



## 2020 IEEE International Radar Conference

### Exhibit Information

General information exhibits that advance radar technology development are solicited for the 2020 IEEE International Radar Conference, to be held at The Bethesda North Marriott Hotel and Conference Center, 5701 Marinelli Road, Rockville, MD, USA - April 27 – May 1, 2020. The IEEE Radar series has grown to be the most important radar conference series in the world - bringing together innovators, leaders, and users from the civil, space, and military communities to address important issues and share the most recent advances in radar.

Exhibit space in standard 10' wide x 10' deep booths has been arranged. We have limited exhibit booth spaces available and spaces have already been solicited so please make your reservations early.

A booth package included in the basic exhibitor's fee consists of the 10' x 10' booth space, and includes draping (8' high background drape and 3' high side rail drapes), an identification sign, a 6' skirted table, 2 chairs, a waste basket and daily coffee break refreshments. Technical Session attendance is not included in this fee. There is no limit to the number of staff that may receive badges which will allow you to staff your booth in shifts if that is your preference; however, the organizing committee reserves the right to limit the number of staff that may be present at one booth space at one time. For badge preparation purposes, names of booth staff must be submitted to the Exhibits coordination staff (Brian@stbeventplanning.com) no later than April 6, 2020.

#### Pricing Structure:

Booth Reservations made on or before January 1, 2020 - \$2250

Booth Reservations made on or before March 4, 2020 - \$2500

Booth Reservations made on or after April 15, 2020 - \$2750

#### Schedule of Setup/Tear Down

Date	Start Time	End Time	Function	Location
04/27/20	8:00 AM	1:00 PM	Decorator - Move In	Ballrooms E-H
04/27/20	1:00 PM	5:00 PM	Exhibitor Move-In	Ballrooms E-H
04/28/20	8:00 AM	5:00 PM	Show Open	Ballrooms E-H
04/28/20	5:30 PM	7:00 PM	Exhibitor Reception	Ballrooms E-H
04/29/20	8:00 AM	3:00 PM	Show Open	Ballrooms E-H
04/29/20	3:00 PM	4:00 PM	Exhibitor Move-Out	Ballrooms E-H
04/29/20	3:00 PM	5:00 PM	Decorator Move Out	Ballrooms E-H

2020 IEEE International Radar Conference      27 Apr – 1 May 2020  
Exhibits at Bethesda North Marriott Hotel & Conference Center

The 2020 IEEE International Radar Conference is not responsible to provide an exhibit booth to any vendor who does not reserve their space in advance and room at the show is not guaranteed. It is important to reserve your booth early as space is limited. A reservation is not complete without a payment. Payment of registration fee via credit card will be available on the 2020 IEEE International Radar Conference web page ([radar2020.org](http://radar2020.org)). If you prefer to pay by check, please contact [patty.j.woodard@gmail.com](mailto:patty.j.woodard@gmail.com) for details.

The Exhibits cocktail reception will be held from 5:30 PM to 7 PM on April 28, 2020, in the exhibit area (Ballrooms E-H) at the Bethesda North Marriott Hotel & Conference Center.

The Exhibit Committee will host an exhibitor "bingo" game during the Exhibitor Reception. In order to be eligible for prizes, attendees must get a stamp from each exhibitor in the show. In addition to the prizes given by the IEEE International Radar Conference, the organizing committee is seeking additional prizes. All vendors donating prize items will receive public acknowledgement at the event, in the program and on the web-site, provided donation information is received by March 6, 2020.

The 2020 IEEE International Radar Conference is pleased to announce that Freeman will be the decorating company handling our event, including drayage, the handling of material into, out of, and within the hotel. All drayage expenses are the responsibility of the Applicant/Exhibitor. Approximately 4-6 weeks prior to the event, an information packet shall be sent to you which will include details for making arrangements with Freeman for drayage, additional furnishings, or other needs you may have.

A block of rooms has been reserved at the Bethesda North Hotel & Conference Center, with a conference rate of \$249 per night. A link will be provided as soon as it is made available by the hotel. We encourage you to make your reservations quickly as the room block is limited.

If you have additional questions, please contact our Exhibits Committee at [patty.j.woodard@gmail.com](mailto:patty.j.woodard@gmail.com).

## **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 10' deep x 10' long booth and must not obstruct the clear view of nearby exits or other exhibits. No exhibit may exceed eight feet in height, 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 2020 IEEE International Radar Conference IN WRITING PRIOR TO THE DATE OF FULL PAYMENT. The 2020 IEEE International Radar Conference 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:** The 2020 IEEE International Radar Conference 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 the 2020 IEEE International Radar Conference 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. DRAYAGE/MATERIAL HANDLING:** The 2020 IEEE International Radar Conference has chosen Freeman to handle exhibitor's material into, out of, and within the hotel. All drayage expenses are the responsibility of the Applicant.

**D. INTERPRETATION/AMENDMENTS TO RULES:** The 2020 IEEE International Radar Conference has final authority as to the interpretation of these 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.