



Eleventh IEEE International Vacuum Electronics Conference

**IVEC 2010**

May 18 – 20, 2010

<http://ivec2010.org>

Portola Hotel and Spa at Monterey Bay

Monterey, CA 93940

**TO: POTENTIAL IVEC TABLETOP EXHIBITORS**

**SUBJECT: HOW TO OBTAIN SPACE AT THE IEEE-IVED 2010 CONFERENCE**

The Eleventh IEEE International Vacuum Electronics Conference will be held at The Portola Plaza Hotel and Spa at Monterey Bay Monterey, CA USA. The dates of the Conference are May 18-20, 2010.

**Tabletop Rental Cost**

The fee for purchasing space is \$600.00. The fee will include a 6-ft. table and two chairs (see enclosed floor plan). Electrical power in the form of a 110-V line will be provided upon request. A separate registration fee is required for admittance to the Conference.

**Set-Up and Dismantling**

Exhibitors must be set up on Tuesday, May 18th by 9:00 am. A decorator has not been hired for this show and therefore all exhibitors will need to bring in their displays themselves. Tabletops should be dismantled after 1:00 PM on Thursday, May 20th.

**How to Reserve a Tabletop**

The enclosed floor plan shows 10 available tabletops. Tabletops will be allocated on a first-come first-served basis.

Please fill out and return the enclosed Application for Exhibit Space along with a check for full payment made out to IEEE-IVEC. This application, properly executed by the applicant, shall upon written acceptance and notification of space assigned by the IEEE-IVEC representative, constitutes a valid and binding contract. The deadline for payment of exhibit space is April 1, 2010. There will be no refunds after **April 1, 2010**.

Shipping Information

**All materials should arrive no earlier than Friday, May 14th and be shipped to::**

Portola Hotel & Spa  
Attn: Amy Gibson  
Two Portola Plaza  
Monterey, CA 93940

**with 2<sup>nd</sup> label to read:**

Hold for IVEC 2010  
Please deliver to Foyer Closets  
by 8:00 AM on Monday, May 17th

If you have any questions and/or concerns, please do not hesitate to call me at (800) 350-0111 or (212) 460-8090 ext. 216.

Michele Klein  
Exhibit Sales Manager