



# AUTOTESTCON 2012, Disneyland, CA EXHIBITOR APPLICATION



We hereby apply for exhibit space in AUTOTESTCON 2012. We agree to abide by show rules and regulations as detailed in the Exhibitors Kit, bulletins issued in advance of AUTOTESTCON, and to the rules and conditions on the reverse of this application (page 2 if using a downloaded PDF file)

**PLEASE COMPLETE APPLICATION IN ITS ENTIRETY.**

DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

*\*\* Please use company name as you would like it to appear in promotional materials. \*\**

**PERSON TO RECEIVE BILLING INFORMATION**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**PERSON TO RECEIVE EXHIBITOR INFORMATION**

Check here if same as above

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

*\*\* Primary means of communication will be through e-mail. Please keep e-mail addresses current. \*\**

Exhibitor's kits containing complete AUTOTESTCON 2012 information regarding shipping, decorating, move-in, move-out, and AUTOTESTCON 2012 regulations will be available at [www.autotestcon.com](http://www.autotestcon.com) on June 5, 2012.

**PAYMENT INFORMATION**

**# of Booths Purchased:** \_\_\_\_\_  
(Booth size is 10' x 10')

**Total Cost:** \_\_\_\_\_  
(\$2,400 per 10' x 10' booth)

**Deposit Paid:** \_\_\_\_\_  
(50% Minimum)

**Balance Due 3/31/2012:** \_\_\_\_\_  
(After 3/31/2012 add \$200.00 late processing fee)

**Booth Number:** \_\_\_\_\_

**METHOD OF PAYMENT**

**Deposit:** Cash \_\_\_\_\_ Check # \_\_\_\_\_ Visa \_\_\_\_\_ MC \_\_\_\_\_ AMEX \_\_\_\_\_  
(Make check payable to "IEEE AUTOTESTCON 2012")

Credit Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

**Balance:** E-mail Invoice on or about 3/01/2012: \_\_\_\_\_ Bill Above Credit Card on 3/30/2012: \_\_\_\_\_

Signature of Company Representative: \_\_\_\_\_ Date \_\_\_\_\_

Signature of ATC 2012 Representative: \_\_\_\_\_ Date \_\_\_\_\_

**NOTES**

All questions should be addressed to Linda Kovar, Exhibits Chair, at 310.616.9236 or [lkovar@raytheon.com](mailto:lkovar@raytheon.com). Refer to the reverse of this application (page 2 if using downloaded PDF file) for mailing address & payment information.

# IEEE AUTOTESTCON 2012 CONFERENCE

## RULES AND CONDITIONS FOR EXHIBITING

IEEE AUTOTESTCON 2012 is a specialized event designed for professionals working in the field of automatic test equipment. Exhibits of products or services must be limited in their purposes or uses to such activities. Demonstrations of products are encouraged to the extent possible.

### Dates and Hours of Exhibiting

The Exhibit hours have been planned to encourage maximum participation by conference registrants. Exhibit hours, as follows, are subject to change:

Tuesday	September 11th	10:30 AM to 5:00 PM
	VIP WalkThrough	9:30 AM
	Lunch on exhibit floor	12:00 Noon to 1:30 PM
	Reception	6:00 PM to 8:30 PM
Wednesday	September 12th	9:00 AM to 5:00 PM
Thursday	September 13th	9:00 AM to 12:00 Noon

Exhibitors are required to have personnel in their booths during Exhibit hours.

*Note: Technical Program closed 1:30 PM to 3:00 PM on Tuesday.*

### Contract

The Exhibitors application, properly executed by the applicant, shall, upon written acceptance and notification of Exhibit space(s) assigned by IEEE AUTOTESTCON 2012 or its agents, constitute a valid and binding contract. Spaces assigned may be transferred by Conference Management to balance the Exhibit floor against congestion, to avoid confusion in company names, to solve competitive conditions or for similar reasons. No such transfer will be made without notice in writing to the affected Exhibitor.

### Payments and Cancellations

All Exhibit spaces are rented to exhibitors on a first come, first served basis. No discounts or concessions are made. A minimum of 50% of the full amount of each exhibit space is required at the time of reservation. Each single 10x10 booth space costs \$2,400.00. Credit cards (MC, VISA, and Amex) are accepted. Payment may also be made by check payable to IEEE AUTOTESTCON 2012. Final full payment is due prior to March 31<sup>st</sup>, 2012. A late processing fee of \$200.00 will be assessed for any payment made after March 31<sup>st</sup>, 2012. Applications that are not completed at the 2011 Conference may be faxed, mailed or emailed in PDF to:

Linda Kovar  
AUTOTESTCON 2012 Exhibits Chair  
2000 E. El Segundo Blvd. EO/E01/C181  
El Segundo, CA. 90245  
Fax: 310.607.7383  
lkovar@raytheon.com

In the event it becomes necessary for a company to cancel the Exhibit space contract after acceptance by IEEE AUTOTESTCON 2012, a cancellation fee will be assessed as follows: Notices received up to May 18<sup>th</sup>, 2012 will be assessed 10% of the total booth space charge; 50% of the total booth space charge between May 19<sup>th</sup>, 2012 and June 12<sup>th</sup>, 2012; 75% of the total booth space charge between June 13<sup>th</sup>, 2012 and August 11<sup>th</sup>, 2012; and no refund after August 11<sup>th</sup>, 2012. Cancellation fees will be assessed whether or not the same space is reassigned to another company following cancellation. All notices of cancellation must be in writing and confirmed by an officer of the company.

### Demonstrations or Outside Solicitations

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 the assigned Exhibit space.

### Freight Movement

All freight sent in advance to Freeman Co. ("Freeman") (the Official Service Contractor) will be placed in assigned Exhibit space no later than 1:00 PM on Sunday, September 9<sup>th</sup>, 2012. Freeman will begin to unload all direct shipments starting at 1:00 PM. Exhibitors may hand-carry their own materials into the Exhibit area. The use or rental of dollies, flat trucks and other mechanical equipment is not permitted. All empty containers must be labeled and placed in the aisle no later than 1:00 PM on Monday, September 10<sup>th</sup>, 2012. All Exhibits must be completed with booth set up no later than 10:00 PM on Monday, September 10<sup>th</sup>, 2012.

### Equipment Provided by Conference

Each exhibit space will have, at a minimum, an 8' high back- and 3' high side-draped curtain walls with a 7"x44" one line ID sign. **Please note that exhibit structures including signs are limited to a maximum height of 14' for island booths, 12' for peninsula booths and 8' for linear booths.** Draperies will be blue and gold. All aisles and common areas of the Exhibit Area are carpeted. Exhibitors MUST provide their own carpeting for their exhibit area. The Exhibit aisle area will be cleaned each night by Freeman janitorial services. **Cleaning of your Exhibit space is optional and can be ordered through Freeman.**

### Exhibitor Registration

Each Exhibitor will receive four exhibitor badges for the first booth ordered, and two additional exhibitor badges for each additional booth. Additional exhibitor badges for the Tuesday exhibition, lunch and reception can be purchased at \$30.00 per badge to cover the cost of food and beverages provided on Tuesday in the Exhibit Hall. Additional exhibitor badges for Wednesday and Thursday will be provided at no charge. Work passes will be provided for personnel on Sunday, September 9<sup>th</sup> and Monday, September 10<sup>th</sup>.

### Move in/Move out

The Exhibit area will be available for set-up of displays at 1:00 PM Sunday, September 9<sup>th</sup>, 2012. **All Exhibitors must be ready for the VIP walk-through at 9:30 AM, Tuesday, September 11<sup>th</sup>, 2012.** Exhibit tear down will be from 12 noon to 10:00 P.M. Thursday, September 13<sup>th</sup>, 2012. All freight must be removed by 10:00 AM, Friday, September 14<sup>th</sup>, 2012. Please make prior arrangements with your freight carriers to ensure they adhere to this schedule. Exhibitors are required to have personnel in their booths during Exhibit hours. **Exhibitors may not dismantle any part of their displays before the Exhibit closes.**

### Service Contractors

The Official Service Contractor is Freeman. Information regarding shipments will be made available through the AUTOTESTCON web site [www.autotestcon.com](http://www.autotestcon.com).

### Compliance with Local Rules

Exhibitors assume responsibility for compliance with 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 operators and owners of the property on which the Exhibits is held. Further, Exhibitors agree to abide by and comply with rules and regulations concerning local unions having jurisdiction over the facility in which the Exhibit is held, specifically the Exhibit area and loading dock.

### Exhibitor-Appointed Contractor

If Exhibitors intend to use a company on-site other than Freeman, a completed Exhibitor-Appointed Contractor (EAC) Request form, EAC information and certificates of liability and Workers' Compensation insurance must be submitted to the Exhibits Committee on or prior to August 18<sup>th</sup>, 2012 for approval. (see the EXHIBITOR-APPOINTED CONTRACTOR section when the exhibit kit is published on-line approximately June 5, 2012)

### Loss or Damage

In the event that the premises on which the Conference is held shall become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of IEEE AUTOTESTCON 2012, this agreement may be terminated by IEEE AUTOTESTCON 2012. For this purpose, the term "cause or causes" shall include, but not by way of limitation, fire, flood, epidemic, earthquake, lockouts, boycotts, lack of adequate transportation service or acts of God other than named. Should IEEE AUTOTESTCON 2012 terminate this agreement pursuant to the provisions of this paragraph, the Exhibitor waives any and all claims for damages and agrees that IEEE AUTOTESTCON 2012, after computing the total amount refundable to all Exhibitors, shall make appropriate refunds. The amount refundable to all Exhibitors shall be the amount by which the total fees paid by all Exhibitors exceeds the total amount of IEEE AUTOTESTCON 2012 costs and expenses in connection with its preparation for conducting the Conference and Exhibits, including a reasonable reserve for claims and other contingencies. IEEE AUTOTESTCON 2012, its agents and sponsors, shall not be liable for any damage or for any injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupancy and enjoyment of Exhibit space by an Exhibitor, and that Exhibitors will indemnify and hold harmless IEEE AUTOTESTCON 2012 from all liability on account of such damage or injury. The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to Exhibitor's display, equipment and other property brought upon the premises of the Conference site and shall indemnify and hold harmless the agents servants and employees of said Conference site from any and all such losses, damages and claims.

### Further Information Regarding Exhibits

Address all communications regarding the Exhibits to:

Linda Kovar  
AUTOTESTCON 2012 Exhibits Chair,  
2000 E. El Segundo Blvd. EO/E01/C181  
El Segundo, CA. 90245  
Telephone: 310.616.9236  
Cell: 310.404.3898  
Fax: 310.607.7383  
Email: lkovar@raytheon.com