please make check out to AIAA Digital Avionics Committee.**

Payment Information

American Express Visa MasterCard Check

Card Number CVV* Expiration Date

* The Credit Card Security Code, or Card Code, is a three-digit security code that is printed on the back of credit cards (or a four-digit security code on the front of American Express cards) in reverse italics in the card's signature panel.

Billing Address

City State Zip Code Country



Terms and Conditions

1. Contract

This application, properly executed by applicant (exhibitor) shall upon written acceptance and notification of booths assigned by ICNS 2024 management constitute a valid and binding contract.

2. Assignment of Space

Assignment of space to exhibitors and those making application will be made in the order of date and time received. ICNS 2024 will continue to receive applications and assign exhibit space, as it remains available, until shortly before the show opening date. In all cases, total booth payments must be received prior to show opening. ICNS 2024 assignment of booths is final and shall constitute an acceptance of the exhibitor's offer to occupy space. After assignment, space location may not be changed, transferred or canceled by the exhibitor except upon written request and with the subsequent written approval of ICNS 2024 management. ICNS 2024 management reserves the right to reassign exhibitor space in order to modify floor plan for overall benefit of the show.

3. Subletting Space

No exhibitor will assign, sublet, or apportion the whole or any part of the space allotted to him, nor exhibit therein, nor permit any other person or party to exhibit therein, any other goods, apparatus, etc. not manufactured or distributed by the exhibitor in the regular course of his business except upon prior written consent of ICNS 2024 management.

4. Payment Requirements and Cancellation Charges

Applications require full payment before booths are assigned. Payment in full is required with submission of contract application or on the date indicated on the invoice. All cancellations must be made in writing and will be based on the following:

Schedule of refunds:

After February 20 but before March 20, 2024:

- » Refund of 50% of the total license fee for cancellation

On or after March 20, 2024:

- » No refund or credit at any time.

It is understood that ICNS 2024 reserves the right, at its option, to reassign a cancelled booth regardless of the cancellation rate assessed. In the event that the premises in which the ICNS 2024 show is conducted shall become, in the sole discretion of ICNS 2024, unfit for occupancy, or substantially interfered with by reason of any cause or causes not reasonably within the control of ICNS 2024, this agreement may be terminated by ICNS 2024. For this purpose, the term "cause or causes" shall include, but not by way of limitation, fire, flood, epidemic, earthquake, explosion or accident, blockage, embargo, inclement weather, governmental restraints, restraints or orders of civil defense, or military authorities, act of public enemy, riot or civil disturbance, strike, lockout, boycott or other labor disturbance, 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 or equipment, local, state or federal law, ordinance, rule, order, decree or regulation, whether legislative, equipment, local, state or federal law, ordinance, rule, order, decree or regulation, executive, or judicial, and whether constitutional, or act of god. Should IEEE IUS terminate this agreement pursuant to the provision of this paragraph the exhibitor waives any and all claims for damages and agrees that ICNS 2024 may, after computing the total amount of ICNS 2024 cost and expenses in connection with its preparation for and conducting of the ICNS 2024 event, (including a reasonable reserve for claims and other contingencies), refund to the exhibitor, as and for complete settlement and discharge of all said exhibitor's claims and demands, and amount which bears the same relationship to the fee paid by said exhibitor as the total refundable amount as computed above bears to the total amount of fees paid by all exhibitors.



Terms and Conditions (continued)

5. Exhibit Booth Manning and Dismantling Schedule

A representative must man exhibit space during all times when exhibition is officially open. Exhibit space must be maintained in a neat and orderly manner throughout the exhibition. Exhibitors may begin dismantling only after hours stated in exhibitor service manual. Exhibitors are responsible for removal of all materials used in their display. Any exhibitor leaving materials after hours stated in exhibitor service manual will be charged for the materials' removal.

6. Losses or Damage

Exhibitor agrees that ICNS 2024 shall not be liable for any damage or liability of any kind or for any loss, damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by exhibitor or any person thereon with the consent of exhibitor, and that exhibitor will defend, indemnify and save harmless, ICNS 2024 from all liability whatsoever, on account of any such damage, or injury, whether or not caused by negligence of or breach of an obligation by exhibitor or its employees or representatives. Exhibitor will be liable for all damages, or liability of any kind or for any loss, damage or injury to persons or any property during the show from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space.

7. Demonstrations

No demonstrations or solicitations shall be permitted outside of the exhibitor's assigned space, and no signs or placards may be displayed on persons or otherwise outside exhibit spaces.

8. Compliance

The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and/or owners of the property wherein the show is held.

9. Policy

It is further agreed that the exhibitor will abide by and comply with rules and regulations concerning local customs that may apply, having agreements with the show Facility or with authorized contractors employed by ICNS 2024.

10. Management

The exhibitor further agrees that the conditions, rules and regulations of the ICNS 2024 management are made a part of this contract and that said exhibitor agrees to be bound by each and all of these rules and regulations, and that the management shall have the full power to interpret, amend and enforce all rules and regulations in the best interest of the show.

11. Alteration of Booth Space

ICNS 2024 management shall be entitled to alter the layout if, in their opinion, this is in the general interest of the exhibition.