



AUTOMATIC RF TECHNIQUES GROUP

c/o Joe Tauritz, Teylingerhorstlaan 13/b, 2244EJ Wassenaar, The Netherlands

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APPLICATION FOR EXHIBIT SPACE

66th ARFTG Conference

1. We (Exhibitor) hereby apply for exhibit space as follows:

Company Name: _____

Address: _____

City/State/Zip: _____

2. Contact: _____ E-mail: _____ Telephone: _____

3. We will exhibit/demonstrate the following products/services: _____

4. Number of tables required: 1 or 2 (circle one) @
Before October 15th, **\$400 per table**,
October 15th to November 5th, **\$500 per table**, total \$ _____

5. Estimated electrical power requirements: _____ Amperes (Each table provided with 115 VAC, 60 Hz, 10-Ampere service with two outlets. Additional service may be available at extra cost.)

6. Exhibitor agrees to comply with the RULES AND REGULATIONS FOR EXHIBITING and any other instructions, either oral or written, provided by the ARFTG Exhibits Chairperson.

7. This Application and Agreement is submitted by:

Name: _____ Title: _____

Signature: _____ Date: _____

8. Please return this completed form with your **check payable to ARFTG** for the total noted above to:

c/o Joe Tauritz Telephone: +31-70-5177398
Teylingerhorstlaan 13/b Fax: +31-70-5171350
2244EJ Wassenaar, Netherlands E-mail: jltauritz@ieee.org

9. If you know who will actually be at the exhibit, please print or type their names below so that we can preprint the names on the exhibitor badges. **Two badges are provided with each table.** If no names are supplied, only the company name will appear on the badges.

10. **Deadline for early application is October 15th, 2005.** Late applications will be accepted through November 5th. **Space is available on a first-come first-served basis.** You will be notified by November 14th, 2005, if your application is accepted (if not, your check will be returned uncashed). Applications are processed only if accompanied by payment in full.

RULES AND REGULATIONS FOR EXHIBITING

66th ARFTG Conference

1. **Exhibit Hours:** 7:30 AM to 5:00 PM, Thursday, December 1st, 2005
7:30 AM to 3:30 PM, Friday, December 2nd, 2005
2. **Installation:** 7:00 PM to 9:30 PM, Wednesday, November 30th, 2005
7:00 AM to 7:30 AM, Thursday, December 1st, 2005
3. **Dismantling:** 2:30 PM to 5:00 PM, Friday, December 2nd, 2005
4. **Exhibit and Services:** Exhibitor is responsible for installing and dismantling his exhibit - no services will be provided. All exhibits must be suitable for mounting on one or two 6 foot by 30 inch tables or free-standing in the equivalent table space. Tables are covered and draped. Each table will be provided with 115 VAC, 60 Hz, 10 Amp service with two outlets. Additional power may be requested.
5. **Liability and Security:** Neither ARFTG nor its officers nor the hotel assume any liability for the exhibits. It is the exhibitors' responsibility for insuring their equipment and/or displays for loss and damage. We attempt to lock the exhibit room overnight, but exhibitors are responsible for protecting their valuables
6. **Compliance with Local/Union Rules:** Exhibitor assumes all responsibility for complying with all local rules, regulations and ordinances relative to fire, safety, health and unions having jurisdiction.
7. **Exhibits Attendance:** Exhibitors will receive two (2) exhibitor badges per table. These badges entitle the holder to all exhibit functions, continental breakfast and breaks held in the exhibit area, and the ARFTG luncheons on Thursday and Friday.

Exhibits-Visitor badges can be purchased at \$15.00 per person per day. These entitle the holder to attend the exhibits only and include the breakfast and breaks held in the exhibits area. Lunch is not included.

Exhibitors must individually register for the Conference in order to attend the technical sessions and the ARFTG Awards Banquet, although exhibitors may attend just the banquet at a nominal per person charge.

8. **Payments and Cancellations:** Full payment must accompany the exhibit application, and, if accepted, the payment is not refundable in the event of cancellation by the exhibitor.
9. **General:** Tables (exhibit spaces) are available on a first-come, first-served basis with two (2) tables, maximum, per exhibitor. In the case of disputes or conflicts, exhibitors agree to comply with the decision of the Exhibits Chairperson or his/her designated representative.