



Sponsored by the
IEEE Aerospace and Electronic Systems Society,
IEEE Huntsville Section, and IEEE Region 3

IEEE Radar Conference 2003 Exhibits

May 6-7, 2003

Huntsville Marriott, Huntsville, Alabama

APPLICATION TO EXHIBIT—Part A

The exhibits will be located in the Huntsville Marriott's Prefunction Area and Discovery and Atlantis Meeting Rooms with 3,500 square feet of space allowing for a maximum of 22 exhibits occupying 8' x 10' booths. Each exhibitor will be limited to a maximum of two (2) adjoining booth spaces. The exhibits areas will be observed by security during non-conference hours. To assist in our planning, we request that you respond well before the due dates even if you are tentatively planning to participate.

Our organization requests to exhibit at the IEEE Radar Conference 2003 on Tuesday, May 6 between 8 AM and 5:30PM and on May 7 from 8 AM to 6:30PM. The exhibits cocktail reception will be held from 5 PM to 6:30 PM on May 7. The date of receipt of this completed application, with a 35% deposit for the total requested booths, will determine the order of booth space selection. Booth location layouts will be provided when available in December 2002.

PLEASE TYPE or PRINT All Information Requested:

We request the following number of 8' by 10' booths:

Number of Booths	=	_____
Number of Booths X \$1,000 per booth	=	Total \$ _____
Total \$ X 35%	=	Deposit \$ _____
Total \$ minus Deposit \$	=	Balance \$ _____

The following describes what we plan to display. _____

Organization: _____	Date: _____
Division: _____	
Contact: _____	Title: _____
Address: _____	Telephone: _____
_____	Fax: _____
_____	E-mail: _____

We have read all three pages of this contract and agree to its terms, conditions, and rules.

Authorizing Name: _____

Authorizing Signature: _____

Deposit and Balance are accepted in U.S. Currency Only. Funds must be drawn on a U.S. Bank. Mail this Completed Form with a Deposit Check, Bank Draft, or Money Order made payable to "IEEE RadarCon-03", to the attention of:

Stephen Kosovac, Exhibits Chairman
Computer Sciences Corporation
4090 South Memorial Parkway
P.O. Box 400002, MS 920C
Huntsville, AL 35802-1502
Phone: (256) 885-7490 FAX: (256) 890-2299
e-mail: skosovac@csc.com

Confirmation of your application's acceptance will be sent to you as one signed copy of this contract.

FOR USE BY IEEE RadarCon-03 COMMITTEE

Deposit Amount Received: _____
Date Deposit Received: _____
Order Number: _____ Booth No. _____
Balance Amount Received: _____
Date Balance Received: _____
Date Application Accepted: _____
Accepted by: _____

APPLICATION TO EXHIBIT—Part B

COMPANY LIAISON -- Person to be in charge of Exhibit, and to whom instructions should be sent:

Name: _____

Address: _____

Telephone: _____

FAX: _____

E-mail: _____

Please provide your organization's URL to be linked to the RadarCon-03 web site:

Individuals Requiring EXHIBITOR BADGES:

Badge 1: _____

Badge 2: _____

Badge 3: _____

Badge 4: _____

Special Services Needed ... (Mark with X to receive additional information)

Booth Telephone: Yes _____ No _____ (Not included in basic \$1000 fee)

Booth Electricity: Yes _____ No _____ (Not included in basic \$1000 fee)

Booth Special Lighting Yes _____ No _____ (Not included in basic \$1000 fee)

Extension Cords Yes _____ No _____ (Not included in basic \$1000 fee)

Lunch Pass: Yes _____ No _____ (Not included in basic \$1000 fee)

Banquet Pass: Yes _____ No _____ (Not included in basic \$1000 fee)

Conference Registration: Yes _____ No _____ (Not included in basic \$1000 fee)

Lunch is from 12 Noon to 1:30 PM (tentative time), May 6 and 7.

Banquet is Tuesday Evening May 6 from 6:00 PM to 10:00 PM (tentative time).

Complete and mail this Part A and Part B of this Form with Deposit to the Attention of:
Stephen Kosovac, Exhibits Chairman. (See Page 1 of 3)

Exhibit Hours:

Tuesday, May 6 - 8:00 AM through 5:30 PM

Wednesday, May 7 - 8:00 AM through 5:30 PM

(Technical Program Sessions are held between 8 AM and 5PM, Tuesday and Wednesday)

Exhibitor's Set-up/Move-in Hours: Monday, May 5 - 6:00 PM to 10:00 PM

Exhibitor's Tear-down/Move-out Hours: Wednesday, May 7 - 7:00 PM to 10:00 PM

Terms and Conditions

1. **EXHIBIT BOOTH SPACE LOCATION:** Applicant's request for space and date of deposit determine the order of exhibitor's booth space location assignment. After assignment confirmation by RadarCon-03, exhibit location may not be changed except by mutual agreement in writing.
2. **PAYMENT SCHEDULE:** The Applicant shall remit as a deposit with this application at least 35% of the total booth rental until 1 December 2002. The balance is due and payable on or before 2 January 2003, in default of which RadarCon-03 reserves the right to cancel this application, retain the deposit as compensation, and reassign the space to another exhibitor. After 1 December 2002, the full booth rental shall be remitted.
3. **CANCELLATION:** In the event of cancellation of this Application by the Applicant prior to the date of the conference, the RadarCon-03 may assess a cancellation charge up to the amount listed according to the following schedule:
 - Cancellation on or after 2 January 2003 100% of booth rental
 - Cancellation prior to 2 January 2003 35% of booth rental.
4. **ACCEPTABILITY:** If RadarCon-03 does not accept this application, the Applicant will soon be notified and the deposit returned.
5. **OTHER CHARGES:** The Applicant agrees to accept from RadarCon-03, after the conference, any billing of charges resulting from other services performed and administered by RadarCon-03 at the written request of the Applicant. These charges may include a surcharge on services ordered by the Applicant through RadarCon-03 as agent. The Applicant shall pay the total of such charges no later than 30 days after receipt of invoice. Other services include, for example, telephone and electrical service to the booth.
6. **HOLD HARMLESS:** The Applicant shall indemnify, defend, and hold harmless the RadarCon-03, its Organizing Committee and its agents, against any and all loss, damages, and claims which RadarCon-03 may at any time hereafter bear, sustain, suffer, be at, or be put to resulting from any act of commission or omission, matter or thing done or omitted to be done pertaining to RadarCon-03. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the RadarCon-03, its Organizing Committee, the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.
7. **INABILITY TO PERFORM:** If the RadarCon-03 should be prevented from conducting the conference with exhibits by any cause beyond its control (such as fires, strikes, civil disturbance, Governmental action, Acts of God, etc.) or if it cannot permit the Exhibitor to occupy his space due to circumstances beyond its control, this agreement may be terminated by RadarCon-03 and the Applicant waives any and all claims for damages arising therefrom. The Applicant further agrees that the RadarCon-03 liability is limited to a refund of moneys paid in prior to termination, less a pro rata adjustment based on the number of hours the Exhibit shall have been open prior to the termination. This provision shall not relieve the Applicant of any liability arising from the provision of section 5 and all moneys due the RadarCon-03 in that regard shall be paid notwithstanding.

Exhibit Rules

- A. **DISPLAY REQUIREMENTS AND RESTRICTIONS:** The Exhibitor assumes all responsibility for compliance with local, City and State ordinances and regulations covering fire, safety, and health. All exhibit equipment and materials will be reasonably located within the booth and protected by safety guards and devices where necessary. Only fireproof materials should be used in displays and the necessary fire precautions will be taken by the Exhibitor. Displays must be self-supporting and nails or screws are not permitted in building floors, walls, or columns. Displays must be wholly confined within the exhibitor's 8' wide by 10' long by 8' high booth volume and must not obstruct the clear view of nearby exits or other exhibits. No exhibit may exceed eight feet high, and that only within the area extending three feet from the back wall. Maximum height of the displays in the balance of the area is four feet, except that products to stand on the floor may extend higher than this limit, but must be positioned as close to the back wall as possible, to avoid blocking the view of adjoining exhibitors. **EXCEPTIONS TO REQUIREMENTS & RESTRICTIONS OUTLINED IN THESE RULES WILL BE CONSIDERED BUT MUST BE SUBMITTED TO THE RadarCon-03 IN WRITING PRIOR TO THE DATE OF FULL PAYMENT.** RadarCon-03 reserves the right to restrict or prohibit the use of glaring lights, objectionable lighting effects, excessive or bothersome noise, or other effects which distract from the exposition as a whole.
- B. **LIABILITY AND THEFT:** RadarCon-03 and hotel management will not be responsible nor liable for injury to person or property, nor loss of property of exhibitors, their guests, invitees, employees, or agents. Furthermore, the exhibitor agrees to defend or hold harmless RadarCon-03 and its Organizing Committee and agents from any liability of personal injury and loss or damage to property. **EXHIBITORS SHOULD INSURE AGAINST SUCH CONTINGENCIES.** Damage to inadequately packed property is exhibitor's own responsibility. If exhibit fails to arrive, exhibitor is, nevertheless, responsible for booth costs. Exhibitors should be on hand for display set-up and dismantling. At move-out, arrangements should be made to place high value items under lock and key. A person assigned booth duty should remain with the exhibit until visitors have left the premises at the closing hour each day.
- C. **MATERIAL HANDLING:** Handling exhibitor's material into, out of, and within the hotel, shall be at exhibitor's expense.
- D. **SECURITY:** Exhibit space in the Hotel Prefunction Area is open to public access 24 hours a day. Discovery and Atlantis Meeting Room exhibit areas will be locked outside exhibiting hours when exhibits will be patrolled by RadarCon-03-supplied security service. **SUCH PRECAUTION DOES NOT GUARANTEE EXHIBITORS AGAINST LOSS; NEITHER DOES IT IMPLY AN ASSUMPTION OF LIABILITY FOR EXHIBITOR'S PROPERTY BY THE RadarCon-03.**
- E. **INTERPRETATION/AMENDMENTS TO RULES:** RadarCon-03 has final authority as to the interpretation of these terms, conditions, and rules and reserves the right to amend them. All amendments so made shall be equally binding on all parties affected by them as by the original regulations.
- F. **OFFICIAL CONTRACTOR** RadarCon-03, designated Southern Convention Services (SCS) as the Official Services Contractor to perform services for exhibitors such as storage, local transport, erection, draping, electrifying, dismantling, and removing exhibits. No exhibitor shall contract for such services with other than the Official Contractor without the written consent of RadarCon-03, which, for reasons of security, in its sole discretion can deny such permission. The Huntsville Marriott will not store exhibit materials, crates, trash, and/or show merchandise pre-, post-, or during the exhibition. RadarCon-03 assumes no responsibility for damages or loss of exhibitor material.