

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



IEEE 2003 Radar Conference Radar—Exploring the Universe

to be held at

The Huntsville Marriott

Adjacent to the US Space & Rocket Center

Huntsville, Alabama, May 5-8, 2003

EXHIBITOR'S INFORMATION

Call for Exhibits

Exhibits that advance radar technology development are solicited for the IEEE Radar Conference 2003, to be held in Huntsville, Alabama, on 5 − 8 May 2003. The conference theme, "Radar — Exploring the Universe," encourages expanding our vision to include ways that radar technology can impact our society, planet Earth, our solar system, and the universe in the 21st Century through new, creative, and exciting applications. The committee has planned a meeting featuring formal high-quality technical sessions, tutorials, and exhibits, as well as informal gatherings to focus on topics of interest that will expand attendees' knowledge and unite previous and new colleagues in exploring new ideas.

The conference is the preeminent event for conveying your organization's work, capabilities, design aids, processes, software, components, and systems to the radar community.

Government agency representatives attend to seek sources with potential solutions to requirements. Innovators and developers attend to reveal their work in advanced technologies and processes and to seek ideas or partners to complete a solution or product.

The committee invites you to exhibit your organization's work on topics of high interest to conference attendees.

Welcomed are exhibits featuring accomplishments, products, projects, processes, and tools that emphasize ways and means for radar professionals to advance our society with radar technology. Market your organization's wares to innovators, leaders, and users from the diverse civil, space, and military radar communities.

Exhibits may be related to:

All types of radar including, for example: imaging radar; high resolution SAR; multifunction land, airborne-, shipborne-, and space-based radar; air traffic control, automotive, and weather radar; and counter-terrorism, counter-drug, and law enforcement applications

Welcomed are exhibits related to emerging radar technologies and their components such as bistatic, polarimetric, and foliage penetration radars; ultrawideband radar, interferometric SAR, ground-penetrating radar, and laser radar; MEMS applications; fiber-optic remoting and photonics.

Example Business of Exhibitors

The businesses of candidate Exhibitors at RadarCon-03 are related to radar and cover nearly all aspects of electrical and electronic engineering including, for example:

- Radar Signal & Data Processing
- Digital Wideband Receivers
- Antenna Technology
- Emerging Active Sensor Technology
- Component Development & Manufacturing
- Solid State Electronics
- ASIC, FPGA, and COTS Processors
- Embedded Computing
- Analog/Digital Data Recording
- System and Technology Developers

- Software and Algorithm Developers
- Scientific, Engineering, & Technical Assistance
- Training and Education
- Book Sellers
- Modeling & Simulation
- Software for Design & Analysis
- Laboratories
- Prototyping
- System Integrators
- Test Instrumentation
- Test Facilities
- Testing

Conference Location

The Huntsville Marriott, the site for the 2003 IEEE Radar Conference, is located 10 minutes from the Huntsville International Airport and is adjacent to the US Space & Rocket Center, home of the highly-rated youth programs: US Space Camp, US Space Academy, and Aviation Challenge®. It is also adjacent to Redstone Arsenal, home to



NASA's Marshall Space Flight Center and the US Army Aviation and Missile Command. Also nearby are Cummings Research Park, home to more than 220 companies active in over 40 separate technology fields; the University of Alabama in Huntsville; and a number of Space and Missile Defense technology and Program Offices.

It is an easy walk from the Huntsville Marriott to the enjoyment of museum exhibits. The Huntsville Marriott is a full-service hotel offering gracious amenities and superior accommodations including complimentary parking, 290 guest rooms, each equipped with remote-control TV, phones with voice mail and multiple data-ports. Hotel amenities include an on-site restaurant, room service, coffee shop, cocktail lounge, full business center, and concierge services. The hotel's sports and recreational facilities include an indoor and outdoor pool, health club, whirlpool, sauna, and jogging. Within a few miles of the hotel are shopping, restaurants, various museum attractions, additional scenic jogging trails, golf courses, and tennis courts. Additional information on the Huntsville Marriott can be found by entering Huntsville Alabama for the city and state entries on the home page http://marriott.com.

For hotel reservations, contact the Huntsville Marriott at 1-256-830-2222, 5 Tranquility Base, Huntsville, AL 35805.

Directions to the Huntsville Marriott

FROM HUNTSVILLE INTERNATIONAL AIRPORT

Exit the airport heading North

Take I-565 East about 7 miles

Exit I-565, at sign "Exit 15 Madison Pike to Sparkman Dr / Bob Wallace Ave" and go East for 0.3 miles Turn right on Tranquility Base and go West for 0.5 miles to Huntsville Marriott

FROM NASHVILLE, TN

Take I-65 South to Exit 340 at I-565

Bear right onto exit ramp to loop onto I-565 (US-72-Alt) and go Northeast for 15 miles

Exit I-565, at sign "Exit 15 Madison Pike to Sparkman Dr / Bob Wallace Ave" and go East for 0.3 miles Turn right on Tranquility Base and go West for 0.5 miles to Huntsville Marriott

FROM BIRMINGHAM, AL

Take I-65 North 80 miles to Exit 340 at I-565

Bear right on I-565 (US-72-Alt) and go Northeast for 15 miles

Exit I-565, at sign "Exit 15 Madison Pike to Sparkman Dr / Bob Wallace Ave" and go East for 0.3 miles Turn right on Tranquility Base and go West for 0.5 miles to Huntsville Marriott

FROM ATLANTA, GA

Take I-20 West for 140 miles

Exit I-20 via ramp at sign "I-20 W / I-59 S to Tuscaloosa" and go Southwest for 0.5 miles

Bear right on I-59,I-20 and go West for 4.9 miles

Exit I-59,I-20 via ramp at sign "Exit 124B I-65 N to Huntsville" and go Northwest for 0.4 miles

Bear right on I-65 and go North for 79 miles

Bear right on I-565 (US-72-Alt) and go Northeast for 15 miles

Exit I-565, at sign "Exit 15 Madison Pike to Sparkman Dr / Bob Wallace Ave" and go East for 0.3 miles Turn right on Tranquility Base and go West for 0.5 miles to Huntsville Marriott

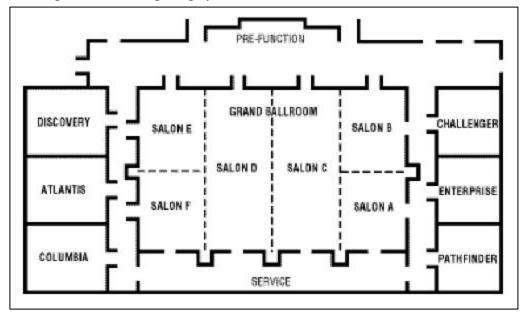
General Exhibit Information

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. These areas were selected for exhibits because they will experience traffic as Attendees enter and leave the Grand Ballroom throughout the conference for the technical program, lunch, and throughout the day as they walk to the Columbia Meeting Room where coffee and other refreshments will be served.

Each exhibitor will be limited to a maximum of two (2) adjoining booth spaces--each priced separately. Booth space will be assigned in the order of receipt of the **Exhibitor Application To Exhibit Forms, Parts A and Part B, accompanied by the required 35% deposit.** The Application to Exhibit forms along with Terms, Conditions and Exhibit Rules:

- Are provided as the last three pages of this Exhibitor's Information Document
- Can be downloaded as an Acrobat pdf file on the RadarCon-03 WWW site http://www.ieee.org/radar03. The pdf file enables the Part A and Part B forms to be filled in with a computer.
- Can be requested via mail by contacting the RadarCon-03 Exhibits Chairman, Stephen Kosovac whose Point Of Contact information is provided in this Exhibitor's Information Document.

To assist in our planning and assure your exhibit space for this national conference, we request that you respond with your Application to Exhibit well before the 1 December 2002 due date even if you are tentatively planning to participate. In the event of a cancellation, applicants on the waiting list will be contacted in the order they were received to offer an opportunity to exhibit at the conference. All checks, bank drafts, and money orders received after closure of the application process will be promptly returned.



Floor Plan of the Huntsville Marriott RadarCon-03 Meeting Area

The **booth package** included in the basic fee (\$1000.00 per booth including a \$350.00 deposit submitted with the **Application To Exhibit**) consists of the following:

- 8' x 10' space with 8' background drape and 3' side drape
- (1) 9" x 22" ID Sign with your company's name and booth number.
- (1) 6' skirted table
- (2) side chairs
- (1) wastebasket.
- Maintenance of aisles, hotel lighting, heating, air conditioning and ventilation

-- Official Services Contractor – **Exhibitor Service Company for Additional Services**

Exhibitors may require additional material and services not included in the basic booth package. Exhibitors can contract with the Official Services Contractor of RadarCon-03 for these additional items. **Southern Convention Services (SCS)** is the Official Services Contractor identified in Paragraph F of the Exhibit Rules Section of the **Application To Exhibit..**

Material Handling, Installation, & Dismantle

Please note that the Huntsville Marriott does not have facilities to receive any freight directly from exhibitors. As per **Paragraph F of the Exhibit Rules** each exhibitor can contract with SCS for material handling services including local transport, erection, dismantling, removal, storage of exhibitor-unique exhibit materials, and other services.

SCS understands what it takes to produce a successful event.

SCS offers:

- Coordination of trade show services
- Client trade show property management
- Event themes/marketing strategies consultation
- Event budget/financial management
- Supplier management
- Coordination of special needs

- Lead management programs • After hours and weekend support
- In-house graphics
- Custom booth design and refurbishment
- On-site Management

SCS Exhibitor Services Include:

- Pipe and drape
- Unique entranceways
- Material handling
- Portable displays
- On-site service
- Audio visual rental

- Custom signage
- Pre-show planning
- Furnishings
- Plant rental
- Complete booth packages
- AND MORE!

Service Manuals

SCS will prepare and mail/email to each exhibitor a service package manual containing order forms for all rates and services and pertinent information regarding the conference such as move in times, etc. Please call Staci Sellers at (256) 461-8815 with any questions.

Sign & Graphics Production - SCS's in-house graphics departments utilize the most modern technology available to create anything to make your event unique. SCS can match your logo and show colors, or create a unique look for your event.

Modular Exhibit Rental Program - If you are looking for a simple solution to the expense of bringing your own exhibit to a trade show, consider SCS's extensive selection of complete exhibit rental packages, available in many sizes.

Material Handling - SCS has the experience and reliable services to effectively handle all your material handling requirements, including pre-show storage for your exhibit freight, small package delivery, and more.

Special Notes

- 1. GENERAL SECURITY will be provided during non-exhibit hours for the conference exhibits consistent with **Paragraphs B and D of the Exhibit Rules Section of the Application To Exhibit**.
- 2. FREIGHT HANDLING The exhibitor is not required to use a freight handling company designated by SCS. Exhibitors can use whatever shipper they desire (UPS, Roadway, etc.) to ship in and out (arranged on your own). Exhibitors should have material shipped to the SCS's warehouse, where it will be received and stored until SCS takes it to the Marriott exhibit site. SCS will put the materials in the exhibitor's booth prior to "exhibitor's move-in hours" so it is ready for the exhibitor to begin set-up. The Huntsville Marriott facility cannot accept and will not accept exhibit materials from exhibitors. As with most professional conference hotels, they require that the Official Services Contractor for the conference handle exhibit materials for tracking purposes as well as the fact that the hotel is not set up for receiving/storage of exhibit materials.
- 3. BOOTH TELEPHONE AND ELECTRICITY and some other items are <u>not</u> provided in the \$1000 basic fee package. Please place checkmarks on the appropriate portions of REGISTRATION form PART B to receive an information packet that prices these items consistent with the exhibitor's requirements. The RadarCon-03 Exhibits Committee must prearrange with the hotel in advance for such items as booth telephone and/or electricity and bill the exhibitor for same.
- 4. SET UP AND MOVE IN after Official "Exhibitor's Set-up/Move-in Hours" on Monday, May 5 will be permitted only with prior arrangement with SCS <u>and</u> the Exhibits Chairman.
- 5. DISMANTLE AND MOVE OUT before Official "Exhibitor's Tear-down/Move-out Hours" on Wednesday, May 7 will be permitted only with prior arrangement with SCS <u>and</u> the Exhibits Chairman.
- 6. POINTS-OF-CONTACT (POC) for exhibits-related emergencies during the conference:
 - PRIMARY: Southern Convention Services, Ms. Staci Sellers, (256) 461-8815
 - Alternate: IEEE RadarCon-03 Exhibits Chairman, Stephen Kosovac, Cell # (256) 651-3326.
 - Backup: Hotel Catering Sales Manager, Ms. Frances Albright, (256) 830-2222, Ext. 6111.

Primary Points of Contact



Official Services Contractor for Exhibits Services

Ms. Staci Sellers Southern Convention Services 10446 County Line Road, PO Box 69 Madison, AL 35758

Phone: (256) 461-8815 FAX: (256) 461-7720

e-mail: ssellers@scsonline.com



Exhibits Chairman:

Stephen Kosovac Computer Sciences Corporation 4090 South Memorial Parkway P.O. Box 400002, MS 920C Huntsville, AL 35802-1502, USA

Phone: (256) 885-7490 FAX: (256) 890-2299

e-mail: skosovac@csc.com

Conference Chairman

Robert McMillan US Army SMDC Huntsville, AL 35805, USA

Phone: (256) 955-5418 FAX: (256) 955- 2231

e-mail: bob.mcmillan@smdc.army.mil

IEEE 2003 Radar Conference

Radar—Exploring the Universe

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

http://www.ieee.org/radar03





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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:

1 DE AVE 1112 Of 1 Aut. 12 Am amount requesion	
We request the following number of 8' by 10' booths:	
Number of Booths =	
Number of Booths $X $1,000 \text{ per booth} = T$	otal \$
Total $X 35\%$ = D	eposit \$
Total \$ minus Deposit \$ = B	alance \$
The following describes what we plan to display	
Organization: D	ate:
Division:	
Contact: T	itle:
Address: T	elephone:
Fa	ax:
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: FOR USE BY IEEE RadarCon-03 COMMITTEE	
Stephen Kosovac, Exhibits Chairman	Deposit Amount Received:
Computer Sciences Corporation	Date Deposit Received:
4090 South Memorial Parkway	Order Number:Booth No
P.O. Box 400002, MS 920C	Balance Amount Received:
Huntsville, AL 35802-1502	
Phone: (256) 885-7490 FAX:(256) 890-2299	Date Balance Received:
e-mail: skosovac@csc.com	Date Application Accepted:
Confirmation of your application's acceptance will	Accepted by:

be sent to you as one signed copy of this contract.

APPLICATION TO EXHIBIT—Part B

COMPANY LIAISON -- Person to be in charge of Exhibit, and to whom instructions should be sent: 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 3: _____ Badge 4: **Special Services Needed ...** (Mark with X to receive additional information) Booth Telephone: Yes No (Not included in basic \$1000 fee) Yes_____ No____ (Not included in basic \$1000 fee) Booth Electricity: 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) Yes_____ No____ (Not included in basic \$1000 fee) Banquet Pass: 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 RadCon-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.