

**Upon acceptance of your contract, you will be asked to supply a high resolution logo and brief paragraph describing your product or company for use on the Conference Website listing and the printed Final Program to be distributed at the Conference.

2016 Frequency Control Symposium

9-12 May 2016

The Roosevelt Hotel, New Orleans, Louisiana

Application is hereby made to 2016 IEEE International Frequency Control Symposium (hereinafter termed "Exhibit Management") for exhibit space at the above named conference. This Application when accepted by Exhibit Management, together with the Exhibition Rules and Regulations as listed on the following pages, will constitute your contract with Exhibit Management for exhibit space, as indicated by the Exhibit Chair's signature on this Application or acknowledgment by email.

Company _____

Contact _____ Title _____

Address _____

City _____ State _____

Zip _____ Country and Postal Code _____

Telephone _____ Fax _____

Email _____ Web Site _____

We prefer **NOT** to be located near the following companies:

(Above positioning cannot be guaranteed.)

- 8' x 10' Booth (Deposit received by 14 February, 2016) \$2,000 USD per booth
- 8' x 10' Booth (Deposit received 15 February and after) \$2,200 USD per booth
- No refunds after 15 March 2016.

Billing and Schedule of Payments:

- 50% deposit due with contract \$_____. Balance due 16 March, 2016
- Check enclosed: \$_____
- Visa/MasterCard/American Express/Money Orders

Card No. _____ Exp. Date _____

Cardholder & Address _____

Signature _____



INSTALLATION & DISMANTLING OF EXHIBITS

Exhibit Set Up

Exhibit move-in/set up begins at 1:30 PM Monday, 9 May 2016. Exhibitors agree to exert every reasonable effort to have displays completely installed by 5:30 PM that day.

Exhibit Hours

Tuesday, 10 May: 10:00 AM - 12 Noon & 1:00 PM - 5:30 PM
Exhibitor Reception: 6:00 PM - 8:00PM

Wednesday, 11 May: 9:00 AM - 12 Noon & 1:00 PM - 5:00 PM

Thursday, 12 May: 9:00 AM - 12 Noon

Exhibit Dismantle

Partial or complete dismantling of displays before the official closing of the Exhibition at noon on Thursday, 12 May, is expressly prohibited. All displays must be dismantled promptly at 12 Noon and must be clear of the hotel by 4:00PM on Thursday, 12 May.

I agree to comply with the Exhibition Rules & Regulations listed on the following pages.

By _____ Date _____

Title _____ Tel #: _____

Please be sure your completed application has been signed in the space provided above.

PLEASE RETURN SIGNED CONTRACT WITH DEPOSIT TO:

**IEEE IFCS
Conference Catalysts, LLC
1514 First St.
Manhattan Beach, CA 90266**

**Tel: (310) 937-1006
Or by Fax to: (310) 356-3545
Email: skingston@conferencecatalysts.com**

Upon assignment of space, a signed copy of this contract will be returned to you or you will be notified by email of acceptance. We hereby accept the above application.

By _____ Date _____
(IEEE IFCS Conference Coordinator)

