December 02, 2019

Dear Exhibitor:

Thank you for your interest in exhibiting at the 2020 IEEE Nuclear and Radiation Effects Conference (NSREC) being held at the Hilton Santa Fe Buffalo Thunder in Santa Fe, New Mexico. The conference is scheduled to begin Monday, July 20, with the Short Course and continue through mid-day Friday, July 24. The 2020 Industrial Exhibit will be held on Tuesday and Wednesday adjacent to the main conference hall. This is an outstanding location, convenient to industry participants, and a great facility to ensure robust interaction with customers. We have arranged the schedule to encourage outstanding opportunities to meet with customers.

The following is the tentative exhibit schedule (times subject to change based on overall conference schedule), cost and inclusions:

**Exhibit Hours:**
- Tuesday, July 21, 9:30am (beginning of morning break) to 3:30pm (end of afternoon break), 6:00pm to 8:00pm
- Wednesday, July 22, 9:30am (beginning of morning break) to 1:00pm

**Reception:**
- Tuesday 6:00pm – 8:00pm

**Meals:**
- Morning/Afternoon Breaks on Tuesday and Morning Break/Lunch on Wednesday in Exhibit Hall

**Raffle:**
- 15 minutes before lunch ends Wednesday (must be present to win)

**Set Up Hours:**
- Monday, July 20, 1:00pm - 6:00pm

**Tear Down Hours:**
- Wednesday, July 22, 1:00 pm to 4:00pm

**Booth Space:**
- $3,500 per 8’ x 10’ booth furnished with pipe and drape, 6’ table, 2 chairs, company sign

**Included:**
- A link to your company’s web page on the NSREC website
- Your company’s listing in the NSREC Brochure
- One complimentary technical session registration per each 8’x10’ space rented
- Two complimentary exhibitor badges granting access to the exhibit area for booth staff (additional exhibitor badges will be available at a later date.)
- Exhibitor Reception on Tuesday and Exhibitor Lunch on Wednesday

The 2020 NSREC facility allows the exhibits to be located adjacent to the technical sessions. Lunch and breaks will be held in the exhibit hall to encourage customer interaction.

Booth space is reserved only upon receipt of full payment on a first-come, first-served basis. Please find attached the Exhibitor’s Registration Form and Exhibitor Rules.

Booth locations will be assigned in the order that booths are reserved and payments received. Exhibitor manuals will be provided by the conference contractor. Early registration will ensure earliest selection of booth location!

Best regards,

Scott

Scott L. Jordan
2020 IEEE NSREC Exhibits Chair
Phone: 949-291-2649
Email: jordans1@jazztrustred.com
EXHIBIT BOOTH APPLICATION

Official Company Name: ________________________________________________________________

Company Name to Use for Promotional Purposes: __________________________________________

Point-of-Contact: _____________________________________________________________________

Address: ____________________________________________________________________________

City: ___________________________ State: _____________ ZIP: __________ Country: ____________

Telephone: __________________________ Fax: _____________________________________________

Email: ______________________________________________________________________________

Web Address: _________________________________________________________________________

Booth Size Requested: _____8 x 10’ _____ 8 x 20’  Booth Number Preferences: _____1st _____2nd _____3rd

Pricing
Booth: $3,500 per 8’ x 10’ includes: $3,500 ea  $ ____________
- 1 “comp” for technical sessions
- 2 Exhibit staff badges.

Total  $ ____________
(See Rules for Cancellation Policy for more information)

Payment: Payment in FULL is required along with the Registration form. Purchase Orders are NOT accepted.

Payment for the booth is via: ___ enclosed check (preferred) or: ___ American Express  ___ MasterCard  ___ Visa

Amount being authorized: ________________

Credit card #___________________________ CSV #________ Expiration date: ___________

Cardholder name________________________ Signature ____________________________

Billing address________________________________________________________________________

City/State/Zip___________________________ Tel #____________________

Please make checks payable to the “IEEE NSREC”. Send the completed form and payment to:

ETCic
2254 Emerald Drive  OR scan and e-mail to: etc@etcic.us
Castle Rock, CO 80104 OR fax to: 720-733-2046
Tel: 720-733-2003

Please check □: I have read and agree to adhere to the Exhibit Rules (attached.)

Printed Name __________________________________________ Signature _____________________________
EXHIBIT RULES

IEEE/NSREC Nuclear Space Radiation Effects Conference

1. **Exhibit Hours**: Every effort is being made to assure attendees’ participation in the IEEE NSREC industrial exhibit. For specific hours of the exhibit, please refer to the exhibit schedule. To encourage foot traffic, catered functions will be held in the exhibit area.

2. **Contract**: This application, properly executed by the applicant, shall, upon written acceptance and notification of booth(s) assigned by the IEEE/NSREC Committee or its agent, constitute a valid and binding contract.

3. **Qualification for Exhibitor**: Exhibitors must be manufacturers that produce products or perform services that conform to the subject matter covered by the IEEE/NSREC technical program. IEEE/NSREC reserves the right to accept or reject any exhibitor.

4. **Exhibitor Space Rental Charge**: Exhibiting space will be rented at $3500 for each 8-ft. deep by 10-ft. wide booth. The deadline for reserving exhibit space is April 1, 2020 or when booths are sold out, whichever comes first. Payment in full must accompany the signed and completed Exhibit Application Form. **Purchase orders are NOT accepted.**

5. **Cancellation Policy**: Due to advance financial commitments, refunds requested after April 1, 2020 cannot be guaranteed. Consideration of requests for refunds will be processed after the conference. Requests sent prior to April 1 will be refunded, less any applicable credit card fees, within 30 days of the request.

6. **Booth Materials Provided by the Conference**: Each booth will be supplied with an 8-ft.-high cloth drape background with 36-in. high side dividers. Booths will be furnished with one 7 x 44 in. exhibitor identification sign, one 6’ table, 2 chairs & a wastebasket. Sign requests must be submitted 2 months prior to the exhibit.

7. **Exhibitor Registration**: Each exhibitor will receive one complimentary technical session registration for each 8’ x 10’ booth rental. For each 8 x 10’ booth, your company will be entitled to two exhibit-only badges. Additional exhibit-only badges (no more than two per booth) are $180.

8. **Security**: The exhibit hall will be secured each night and general building security will be supplied by the exhibit site personnel. However, exhibitors are asked to insure all exhibit material against loss or damage. IEEE/NSREC, the exhibit site and their officers, employees, agents, and representatives will not assume or otherwise be responsible for any injury, loss or damage to the exhibitor, the exhibitor’s officers, employees, agents, or representatives or their property, however caused.

9. **Service Contractor (Contractor)**: The Contractor will provide informational packets, which include Contractor’s basic event information and rental forms for furniture, signage, cleaning, labor, forklift, and material handling services. In an effort to reduce paper waste, Exhibitor Manuals will be emailed rather than mailed. In the event an exhibitor does not have internet access, Contractor will mail the Exhibitor Manual. All exhibitors will receive the Contractor Exhibitor Manual prior to the Conference.

10. **Freight Movement**: All freight sent to the Service Contractor will be placed in exhibit booths by the established setup time. Exhibitors may deliver their own equipment directly to the exhibit booths after that time.

11. **Installation/Dismantling**: Please refer to exhibit schedule for specific installation and dismantling times.
12. **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, and the rules and regulations of operators and owners of the property in which the exhibit is held.

13. **Union Jurisdiction:** Exhibitors will abide by and comply with rules and regulations concerning local unions having jurisdiction over the hotel in which the exhibit is held, and specifically in the exhibit area and loading docks.

14. **Loss or Damage:** Because of the tremendous value and peculiar nature of the exhibits it is impractical for either IEEE/NSREC or the conference site to insure any exhibitor’s equipment against loss, theft, or damage and breakage. Therefore, IEEE/NSREC, the exhibit site, and their officers, employees, agents or representatives will not assume or otherwise be responsible for any injury, loss, or damage to the exhibitor, the exhibitor’s officers, employees, agents or representatives, or their property, however caused. In addition, the exhibitor must assume responsibility for property damage to the exhibit site and indemnity and hold harmless the exhibit site and IEEE/NSREC for all liability that might arise out of the exhibit activities, whether or not such liability includes the sole or joint negligence or the sponsor from any cause whatsoever, including property damage, accidents, or injuries to exhibitors, their agents and employees, or to any member of the general public. In view of the foregoing, exhibitors should place such insurance as they deem necessary on their equipment and exhibits and are urged to extend their public liability insurance to cover this exhibit and the contractual liability assumed therewith.

15. **EU General Data Protection Regulations:** Upon accepting these Exhibit Rules, exhibitor also understands and agree to the regulations put forth in the EU General Data Protection Regulations (GDPR) at www.EUGDPR.org.