

ANTENNA MEASUREMENT TECHNIQUES ASSOCIATION  
ANNUAL MEETING AND SYMPOSIUM



# AMTA 2019

## EXHIBITOR SPACE APPLICATION PACKET

Revised 26 April 2019



OCTOBER 6-11, 2019 | SAN DIEGO, CA

HOST



CO-HOST



SAN DIEGO STATE  
UNIVERSITY

TECHNICAL CO-SPONSORS





## Welcome to San Diego, California!

I am pleased to invite you to exhibit at and attend the 41th Annual Symposium of the Antenna Measurements Techniques Association (AMTA) to be held October 6 – 11, 2019 at the Sheraton San Diego Hotel & Marina in San Diego, CA. The exhibition is a vital part of this annual event, offering companies an opportunity to present their solutions and products to a worldwide audience from commercial, government, and academia. This year's exhibition will be open Monday, October 7th through Wednesday, October 9th.

### About AMTA

The AMTA is a non-profit, professional organization open to individuals with an interest in antenna, radar signature and other electromagnetic measurement technologies. AMTA's areas of interest include: measurement facilities, unique or innovative measurement techniques, test instrumentation and systems, radar cross section (RCS) measurements, compact-range design and evaluation, near-field techniques and their applications, and the practical aspects of measurement problems and their solutions. Exhibitors at the AMTA Symposia showcase antenna measurement related products and services including RF/microwave components, cables, antennas, instrumentation, and software tools. AMTA members come from a variety of backgrounds including industry, government, and educational institutions, and are from locations around the world. For further details about the AMTA organization, please visit our web site at <http://www.amta.org>

### The Venue

The ultimate combination of luxury and convenience is yours at one of the best waterfront hotels in San Diego, CA. Boasting spectacular harbor views and lavish amenities, the Sheraton San Diego Hotel is a unique urban retreat perfect for business and pleasure. Take advantage of the un-paralleled location of this hotel near Liberty Station and San Diego International Airport, and minutes from downtown San Diego, Mission Beach, and beautiful Coronado Island. Challenge yourself with championship golf on a variety of courses. Explore the many museums in Balboa Park. Visit the world-renowned San Diego Zoo. Spend a day visiting the many famous Southern California landmarks, amusement parks, and beaches. Visit the Sheraton San Diego link for more in depth information about this fabulous venue: <https://amta2019.org/location>.

This year at the Sheraton San Diego Hotel we will be able to offer 9,500 square feet for 8' x 10' booths with ample opportunity for exhibitors to choose multiple booths to create larger exhibit areas. The exhibit area is directly adjacent to the technical presentations. If needed, overflow exhibit space is available in the pre-function area just outside the main exhibit area and technical sessions. Private meeting rooms will be available, as well as wireless internet in the exhibit areas and guest rooms, at no additional cost.

Booth assignments are based on the current AMTA Exhibitor Point System, which is explained in the Exhibitor Policy and Guidelines attachment. Please see the enclosed AMTA Exhibitor Point Worksheet for additional explanation and details.

Enclosed in this packet are general information, pricing guides, floor plans, exhibit room layouts, exhibit room dimensions, an exhibitor point worksheet, a list of sponsorship opportunities, the hotel catering menu, and a link to the electronic online application form. For your convenience, the information contained in this Exhibitor Space Application Packet, along with detailed drawings in PDF format are posted on the [www.amta2019.org](http://www.amta2019.org) website in the Exhibitors section. Please feel free to download the information from the website.

It is our pleasure to welcome Conference Management Services (CMS), who will be providing full symposium management for AMTA 2019. If you require additional details regarding exhibitor space such as door widths, loading dock specifics, available power outlets and units, ceiling heights, etc. please contact the CMS Logistics Coordinator, Nancy Sutta Berns +01-973-886-8852, email: [nancy@cmsworldwide.com](mailto:nancy@cmsworldwide.com)

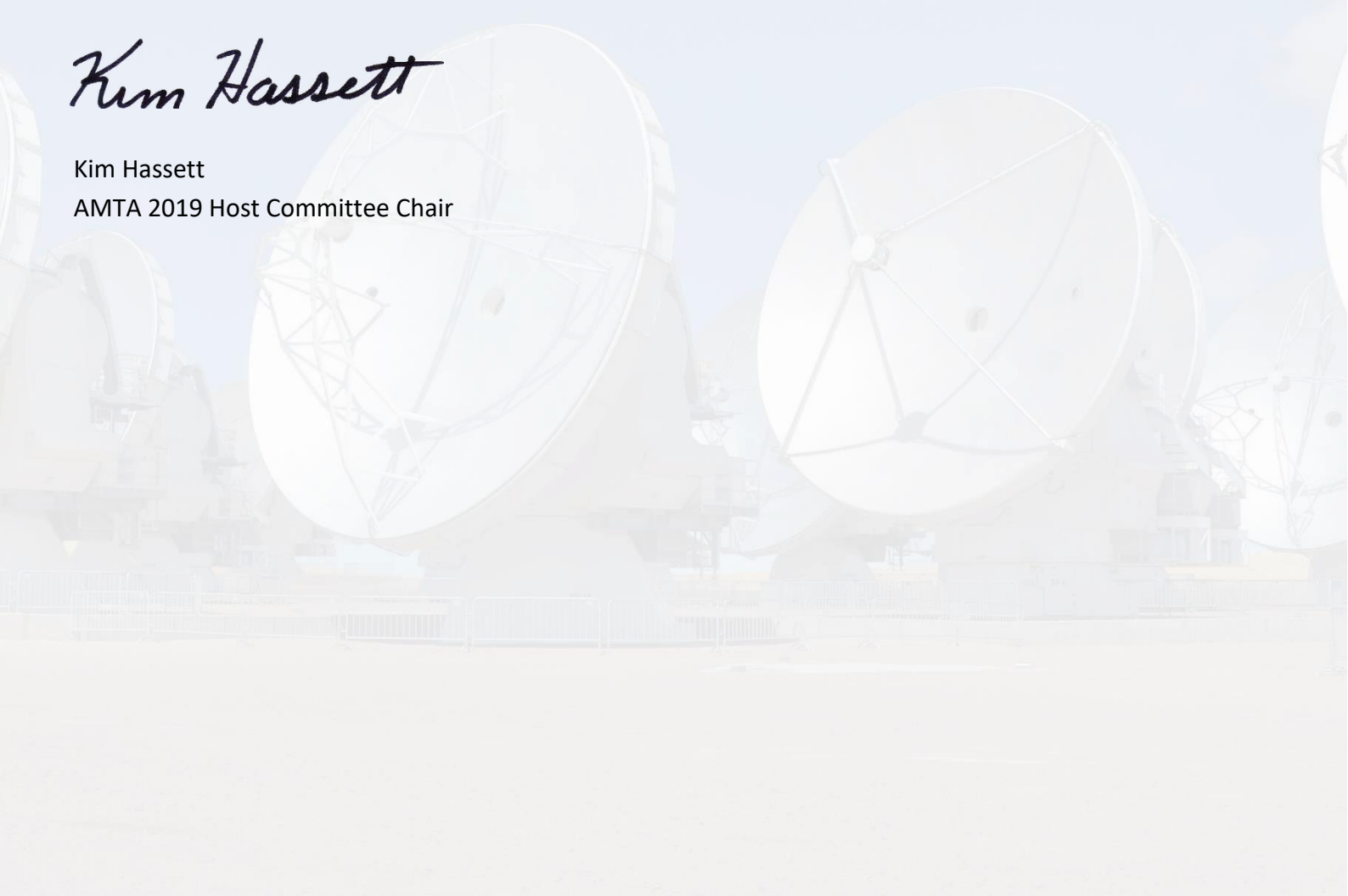
On behalf of the AMTA Board of Directors and the entire AMTA 2019 Host Committee, I thank you and look forward to seeing you in San Diego.

Kind Regards,



*Kim Hassett*

Kim Hassett  
AMTA 2019 Host Committee Chair



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# Information

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## Exhibit Location

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AMTA 2019 will be located the Sheraton San Diego Hotel & Marina in San Diego, California. Please refer to the Symposium Layout Section in Appendix A and B of this packet for more details.

Sheraton San Diego Hotel & Marina  
1380 Harbor Island Drive  
San Diego, CA 92101  
☎ +1.619.291.2900

## Contact Information

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The following contacts are available to assist AMTA 2019 Exhibitors with information and answer questions:

Jim Acree	Exhibits Chair	✉ <a href="mailto:exhibits@amta2019.org">exhibits@amta2019.org</a>	☎ +1.678.797.9172
Nancy Sutta Berns	Exhibits/Sponsorship Coordinator	✉ <a href="mailto:nancy@cmsworldwide.com">nancy@cmsworldwide.com</a>	☎ +1.973.886.8852
Nancy Sutta Berns	Hotel/Logistics Coordinator	✉ <a href="mailto:nancy@cmsworldwide.com">nancy@cmsworldwide.com</a>	☎ +1.973.886.8852

## Exhibit Dates and Hours

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**Set-up:** Saturday, October 5 from 8:00 a.m. until 6:00 p.m. for Exhibitors with 4 or more booths, or a private room.  
Sunday, October 6 from 8:00 a.m. until 6:00 p.m. for all exhibit spaces.

**Exhibition:** Monday, October 7, 10:00 a.m. – 5:00 p.m.  
Tuesday, October 8, 9:00 a.m. – 5:00 p.m. (Note: Exhibits are closed during Tuesday's AMTA Business Lunch from 11:30 a.m. - 1:30 p.m.)  
Wednesday, October 9, 9:00 a.m. – 5:00 p.m.

**Dismantle:** Wednesday, October 9, from 5:30 p.m. until 6:30 p.m.  
Thursday, October 10, from 8:00 a.m. until 3:00 p.m.  
(Empty Crates will be delivered Thursday morning, October 10th at 7:00 a.m.)

## Exhibit Application Process, Fees and Deadlines

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**New this year...**Exhibitor Applications will be completed online via a link to be provided later this month. Please ensure that your applications are completed no later than **April 29, 2019**. Late requests are accepted based on available space at that time. As in the past, priority for space selection will be based on the point system explained in the Exhibitor Policy and Guidelines section of this packet. For your reference, a printable copy of the application is included in this packet.

Exhibitors will be notified of their assigned exhibit area by **June 8, 2019** via email. At this time, Exhibitors will receive an invoice for their space rental fee balance, which is due in full by **July 8, 2019**. Space rental fees not paid in full by **July 8, 2019** will allow that space to become available to other eligible Exhibitors wishing to relocate their exhibit space.

Purchase of space includes:

- Permission to exhibit at the AMTA symposium;
- One full registration (includes AMTA membership, access to the technical sessions, meal tickets, and a ticket to the Awards Banquet);
- Two 3-day Exhibit Hall-only passes;
- An Exhibitor description on the AMTA 2019 website with a link to the company's webpage;
- A listing in the AMTA 2019 Advanced Program;
- 100-word Exhibitor description and corporate logo in the Final Program and Conference Mobile App, provided to all registrants.

Exhibitor Space Rental Fee will be due in (2) separate installments:

1. 50% Deposit (Non-refundable, due **April 29, 2019**)
2. 50% Balance (due **July 8, 2019**)

#### AMTA 2019 Space Rental Fees

Space Rental Fee	Space Description	Location	Floor
\$ 2,500	8'D x 10'W Booth	Grande Ballroom B/C	Marina Tower Lobby Level
\$1,250	Additional 8'D x 10'W booth	Grande Ballroom B/C	Marina Tower Lobby Level
\$1,625	Table Top	Grande Foyer	Marina Tower Lobby Level
\$5,000	Private Room 725 sq. ft.	Marina 3	Marina Tower Lobby Level

Notes:

1. Refer to Exhibit Floor Plan Section for Exhibit Area Layout.
2. Exhibit space rental fee does not include freight, storage or drayage.
3. Ceiling height of Grande Ballroom is 18 feet. Ceiling height of Marina 3 is 10 feet

#### Tabletop Displays

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AMTA 2019 will have limited tabletop displays available only if all allocated space is taken. The tabletop displays will be assigned to exhibitors based upon the AMTA Exhibitor points.

Tabletop display material is limited to what may fit on the table. Signage cannot exceed 6 feet in length whether freestanding on the table or behind the table. The tables can support 100 pounds maximum weight. No signage may be posted to the venue walls. The height limit for items placed on the table is 4-ft maximum. Exhibitors are responsible for all items on the display table.

#### Loading and Unloading Area

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No freight doors or hallway entry/egress doors can be blocked during the hours of setup and teardown, nor during exhibit hours.

Exact dimensions will be included in the Exhibitor's Manual, which will be available approximately 3 months prior to the event.

Load in access doors are 8 feet width x 10 feet high and directly accessible from the loading dock.

The convention services vendor will forward the Exhibitor's Manual by **July 1, 2019**.

#### Exhibitors' Buffet Lunch

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The AMTA 2019 Exhibitors' Buffet Lunch will be held on Monday, from 11:30 a.m. to 1:30 p.m. A long-standing AMTA tradition, the Exhibitors' Buffet is an opportunity for exhibitors to offer a variety of menu items in their booths, encouraging AMTA attendees to circulate among the exhibit booths and rooms. Offering hors d'oeuvres or a dessert is an excellent way of enticing hungry AMTA attendees to visit your booth and see your company's products. **Our goal this year is 100% Exhibitor participation.** Exhibitors are not expected to order quantities to feed all attendees, but rather whatever is within their budget. As a benefit, exhibitors who participate in the Exhibitors' Buffet Lunch will receive special recognition at this year's event in addition to points toward their 2020 space allocation; please see the "Points Worksheet" for more information.

If you wish to participate in the Exhibitors' Lunch, please indicate so on the Exhibitor Application form. A sample hotel catering menu has been included in the appendices for your reference.

## Exhibitors' Reception

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An Exhibitors' Reception will be held on Tuesday, October 8, from 5:30 p.m. to 6:30 p.m. The purpose of the reception is to thank the exhibitors for their support of AMTA and solicit feedback on how AMTA can improve the exhibitor experience at its annual symposium. An overview of AMTA and future AMTA events will be provided. An invitation to the reception along with the specified meeting location will be provided to each exhibitor on site at AMTA 2019.

## Exhibitor Meeting Rooms

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There will be a limited number of private meeting rooms offered during AMTA 2019, available Monday through Wednesday of the AMTA Symposium week. Exhibitors may sign up for one-hour increments of time through the event registration system. Time will be assigned on a first come, first served basis. No audio-visual equipment is provided in these meeting rooms; exhibitors are welcome to bring their own AV equipment to use as needed. This meeting room is provided for exhibitors only and their customers/colleagues at no charge, compliments of the AMTA 2019 Host Committee.

## Exhibitor Registration

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One Full Registration is included with each exhibitor space rental fee. The name of the assigned person receiving this complimentary registration must be provided to the Exhibit Coordinator. We encourage other exhibit staff to arrange for a full registration as only attendees with a full registration badge will be allowed entrance to the technical sessions.

As a courtesy to our exhibitors, we offer an Exhibitor Convenience Registration Package. This includes AMTA Membership for one full year, and a name badge that entitles the bearer to visit all AMTA exhibits and take part in all meal functions (except the Awards Banquet). The intent is to offer all exhibitors an opportunity to join AMTA and enjoy the symposium meals at cost. The Exhibitor Convenience Package does not include admission to AMTA technical sessions, the AMTA Awards Banquet or the Full Registration bag and its contents. Awards banquet tickets may be purchased separately.

Two 3-day Exhibit Hall only passes are included with each space rental fee. This will include an AMTA badge and access to the exhibit area. It does not include meals or access to the technical sessions. Additional Exhibit Only passes can be purchased at a nominal fee for your customers.

## Exhibitor Hotel Room Reservation

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The AMTA 2019 guest room rate at the Sheraton San Diego Hotel & Marina for is **USD \$199.00/night plus tax (12.695%), if reservations are made by September 12, 2019**. A limited number of Government per diem rate rooms are available at the Sheraton. The AMTA rate includes complimentary high-speed internet access in guest rooms, access to the hotel's tennis facilities, and a one-hour rental, per day, of a bicycle, kayak or stand-up paddleboard. All exhibitor space will have complimentary wi-fi internet access.

This year, exhibitors will be responsible for making their own hotel reservations. A separate room block and an Exhibitor-only hotel reservation link will be provided to all exhibitors. Once that block is exhausted, CMS will assist exhibitors on a case-by-case basis. Any questions related to hotel room reservations for exhibitors should be directed to Nancy Sutta Berns, +1. 973.886.8852 or [nancy@cmsworldwide.com](mailto:nancy@cmsworldwide.com)



## Sponsorship Information

We encourage all AMTA industry and organization participants to be an AMTA sponsor. Please refer to the Sponsorship Opportunities section of this packet for more information.

### Sponsorship Levels

Sponsorship opportunities are available to industry and other organizations. In general, sponsorships are available for AMTA premium items (full registration conference bags and logo-items, banquet gifts, bingo prizes), sponsored events (Student Day, Technical tour), and exclusive events (meals, breaks, receptions, social outings), or other opportunities. Priority for sponsorship is given to the Exhibitor who sponsored that event or item the previous year. Sponsorship proposals for items outside the traditional AMTA “Sponsorship Opportunity” items (such as refreshment breaks, Monday Night Outing, Welcome Reception, etc.) must be provided to the Host Committee for consideration no later than 30 days prior to the event.

The Sponsor company recognition levels **and incentives** included with each Sponsorship Level shall be set as follows:

SPONSORSHIP LEVELS	Platinum \$12,000	Gold \$8000	Silver \$4000	Bronze \$2,500	Exclusive < \$2,500
Additional Full Registrations	2	1			
Additional 3-Day Exhibitor Passes			2	1	
Additional Event Tickets*					2
Use of private meeting rooms	Included	Included	Available for rental with preferential choice of times**	Available for rental with preferential choice of times**	Available for rental with preferential choice of times**
Company logo & profile on the AMTA 2019 website, and included in mobile app & final program	Included	Included	Included	Included	Included
Company marketing item distributed to all registration bags (1 item per sponsor; weight & size restrictions apply)	Included	Included			
Recognition during Opening Session, Business Meeting Lunch, and Awards Banquet	Included	Included	Included	Included	Included

\*For either the Monday Night Outing or Awards Banquet

\*\*Opportunity to book in advance before they are made available to others

These sponsorship levels are based on the total dollar amount spent on sponsored opportunities for an AMTA symposium. This money can be paid directly to the AMTA 2019 Host as a monetary commitment, or by providing item(s). Receipts are required for all provided items to have the amount credited towards sponsorship level. Sponsorship levels do not include any payments for Exhibit Space Rental fees. Please note that any combination of “Sponsorship Opportunities” may be applied to establish sponsorship level.

Only companies who have paid their sponsor fees in full by **August 18, 2019** will be included in the final program. Sponsorships received after this date will be acknowledged via the conference mobile app, onsite event signage, social channels and event announcements.

AMTA values its Sponsors and will take every opportunity to fully recognize each Sponsor prior to the symposium and throughout the week of the symposium. All Sponsors will be recognized with logos shown in graduated sizes (Platinum Sponsors will be listed first with the largest size logo; Gold Sponsors next with a smaller logo, etc.).

### Sponsorship Recognition

Sponsors are recognized prior to the symposium via:

- Promotional Literature and Press Releases
- Symposium Website
- Preliminary Program
- E-mail updates to attendees
- Final Program

- Conference Mobile App

During the Symposium, sponsors are recognized by:

- Announcement of sponsorships before and/or following a sponsored event
- Announcement during Awards Banquet
- Announcement during Business Lunch
- Signage (if possible) displayed at sponsored events/breaks
- Signage and/or monitors displayed in exhibit common areas and outside meeting rooms as appropriate for the sponsorship activity (signs are generally not permitted in the hotel lobby or general public areas)
- On Bingo cards

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# AMTA Exhibitor Policy & Guidelines

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Below is the AMTA Board policy for exhibitor participation in AMTA symposiums. The intent of this policy is to:

- Encourage strong exhibitor support for AMTA.
- Provide the Host Committee with an exhibitor policy that is fair to all exhibitors.
- Provide the Host Committee with an escalation path to the Board to mediate issues and disputes.

The Host Committee is responsible for obtaining and managing the exhibit space. The exhibit space should be reserved at the time of contract negotiation with the symposium hotel, which usually occurs at least three years prior to the symposium. The Host Committee should ensure that there is sufficient space for all exhibitors. The exhibit space should include large areas, which can be subdivided into small booths as well as private individual rooms.

## Exhibit Space Management

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The amount of space required can be determined by space used at previous symposiums and polling the exhibitors to see whether their space requirements will be increasing or decreasing. It is prudent for the Host Committee to allow for some increase in requirements and the possibility of one to two additional exhibitors. It is recommended to reserve all the hotel space and release back to the hotel what is not needed. Space for exhibitors should optimally be arranged with the hotel for Saturday and Sunday set-up prior to the exhibition opening on Monday.

The Host Committee will divide the total exhibit space into individual areas and will set up the space rental fees for these areas. The AMTA Board of Directors will review and approve the division of the exhibit space and the rental fees before this information is released to the exhibitors. The Host Committee shall oversee allocating the exhibit space to various exhibitors.

## Exhibit Space Allocation Criteria

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The exhibit space will be allocated using a point system. An exhibitor with the maximum number of points will have the highest priority in selecting their individual exhibit area. Exhibitors shall provide the Host Committee with their accumulated points using the AMTA Exhibitor Point Worksheet. The Host Committee will review the worksheet for accuracy along with experienced AMTA Advisor. The exhibitors shall also provide a prioritized list of individual exhibit areas they would like to secure. The point information and the prioritized list shall be submitted to the Host Committee along with the Space Rental Application and Deposit. The Host Committee will use this information to allocate the exhibit space. If an exhibitor fails to provide this information to the Host Committee, the exhibitor has no priority in selecting exhibit space. The Host Committee has the right to demand supporting receipts and statements to verify the points claimed by an exhibitor, if not provided in advance as requested with submittal of the Space Rental Application and Exhibitor Point Worksheet. The Host Committee will inform the exhibitors of the allocated space at least 120 days before the Symposium or no more than 30 days after the exhibit fee is received (for late registrations only).

If two or more exhibitors wish to share the same space, the priority will be established using the points of the exhibitor with the most points. Points will not be combined.

## Sponsorship Allocation Criteria

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An exhibitor who sponsored an AMTA approved event at the previous symposium is given first right of refusal for the same event at the upcoming symposium. The same holds true for an AMTA approved giveaway. An exhibitor is encouraged to present an idea to the Host Committee for approval of an AMTA event or giveaway as soon as possible. The Host Committee will then ask for approval by the AMTA Board of Directors.

## Exhibit Fees

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The total Exhibit Space Rental fee is charged in two installments: a 50% initial deposit and final payment. Donations will not be accepted in lieu of the Space Rental Fee.

The non-refundable deposit will be charged to each exhibitor responsible for exhibiting at the AMTA symposium regardless of the fact that the exhibitor is sharing a room with other exhibitors. For a first-time exhibitor, the Space Rental fee will be reduced by 20%.

Each exhibitor requesting a booth or room will be charged a Space Rental fee. This fee will depend on the amount of space rented by the exhibitor. The Host Committee determines the Exhibit Space Rental fee. The AMTA Board of Directors will review the proposed space rental fees before they are released to the exhibitors.

Exhibitors who do not submit their fees by the due dates forfeit their position on the “priority list” and will be accommodated on a first-come, first-served basis. Late applications will be accommodated only on a best effort basis.

Only those organizations that have submitted an Exhibitor Application and paid the initial deposit by the stated deadline will be listed in the symposium Preliminary and Final Programs. The name of the company listed in these programs must match the company signatory on the exhibitor contract. An exhibitor will not be listed in the Final Program unless all exhibit fees are paid in full by the stated deadline.

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### Exhibitor Fees Due Dates

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The deposit is payable and due to the Host Committee 180 calendar days prior to the start date of the symposium to guarantee exhibit space for the exhibitor. Final payments are due 90 calendar days in advance of the symposium start date. Exhibitors who do not submit their fees by the due dates forfeit their position on the “priority list” and will be accommodated on a first-come first-served basis. Late entries will be accommodated on a best effort basis.

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### Exhibitor Cancellation Policy

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Exhibitors who wish to cancel their participation at the AMTA symposium must notify the Host Committee in writing. Upon cancellation, any assigned exhibit space can be re-assigned by the Host Committee.

Please note the INITIAL 50% DEPOSIT IS NONREFUNDABLE regardless of the date the intent to cancel in writing is received by the Host Committee.

If an exhibitor cancels 120 days prior to the event, a 70% refund of the final payment only shall be provided. If an exhibitor cancels on or between 120 days and 60 days prior to the event, a refund of 50% of the final payment only shall be provided. If an exhibitor cancels 59 days or less prior to the event, no refund shall be provided.

A cancellation fee of 10% of the Grand Total will apply on any credit card charges. This is in addition to the fees described in the cancellation policy noted above.

Substitutions are permitted.

All fees are stated in US dollars and all checks must be drawn on a US bank in US funds. Company or government purchase orders are not accepted.

In the event the annual symposium is cancelled by AMTA due to events beyond its control, exhibitors will be so notified in writing. AMTA’s maximum liability in this case is limited to a full refund of the Space Rental Fee received by AMTA.

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### Sponsorship Cancellation Policy

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Exhibitors who wish to cancel their sponsorship at the AMTA Symposium must notify the Host Committee in writing. Upon cancellation, any sponsorship opportunity can be re-assigned by the Host Committee. A cancellation fee of 10% of the Grand Total of sponsorship fees will apply on any credit card charges if cancelled 30 days prior to the symposium. No refunds of sponsorship fees collected will be issued if cancelled less than 30 days prior to the event. This is in addition to the fees described in the Exhibitor Cancellation Policy of the Exhibit Policy and Guidelines.

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### Catering and Special Arrangements

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For all exhibitor organized functions held at the symposium venue, exhibitors are responsible for making their own catering arrangements directly with the hotel. Upon request, the Host Committee will provide the hotel symposium services contact name and phone number to the exhibitors to facilitate these communications. Any special services such as telephones/speakerphones, internet services, and additional power must be arranged directly with the hotel. Power will need to be arranged directly with the hotel in advance. NOTE: Exhibitors are responsible for paying all telephone and power charges directly to the hotel.

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### AMTA Business Meeting

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Exhibitors will close their exhibits for the AMTA Business Meeting Tuesday, October 8 between 11:30 am to 1:30 pm to encourage maximum attendance from the membership. Exhibitors are reminded that only members in good standing can vote during the business meeting. Membership fees can be paid during advance registration or at the registration desk during the symposium. Exhibitor representatives are requested to register as full attendees to the AMTA Symposium. In situations where an exhibitor representative decides to become a member of the AMTA without registering as a full attendee, he/she may buy a meal ticket in advance to attend the Business Meeting.

## Exhibitor Convenience Registration Package

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The Exhibitor Convenience Registration Package includes AMTA Membership and a name badge that entitles the bearer to visit all AMTA exhibits and access to the daily (Monday through Thursday) breaks and daily (Monday through Thursday) breakfasts. The Exhibitor Convenience Registration Package also includes AMTA membership, the Monday Exhibitor Lunch, Tuesday Business Lunch, Wednesday and Thursday Lunches. The Exhibitor Convenience Package does not include the Full Registration bag or its contents, admission to AMTA technical sessions or the AMTA Wednesday banquet.

## Exhibitor Displays and Materials

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**General Public Access:** It is not the intent of this policy to restrict in any way what an exhibitor may display, or materials an exhibitor chooses to hand out at an AMTA Symposium. However, it is the sole responsibility of each exhibitor, not AMTA, to ensure that any hardware, software, material or the like, or even discussions in open areas, are available to the general public. To that extent, all required clearances to display/hand-out any aforementioned items must be secured by the exhibitor.

**US Export Regulations:** Each exhibitor is responsible for ensuring the contents of their exhibit abide by the policies established by US Export Regulations. All products displayed at the AMTA symposium must be available for viewing by ALL AMTA attendees, regardless of their country of origin, nationality, or citizenship.

### Arrangements of Exhibits:

- Exhibits shall be so arranged as not to obstruct the general view nor hide the exhibits of others. Plans for specially built displays not in accordance with this exhibition must be submitted to the Host Committee before construction is ordered and/or begun.
- Regular and specially built backwalls including signs may not exceed an overall height of eight (8) feet for inline/linear booths or twelve (12') for perimeter booths. If a high divider between booths is desired, it will not exceed eight (8) feet in height nor extend from the backwall more than one-half of the depth of the space to avoid blocking adjacent exhibits.
- All aisles must be clear of exhibits. Interviews, demonstrations, and distribution of literature must be made inside exhibitor's booth.
- Nothing shall be posted on, tacked on, nailed to, screwed into or otherwise attached to the columns, walls, floors or other parts of the building or furniture.
- Signs, rails, etc. will not be permitted to intrude into or over aisles.

**Soliciting:** Exhibitor is prohibited from distributing literature, souvenirs, or other items from outside the boundaries of exhibitor's booth, unless exhibitor has obtained the Host Committee's prior written approval. This includes canvassing other exhibits before, after, or during exhibit hours. Canvassing in exhibit halls or distribution of advertising matter, souvenirs, or any other items whatsoever by anyone who is not a paid exhibitor is strictly forbidden.

**Shared Space:** No two exhibitors of different ownership may share a single booth space. The exhibitor may not divide or sublet the whole or any portion of their rented space.

**Exhibitor Personnel and Others:** Booths must be manned by technical specialists, qualified to discuss engineering details of their products. The Host Committee reserves the right to prohibit an exhibit or part of an exhibit which discretion may detract from the character or nature of the Exhibition.

- All booth personnel will be required to wear the official conference badge issued at registration
- Attendants, models, and other employees must confine their activities to the contracted exhibit space.
- Exhibitor personnel and representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the show and exhibitor is subject to a loss of priority points.
- Exhibitors shall not photograph or video an exhibit or product of another exhibitor.
- Exhibitor may not harass or antagonize another party, remove anything from any exhibitor's booth, register or give a badge to anyone not qualified to be in the show.
- Booths must be staffed during all show hours. Booths not staffed could be subject to loss of seniority, loss of credentials for future shows and/or loss of other show privileges as determined by the AMTA. No area of the facility shall be used for any improper, immoral, illegal or objectionable purpose.

**Endorsement:** Any oral or written communication indicating or suggesting that AMTA endorses or approves of the exhibitors' products or services is prohibited.

**Attire:** All exhibitor personnel and their contractors must wear appropriate apparel at all times. Business or business casual attire is recommended. Exhibitors who are uncertain with regard to compliance with the appropriate apparel and entertainment regulations are encouraged to consult with the Host Committee.

**Unoccupied Space:** If any of Exhibitor's space remains unoccupied by 5 p.m. on Monday of the Symposium week, it shall be deemed to be abandon space. Thereafter, the Host Committee shall have the right to rent such space to any other exhibitor or use such space in another manner as deemed necessary, in its sole discretion, without any obligation to exhibitor. This section shall not be construed as affecting the obligation of exhibitor to pay the full amount specified in the agreement for space rental.

**Insurance:** Exhibitor shall maintain insurance sufficient to cover the liabilities of exhibitor as stated in the Exhibitor Application Packet. The amount and scope of such insurance shall be reasonably satisfactory to AMTA and the Host Committee.

**Liability:** Neither AMTA, the Host Committee, nor its agents or representatives will be responsible for any injury, loss, or damage that may occur to exhibitor or to exhibitor's employees, invitees, licensees, or guests, or exhibitor's property from any cause whatsoever. Under no circumstances shall AMTA, the Host Committee, or its agents or representatives be liable for (i) any special, indirect, incidental, or consequential loss or damage whatsoever, or (ii) any loss of profit, loss of use, loss of opportunity, or any cost or damage resulting from any such loss. Exhibitor acknowledges that the risk allocations of this section are reasonable based on the understanding that exhibitor shall obtain, at its own expense, adequate insurance against any such injury, loss or damage. Neither AMTA or the Host Committee shall not be liable for failure to perform its obligations under the Agreement as a result of strikes, riots, acts of God, or any other cause beyond its control. Anyone visiting, viewing, or otherwise participating in exhibitor's booth or exhibit is deemed to be the invitee, license, or guest of exhibitor, and not the invitee, licensee, or guest of AMTA or the Host Committee. Exhibitor assumes full responsibility and liability for the actions of its agents, employees, independent contractors, or representatives, whether acting within or without the scope of their authority, and agrees to defend, indemnify, and hold the exhibit venue, and their respective privies, harmless from and against claims resulting directly or indirectly from the actions or omissions of Exhibitor and/or Exhibitor's agents, employees, independent contractors, or representatives whether within or without the scope of authority.

**Outside Activities:** Exhibitor shall not conduct outside activities that will take attendees away from the conference sessions and/or exhibit functions.

**Fire, Safety and Health:** The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. Only fireproof materials should be used in displays and the necessary fire precautions will be taken by the exhibitor.

**Labor:** Rules and regulations for union labor are made by the local unions and these regulations may be changed at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with the regulations. Companies using international installation & dismantling personnel must have proper paper work, visas and documentation in order to operate as valid contract labor.

**Moving Pictures, Sound Devices, Music and Lighting:** If moving pictures are used, the exhibitor agrees to comply with union requirements for the operation of the equipment. Sound movies will be permitted if tuned to conversational level and if not objectionable to neighboring exhibitors. If loud speakers or sound devices are used, they should be tuned to conversational level and if not objectionable to neighboring exhibitors. It shall be the responsibility of any exhibitor wishing to play music in their booth to secure any necessary music licensing agreements and fee payments with the appropriate agencies. Neither AMTA nor the Host Committee bears no responsibility for any legal action, fines, litigation, etc., incurred by exhibitors who have not obtained said agreements and/or made said fee payments. The Host Committee reserves the right to restrict the use of glaring lights or objectionable lighting effects.

**Food and Beverages:** Exhibitor distribution of food and beverages for consumption in the building may only be made with the permission of the building management. Any food or refreshment distributed or consumed by the exhibitor shall, at the exhibitor's risk and expense, comply with all applicable federal, state, and local sanitary and safety laws and regulations. No food or beverages may be sold by an exhibitor.

**Dismantling of Exhibit Space:** Exhibits may be dismantled beginning Wednesday of the Symposium week at 5:30 p.m. Exhibitors that begin dismantling the exhibit space before this time will forfeit all exhibitor points for the subsequent Symposium's Exhibitor space allocation.

**Exhibit Area Accessibility and Exhibit Hours:** Any AMTA member in good standing is permitted to visit any exhibitor's exhibit area. In some situations, the exhibit hours may be somewhat constrained due to security considerations. In these cases, the Host Committee will notify the exhibitors at least 90 days in advance of the symposium. AMTA will hire a

security guard who will allow only exhibitor access to the exhibit area during non-exhibit hours. However, AMTA will not be responsible for lost or stolen property. Exhibitors are responsible for their exhibits, including insurance for them if desired.

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### Material Handling

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AMTA is not responsible for paying any box, shipping and/or handling fees incurred by exhibitors. Any parcels remaining after close of show (this will be determined in the Exhibitor Manual) will be discarded.

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### Use of the AMTA Logo

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Use of the AMTA logo and Annual symposium logo on promotional literature is not permitted. However, exhibitors may use the AMTA logo and/or symposium logo on promotional souvenir giveaways at Symposium provided that prior permission is obtained from the AMTA Board of Directors.

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### Resolving Conflicts

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If there is a conflict between an exhibitor and the Host Committee that cannot be resolved, the AMTA Vice-President will act as mediator and be responsible for final resolution of the issue with the concurrence of the Board of Directors.

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### Hold Harmless Clause

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The Host Committee shall include a Hold Harmless Clause in its Exhibitor Application Form, and exhibitor space will not be assigned until the Host receives acknowledgement of the hold harmless clause from the exhibitor's representative. The hold harmless clause shall be similar to the following.

"The symposium hotel, AMTA and Symposium Host and Co-Host Committee (including vendors/exhibitors and all participants) each agree to defend, indemnify and hold harmless the other party from and against all claims, actions or causes of action, liabilities, including reasonable attorneys' fees, and costs arising from the defense of any claim, action, cause of action, or liabilities arising out of or resulting from any act taken or committed by Hotel or AMTA (including vendors/exhibitors and all participants in the Symposium) pursuant to the performance of each party's obligation for the event over October 5 – 11, 2019 described herein."

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### Host and Co-Host Policy

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The Host/Co-Host policy is as follows:

1. The Host and Co-Host organizations are responsible for the overall management of the Symposium working with the AMTA hired conference management firm.
2. Co-Hosts
  - a. An academic Co-Host is limited to an academic institution who is providing a minimum of two-four students each day of the symposium to support the administrative needs of the symposium. Support includes but is not limited to registration assistance, help with the audio-visual equipment in the technical presentation room, and/or as deemed necessary by the host organization.
  - b. A commercial or governmental Co-Host shall be recognized for their contributions provided there is a Memorandum of Understanding (MOU) with the Hosting organization that is also acceptable to the AMTA Board of Directors. The MOU shall indicate the level of participation of the co-hosting organization and spell out the division of points for hosting to be used as credit for exhibit space allocation.

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### Supporting Publication Policy

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Supporting publications are invited to support the AMTA symposium. To be listed as a formal "Supporting Publication" and receive recognition, an MOU shall be created which identifies the specific advertising schedule (size of ad, color or black and white, frequency of ad publication, and so on) to be offered to the Host Committee and an estimated value of the advertising. The Host Committee reserves the right to limit the number of supporting publications and the size of each publication's logo in marketing material commensurate with the value of the advertising stated in the MOU. The value of the advertising shall be based on the publication's published advertising rates for non-profit organizations (if such designation exists). All supporting publications will be recognized on the home page of the symposium website.

# Application Form and Worksheets

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Please complete this entire section and return to [nancy@cmsworldwide.com](mailto:nancy@cmsworldwide.com) by **April 29, 2019**. Late applications will be accepted on a space available basis. **Note, preferred application method will be online through provided link.**

## Exhibitor Application Form

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1. Company Name: \_\_\_\_\_  
  
Contact Name 1: \_\_\_\_\_ Email: \_\_\_\_\_  
  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
  
Contact Name 2: \_\_\_\_\_ Email: \_\_\_\_\_  
  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
  
Address 1: \_\_\_\_\_  
  
Address 2: \_\_\_\_\_  
  
City: \_\_\_\_\_ State/Prov: \_\_\_\_\_  
  
Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_  
  
Website URL: \_\_\_\_\_
  
2. Indicate your Exhibit Space Preference:  
First Choice: \_\_\_\_\_  
Second Choice: \_\_\_\_\_  
Third Choice: \_\_\_\_\_  
Would you consider a Tabletop Display if all allocated exhibit booths are taken? \_\_\_\_\_ Yes \_\_\_\_\_ No
  
3. Do you plan to participate in the Monday Exhibitors' Lunch?  
\_\_\_ Yes, we plan to participate in the Exhibitors' Lunch on Monday, October 7th. Please send us information.  
\_\_\_ No, we do not plan to participate in the Exhibitors' Lunch.  
\_\_\_ We are undecided, and request further information regarding the Exhibitors' Lunch.
  
4. Indicate your Sponsorship Preference:  
First Choice: \_\_\_\_\_  
Second Choice: \_\_\_\_\_  
Third Choice: \_\_\_\_\_  
Fourth Choice: \_\_\_\_\_
  
5. Person Receiving Complimentary Registration: (For information only, you will register your Complimentary Registrant when online registration opens.)  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
  
Email: \_\_\_\_\_



6. If you have specific requirements, such as power (voltage/phase) or physical access, please specify requirements:

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7. Include a description of your company's products/services not to exceed 100 words as a separate .doc or .docx format with this application. This description will be used in the Final Program.

8. Include your company logo as a separate attachment with this application. Acceptable formats are .pdf, .jpeg, .tif, .eps, 300 dpi minimum resolution, 5MB maximum file size.

9. Please indicate your payment method for the non-refundable 50% Space Rental Fee Deposit:

\_\_\_\_\_ Check Enclosed

Payable to: Antenna Measurement Techniques Association, Inc.

PRINT this page and mail with payment to:

AMTA 2019  
c/o Conference Management Services, Inc.  
2711 Pierre Place  
College Station, TX 77845-5322

\_\_\_\_\_ Credit Card:

VISA \_\_\_\_ MasterCard \_\_\_\_

Charge Credit Card in the amount of: \$\_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on credit card: \_\_\_\_\_

Authorization (please sign): \_\_\_\_\_

Exhibitors will be notified of assigned Exhibit Space and receive an invoice by **June 8, 2019**. The full Space Rental Fee is due by **July 8, 2018**. If you have any questions, please contact Nancy Sutta Berns at +1. 973.886.8852 or by e-mail at nancy@cmsworldwide.com.

The symposium hotel, AMTA and AMTA 2019Host Committee (including vendors/exhibitors and all participants in AMTA 2019) each agree to defend, indemnify and hold harmless the other party from and against all claims, actions or causes of action, liabilities, including reasonable attorneys' fees, and costs arising from the defense of any claim, action, cause of action, or liabilities arising out of or resulting from any act taken or committed by Hotel or AMTA (including vendors/exhibitors and all participants in AMTA 2019) pursuant to the performance of each party's obligation for the event over October 6 - 11, 2019 described herein.

I have read, understood and agree to the AMTA Exhibitor Policy and Guidelines.

\_\_\_\_\_  
Signature of Authorized Company Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## Sponsorship Opportunities

SPONSORSHIP OPPORTUNITIES	Price USD	Listed on AMTA 2019 Website	Company logo & profile Included in Mobile App & Final Program	Exclusive Signage Recognition	Additional Branding Opportunities	Number of Opportunities Available
Welcome Reception	\$12,000	✓	✓	✓	Can provide branded napkins and/or other branding items such as signature drink, drink wine glass charms, etc . .	1
Monday Night Outing	\$8,000	✓	✓	✓	Can provide branded napkins and/or other branding items such as signature drink, drink wine glass charms, etc . .	1
Lunch	\$8,000	✓	✓	✓	Includes signage; sponsor can provide additional branding at the lunch venue	3
Breakfast	\$4,000	✓	✓	✓	Includes signage; sponsor can provide additional branding at the breakfast venue	5
Banquet Pre-Reception	\$4,000	✓	✓	✓	Can provide branded napkins and/or other branding items such as signature drink, drink wine glass charms, etc . .	1
Conference Registration Bags	\$4,000	✓	✓	☐	Company branded item	1
Conference Lanyards	\$4,000	✓	✓	☐	Company branded item	1
Refreshment Break	\$2,500	✓	✓	✓	Refreshment break to be held at preferred sponsor location with signage recognition	8
Branded USBs	\$2,500	✓	✓	☐	Logo branding	1
Banquet Wine Service	\$2,500	✓	✓	☐	Sponsor recognized at banquet	1
Conference Mobile App	\$1,500	✓	✓	☐	App sponsor included with QR code	1
Student Day Transportation	\$1,500	✓	✓	☐	Complimentary recruiting table	1
Student Day Meals	\$1,500	✓	✓	☐	Complimentary recruiting table	1
Student Day Team Competition Prize	\$1,000	✓	✓	☐	Complimentary recruiting table	1
Branded Water Bottles	\$1,000	✓	✓	☐	Bottled water with company logo	1
Foyer Large Screen Conf. Monitor	\$1,000	✓	✓	☐	Company logo displayed on display frame or stand	3
5K Walk/Run	\$1000				Includes company branded item(s)	1
Bingo Prize, Exclusive	\$1,000	✓	✓	☐	Sponsor representative permitted to draw and announce winner	Unlimited
Bingo Prize	\$500	✓	✓	☐	Recognition at awards banquet	Unlimited
Registration bag item	\$500	✓	✓	☐	Company branded items included in registration bag*	Unlimited

\*Size & weight restrictions apply

Priority for sponsorship is given to the Exhibitor who sponsored the opportunity the previous year. Should an exhibitor choose not to renew their sponsorship for this year's event, that opportunity then becomes available to all exhibitors. Below is a list of AMTA 2018 sponsorships and priority sponsors.

### AMTA 2018 Sponsorship

Sponsorship Opportunity	Priority Sponsor
Conference Branded Items	
Registration bag	PPG Aerospace/ Cuming Microwave
Notepads & pens	STAR Dynamics
Lanyards	ETS-Lindgren
Bottled Water with Company Logo	NSI-MI Technologies
Proceedings Flash Drive	STAR Dynamics
Exclusive Opportunities	
Welcome Reception	NSI-MI Technologies
Monday Evening Event	Microwave Vision Group
Awards Banquet Reception	NSI-MI / ETS-Lindgren
Awards Banquet Wine Service	Microwave Vision Group
5K Fun Run	ETS-Lindgren
Monday AM Break	Virginia Diodes
Monday PM Break	Altair Engineering
Tuesday AM Break	STAR Dynamics
Tuesday PM Break	CST of America
Wednesday AM Break	Quarter Branch
Wednesday PM Break	Micro-Coax
Thursday AM Break	AMTA 2019
Student Day Design Contest	Denmar Technical Services
Student Day Transportation	Integrity Applications
Student Day Meals	STAR Dynamics
Foyer Large Screen Conf. Monitor	STAR Dynamics
Wednesday Awards Banquet Gift	Altair Engineering
Bottled Water with Company Logo	NSI-MI Technologies
AMTA Bingo Card Prizes	ASYSOL / Denmar Technical Services

Company or government purchase orders are not accepted. All sponsorship fees are stated in US dollars and all checks must be drawn on a US bank in US funds. All sponsorship fees must be paid in full 30 days prior to the Symposium in order for the sponsorship to be recognized in the Final Program.

Please indicate sponsorship and payment method:

Sponsorship: \_\_\_\_\_ Sponsorship: \_\_\_\_\_

Sponsorship: \_\_\_\_\_ Sponsorship: \_\_\_\_\_

\_\_\_\_\_ Check Enclosed, Payable to: Antenna Measurement Techniques Association, Inc.

PRINT this page and mail with payment to:

AMTA 2019  
c/o Conference Management Services, Inc.  
2711 Pierre Place  
College Station, TX 77845-5322

\_\_\_\_\_ Credit Card:

VISA \_\_\_\_ MasterCard \_\_\_\_

Charge Credit Card in the amount of: \$ \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on credit card: \_\_\_\_\_

Authorization (please sign): \_\_\_\_\_

**AMTA Exhibitor Point Worksheet**

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Company Name: \_\_\_\_\_

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Activity	Calculation	Points
1. Host/Co-host (in last 5 years), as defined per AMTA rules:	100 / # of Co-hosts	_____
2. Host/Co-host (in last 6-10 years as follows):	P / # of Co-hosts	_____
P = 90 for 6 yrs.		
70 for 7 yrs.		
50 for 8 yrs.		
30 for 9 yrs.		
10 for 10 yrs.		
3. Number of Years as AMTA Exhibitor	# of years x 10	_____
4. Credit for AMTA 2018 participation (attach list and receipts):		
a. Number of full registrations (Do not include one-day registrations)	# of persons x 3	_____
b. Number of AMTA Members (Include full registrations and one-day registrations)	# of persons x 2	_____
c. Cost of sponsoring AMTA approved events (Welcome reception, lunches, breaks, Awards Banquet reception, etc.)	\$ _____/100	_____
d. Cost of AMTA approved give-away (Satchels, notepads, bingo prizes, banquet mementos, etc.)	\$ _____/100	_____
e. Expenditure at AMTA 2018 Exhibitor Lunch	\$ _____/100	_____
5. Exhibitor at 2018 AMTA Regional Event	25 points	_____
6. Other activities approved by the AMTA BoD		_____
	<b>TOTAL POINTS</b>	_____

I certify that this statement is correct, and the supporting receipts and statements are attached.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Items 1 and 2:**

Identify the years your organization was a Host or Co-host for the AMTA Annual Meeting and Symposium. As per AMTA rules, the primary Host determines who will receive what percentage of points for this. The Host can elect to keep all hosting points or a percentage as the Host deems fit. Once the Host has determined this, this cannot be altered due to business relationship termination, attendance at AMTA termination, etc.

**Item 3:**

Identify the number of years your organization has exhibited at an AMTA Annual Meeting and Symposium.

**Item 4a:**

On a separate sheet of paper or attachment, provide the names of full registrations (exclude one-day registrations) from your company at the last year's AMTA Annual Meeting and Symposium.

**Item 4b:**

On a separate sheet of paper or attachment, provide the names and e-mail addresses of current AMTA members from your company.

**Items 4c, 4d and 4e:**

If claiming credit for sponsoring AMTA approved events or participating in AMTA approved giveaways, attach a list of those activities and a copy of the receipt for each activity. The receipt should show the money spent on the activity.

**Additional Instructions:**

No points will be awarded to "Complimentary Booths", i.e. booths for which no Exhibitor's Fee was paid. Points will not be awarded for donated items or other activities unless approval is obtained from the AMTA Board of Directors prior to the donation or activity.

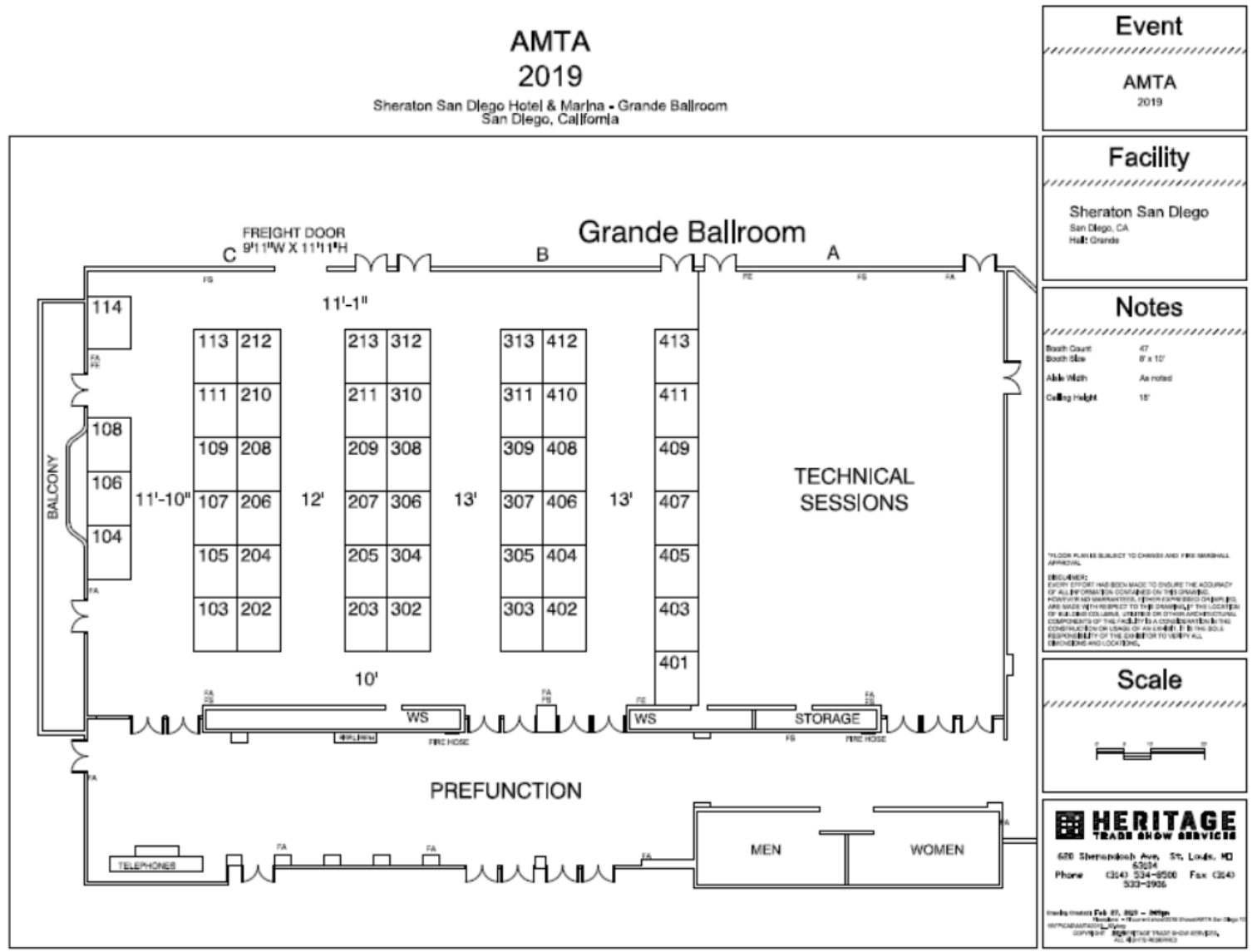
No points will be awarded for participation in AMTA international based events. Any Exhibitor points' scheme proposed for an international event will solely apply to that event and will have no bearing on the annual AMTA Symposium.

If two or more companies merge or if one company acquires others, the following rules apply for the Exhibitor Points Tally:

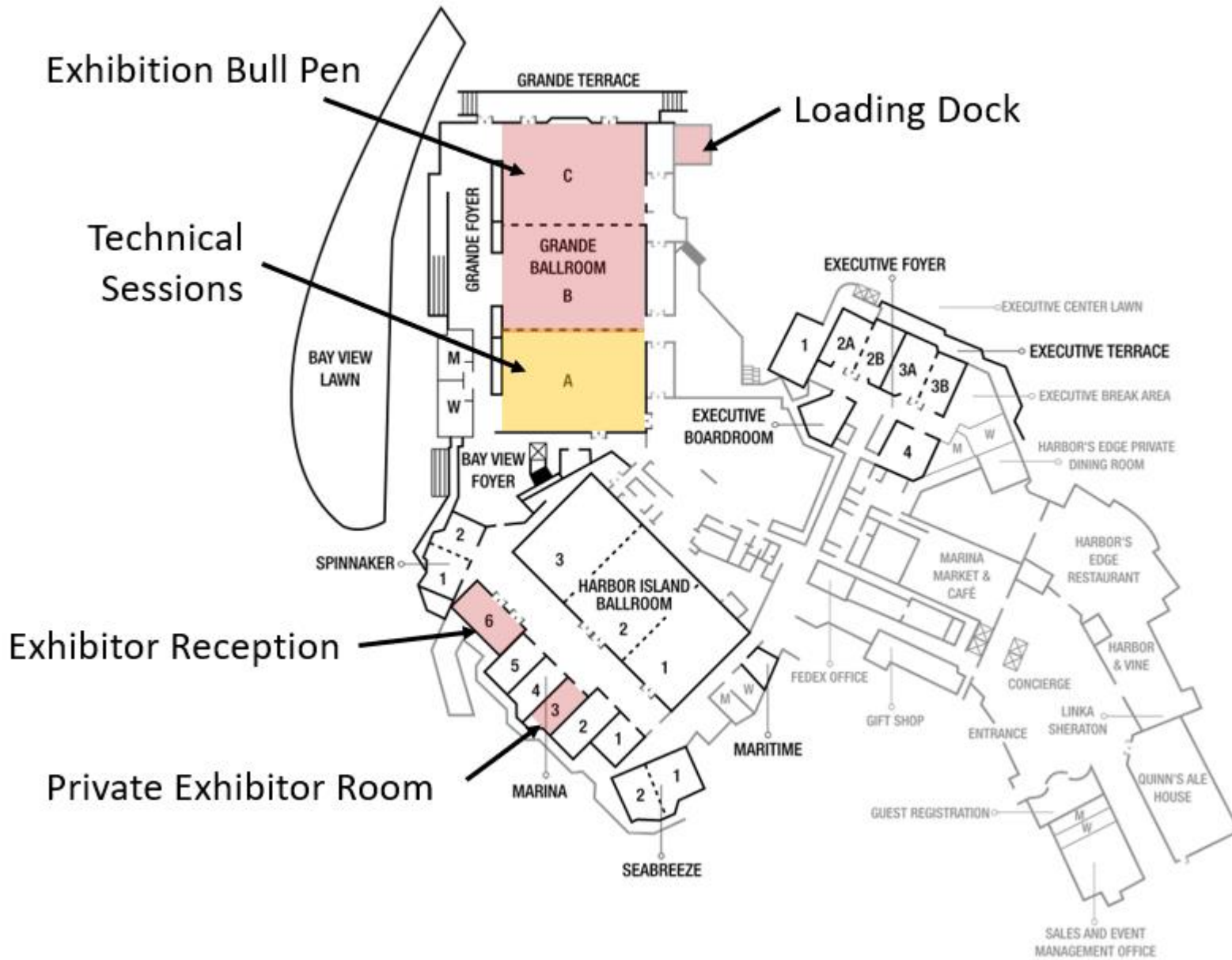
- Under Items 1 and 2, full credit is given for any and all predecessor companies hosting or co-hosting. For example, if company A hosted 4 years ago and company B hosted 8 years ago, then company AB will be credited with 150 points.
- Under Item 3 (years hosting at AMTA), the number of years of credit shall be equal to that of the predecessor company with the most years of exhibiting. Years will not be combined. For example, if company A exhibited for 30 years and company B hosted for 10 years then company AB will be credited with 30 years.
- For Items 4 and 6, the combined company will be credited with the sum cost of all predecessor companies' participation and approved giveaways for the previous year's symposium. For example, if company A spent \$10K and company B spent \$5K, then company AB will be credited with \$15K.
- For Item 5 (prior year participation in the Regional Event), a credit of 25 points will be given for participation of any or all predecessor companies' participation. Points will not be combined. For example, if company A and company B participated in the prior year Regional Event, company AB will receive 25 points credit.

The Exhibitors Points Tally is public information and can be provided if requested. Note: AMTA 2018 points will be credited based upon the information provided by Exhibitors (and as verified by the AMTA 2019 Host Committee) with their AMTA 2019 Space Application Packet. The updated Exhibitor Points Tally will be posted to the AMTA website by June 6, 2019. All exhibitors are encouraged to review the points assigned.

# Appendix A - Exhibitor Floor Plan



MARINA TOWER LOBBY LEVEL





## Appendix B - Function Space Layout

Function	Room	Sq Ft	Ceiling Height / Capacity
<b>FUNCTIONAL BREAKOUTS</b>			
Technical Presentations	Grande Ballroom A	4788	18-ft
Exhibits 8-ft x 10-ft Booths	Grande Ballroom B/C	9576	18-ft
Private Exhibit Room	Marina 3	725	10-ft
Exhibitor Interview Rooms	Room 411, 415	305	10 / Conference
Sunday Short Course	Marina 6	1134	40 / Classroom
Boot Camp	Spinnaker	1322	70 / Classroom
Student Day Activities	Spinnaker	1322	50 / Banquet
IEEE Meetings	Marina 3	725	26 / Conference
Board of Director Meetings	Marina 2	746	36 / Conference
Registration	Maritime	291	N/A
<b>MEAL BREAKOUTS</b>			
Breakfast Mon-Thurs	Bay View Lawn	12000	1000 / Banquet
Monday Lunch	Exhibition Area	9576	1370 persons
Tuesday Business Meeting	Grande Ballroom A	4788	336 / Classroom
Wednesday Lunch	Bay View Lawn	12000	1000 / Banquet
Thursday Lunch & Learn	Grande Ballroom A	4788	336 / Classroom
Morning & Afternoon Breaks	Grande Ballroom B/C	9576	N/A
Short Course / Boot Camp Meals	Seabreeze	1617	120 / Banquet
Welcome Reception	Lanai/Shoreline	7119	250 / Reception
Awards Banquet Reception	Grande Foyer	3658	1000 / Reception
Awards Banquet	Grande Ballroom A	4788	400 / Banquet
Exhibitor's Reception	Marina 6	1134	40 / Banquet
Companion Hospitality Suite	Marina 1	609	20 / Banquet

# Appendix C – Sheraton San Diego Hotel & Marina Catering

The Sheraton San Diego Hotel & Marina Catering Menu can be found online at <https://sheratonsandiego.starwoodemenu.com/>



**Sheraton San Diego Hotel & Marina**  
1380 Harbor Island Drive • San Diego • California 92101 • USA • Phone: (619) 291-2900



## Morning Break

All breaks require a minimum of 25 guests. Groups under 25 guests are subject to an additional charge of \$4 per guest. All breaks are based on 30 minutes of continuous service, unless noted otherwise.

Enhancements can only be applied to an existing menu and for a minimum of 25% of the group

Seasonal Whole Fruit (per piece) 4

Individual assorted fruit yogurt (each) 6

Granola bar, Nutri Grain® bar (each) 5

Sliced fresh seasonal fruit & berries (per person) 9

Whole grain granola & yogurt parfait (each) 9

Build your own Trail Mix 14

Assorted biscotti (per dozen) 60

### From the pastry

Cinnamon buns  
Cheese strudels  
Assorted muffins  
Assorted danishes  
Buttery croissants  
Chocolate filled croissants  
(per dozen) *minimum one dozen per item* 72

### Bars & Breads

Sugar chocolate chip bars  
S'mores bar  
Fruit oatmeal bars  
Lemon bar  
Pecan bar  
Magic Bar  
Whole grain and fruit bar  
Zucchini and Banana bread  
Banana nut bread  
Corn bread  
Lemon and poppy-seed bread  
Coffee cake  
(per dozen) *minimum one dozen per item* 84

## Beverage Station

Fresh brewed micro roasted Starbucks® coffee, decaffeinated coffee, assorted teas  
Bottled water and mineral water  
Assorted Pepsi® brand soft drinks

All Day Beverage - 8 hour maximum service time (per person) 60

Half Day Beverage - 4 hour maximum service time (per person) 32

## Comfort

Coffee cake (V)  
Cinnamon buns (V)  
Blueberry scones (V)  
Individual seasonal fruit salad with agave drizzle (V,VG,GF) 18

## Heart Healthy

Locally sourced vegetable crudite, with ranch dip (V,VG,GF)  
Rosemary and California citrus skewered fruit (V,VG,GF)  
Assorted Kind® granola bars (V,VG) 19

## Wake-Up Call

Whole fresh fruit (V,VG,GF)  
Mini greek yogurt parfait with house-made whole grain granola and assorted berries (V)  
Bran banana nut mini muffins (V) 17

## Sheraton Brand Break

Bombolini: shake your own warm mini donuts: raspberry, vanilla, & cinnamon sugar (V)  
Bacon and cheddar popover  
Individual bags of smoked almonds (V,VG,GF)  
Seasonal healthy infusion shots 22

## Apple, Apple, Apple

Apple crumb cake (V)  
Chocolate apple wedges (V,GF)  
Mini apple tart (V)  
Mini apple cheddar thyme quiche (V)  
Apple strawberry lime juice, Apple turmeric orange juice, Apple lemon pineapple 22

## Keep your Attendees Energized with these Performance Foods:

### Energy boost

Edamame individual bowls (V,VG,GF)  
Bran blueberry muffins (V)  
Make your own Acai mini bowl^: coconut, banana, blueberries, house made granola, dark chocolate flakes, peanut butter, honey (V)  
Chia energy shots 24

We are committed to preparing our menus with the focus on environmental and socially-responsible grown products. To maintain this focus please note that some products on our sustainable menu offerings may change on short notice based on seasonal and regional availability. To stay true to our collaborative efforts to be environmentally sustainable, we will substitute appropriate alternatives as necessary.

For groups interested in a "green" meeting, please contact your convention services manager for more details on how we can make your next event more earth friendly.

Food and beverage prices are subject to the 25% staff charge and current sales tax.



## Afternoon Break

All breaks require a minimum of 25 guests. Groups under 25 guests are subject to an additional charge of \$4 per guest. All breaks are based on 30 minutes of continuous service. Food and beverage prices are subject to the 25% staff charge and current sales tax.

**Enhancements can only be applied to an existing menu and for a minimum of 25% of the group**

### Artisan cheese & bread display

Cypress bleu & goat cheese, smoked Gouda, Brie, California cheddar, mimolette, Morbier, grape clusters, fresh baked La Brea rolls, assorted crackers (V) (per person) 16

**Comforting cupcakes** to include lemon meringue, red velvet, peanut butter chocolate, & carrot pineapple (per dozen) 96

### Freshly-popped popcorn stand

Kimchi Flavored, Strawberry Tarragon, Spicy Lime, Butter flavors (V,GF) 15

Blondies and Brownies (per dozen) 72

Assorted giant cookies (per dozen) 72

Warm soft pretzels, spicy mustard (per dozen) 96

Individual bag of Miss Vickie's® chips, popcorn, trail mix or candy bars 6

Ice cream novelty bar 8

Frozen Fruit Bar 7

Power®, Cliff®, Kind® Bars 7

Tortilla & potato chips with salsa, ranch & onion dips 10

California style cajun snack mix *2lb minimum* (per pound) 40

Roasted peanuts *2 lb minimum* (per pound) 40

Mixed nuts *2 lb minimum* (per pound) 68

## California Experience

Mini grilled cheese points to include: bacon, tomato jam and Vermont white cheddar, lobster melt with emmental cheese and lemon garlic aioli, and fontina and mozzarella grilled cheese sandwiches  
 Mini cupcakes to include: double chocolate, vanilla and carrot cake  
 Mini fruit salads with vanilla honey yogurt drizzle (V,GF) 26

## Hummus and more Break

Homemade spread, choice of three:  
 Traditional hummus, edamame hummus, black bean, roasted red pepper, white bean and herbs, sweet potato hummus, baba ghanoush, olive tapenade (V,VG,GF)  
 Assorted domestic cheeses (V)  
 Served with pita, whole grain/quinoa chips, and crostinis 24

## Cabo Cantina

Mini cheese quesadilla cornucopias (V)  
 Mini beef taquitos  
 Cream cheese, jalapeno poppers (V)  
 Custard filled cinnamon churros (V) 22

## Padre Ballpark Break

Honey roasted peanuts (V,VG,GF)  
 Caramel popcorn (V,VG,GF)  
 Mini corn dogs  
 Pretzel bites with beer cheese sauce (V) 20

## Veggies, Chips n Dips

Locally sourced vegetable crudites (V,VG,GF)  
 House Made Potato Chips and Tortilla Chips  
 Warm Artichoke and Spinach Dip (V,GF)  
 Chipotle Ranch Dip (V,GF)  
 Ozzie's Red Salsa (V,VG,GF) 22

## Agua Fresca and Salsa Break

Horchata and Sandia Aguas Frescas  
 Homemade Tortilla Chips, Guacamole, Pico de Gallo, Mango Salsa and Ozzie's Red Salsa (V,VG,GF) 18

## Jean Marie's indulges

Chocolate Brownie Pops (V)  
 Assorted cake pops (V)  
 Assorted truffles (V) 18

## Bar Crawl

S'more Bar (V)  
 Lemon Bar (V)  
 Min "Bourbon Martini" Chocolate Brownie Bar (V)  
 Cold Brew Cart, Starbucks® Frappuccino, Assorted Nesquik 20

## The Candy Store

Individual Jars offering, Jelly Beans, Gummy Bears, M&Ms, Reese's Pieces and Malted Milk Balls, Skittles, kisses and chocolate covered pretzels 20

## Keep your Attendees Energized with these Performance Foods:

### Focus

Smoked salmon, avocado, flax seed, and herb spread on multigrain crostini  
 Dark chocolate covered blueberries (V,VG,GF)  
 Candied walnuts or almonds (V,VG,GF)  
 Assorted coconut milk smoothie shots and coconut waters 24



## Action Stations

All reception tables require a minimum of 30 guests. Groups under 30 guests are subject to an additional charge of \$7 per guest. Based on 90 minutes of continuous service. Each station requires a chef attendant.

### Carving Stations

#### Local white sea bass

Whole Asian style fried Local White Sea Bass (per person)\* 16

#### Orange honey glazed ham

Maple grain mustard, assorted rolls (GF) serves 40 people\* 500

#### Whole tom turkey

with orange-cranberry chutney & assorted rolls (GF) serves 40 people\* 550

#### Peppered beef tenderloin

with tarragon mustard & assorted rolls (GF) serves 25 people\* 650

\*1 chef attendant is required for every 75 guests - additional fee of \$175 per attendant

\* 1 Chef attendant is required for carving stations for every 100 guests - additional fee of \$175 per attendant. Consuming raw or undercooked meat, seafood and eggs may increase your risk of foodborne illness.

V = Vegetarian  
 GF = Gluten Free  
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Reception table require full guarantee and are not a substitution for dinner buffer. Food and beverage prices are subject to the 25% staff charge and current sales tax.

### Cal-sadillas

Quesadillas made to order:

Grilled chicken, BBQ pork, steak fajita

Cheddar cheese, manchego cheese, grilled onions, roasted peppers, house salsa, sour cream, guacamole

Choice of corn or flour tortillas (made on a griddle)^ 27

### Pasta Station

Penne pasta, orchiette pasta, cheese tortellini

Sauces: Marinara and alfredo

Toppings: bacon, grilled chicken, bay shrimps, sausage, tomato, artichoke hearts, onions, zucchini, yellow squash, olives, shaved parmesan, basil

Fresh Baked artisan bread and garlic bread^ 27

### Baja Style Street Taco Bar

Choice of 3 Proteins:

Chipotle carne asada (GF)

Pollo Asado (GF)

Pork al pastor (GF)

Marinated Shrimp (GF)

Ensenada Style Grilled Fish (GF)

Grilled marinated tofu (V, VG, GF)

Toppings: Chopped cilantro, diced onion, pico de gallo, shredded cheese, sour cream, chipotle cream, guacamole, salsa verde, jalapeno chimichurri, mango salsa, Ozzie's salsa  
 Choice of corn and flour tortillas^ 30

### Mac and Cheese Martini

Build your own Macaroni and cheese bar:

Baked three cheese Cavatappi pasta (V)

Truffled cauliflower, tomatoes, caramelized onions, sautéed Shiitaki mushroom, smoked bacon, diced Andouille sausage

Parmesan reggiano cheese, chopped chives^ 26

### Flat Top Wok

Black bean-ginger chicken

Hoisin shrimp

BBQ pork

Crisp vegetables (V, GF, VG)

Jasmine steamed rice (V, GF, VG)

Served in take-out boxes^ 30

### Spanish Paella

Saffron scented rice, onions, peppers, artichokes, tomato, peas, chicken, shrimp, clams, mussels (GF)

Presented in authentic paella pans

Fresh baked artisan breads^ 32



### Cold Canapés

The below selections are priced per piece.  
 Minimum order of 50 pieces per canape.

Food and beverage prices are subject to the 24% service charge and current sales tax.

#### Nigiri Sushi

Served on rice with traditional accompaniments: pickled ginger, wasabi, soy sauce, chop sticks. (priced per piece)

Ahi Tuna  
 Salmon  
 Yellowtail  
 Shrimp  
 Smoked Eel 9

#### The Fish Market

Served with cocktail sauce, tabasco, horseradish, lemon & lime wedges

Chilled Jumbo Shrimp 7  
 King Crab leg sections 10

### Canapes

Curried Chicken Tart with Mango Chutney 7  
 Buffalo Mozzarella & Sundried Tomato Crostini (V) 7  
 Grilled Asparagus & Parma Ham (GF) 7  
 Grilled Vegetable Pinwheel with cream cheese & julienne vegetables (V,GF) 7  
 Caramelized Onion, Blue Cheese Toast with Tart Apples (V) 6  
 Tomato Basil Bruschetta with fresh mozzarella (V) 6  
 Black Bean Chicken with Belgian endive & mango chutney (GF) 7  
 Seared Ahi on wonton with wasabi aioli 8  
 Thai Shrimp Wonton with chuka, mango, & wasabi aioli 8  
 Grilled Salmon Salad with baby red potatoes (GF) 8  
 Charred Beef Carpaccio with Pommery Mustard, served on Pumpnickel 8  
 Char su Roasted Duck with Thai slaw 8

### Cold Spoons

Rotisserie & Pulled BBQ Chicken with California slaw (GF) 7  
 Bay scallop with preserved lemon & artichoke (GF) 7  
 Heirloom Tomato, bococcini & basil sprout (V) 7  
 Applewood Smoked BLT 7  
 Grilled Lobster Cobb Salad (GF) 8

### Specialty Sushi Rolls

(Priced per piece)

Rainbow Roll- California Roll with Yellowtail, Tuna, Salmon & Avocado 8  
 Spicy Crab & Tuna Roll- with Garlic Chili Paste, fresh lemon juice, rice & nori 8  
 Reverse California Roll- Cooked Crab Meat, Avocado, Cucumber, nori & rice 8  
 Vegetable Roll: Variety of fresh raw vegetables, nori, rice (V) 8  
 Spider Roll- Soft Shell Crab, Tempura Asparagus, Avocado, Cucumber, Rice & Nori 8



## Hot Canapés

The below selections are priced per piece.  
 Minimum order of 50 pieces per canape.

- Mushroom Phyllo Purse (V) 6
- Spanakopita (V) 6
- Vegetable Spring Roll with hot mustard & nuoc cham sauce (V) 7
- Caribbean Crusted Chicken with Red Pepper Ranch 7
- Mini Bean Burritos with House Salsa, Guacamole (V) 7
- Cheese Quesadilla Cornucopias 7
- Steamed Chicken Potstickers with soy sauce 7
- Mini Tomato, Cheese, and Basil Calzones (V) 7
- Boursin-breaded artichoke hearts (V) 7
- Raspberry & Brie Pocket (V) 7
- Mushroom caps with spinach and crab 8
- Applewood-smoked bacon-wrapped scallops 8
- Hawaiian coconut shrimp with mango-mustard marmalade 8
- Thai Chicken Satay with Spicy peanut sauce 8
- Hibachi Beef Skewers (GF) 8
- Chicken Quesadilla Cornucopias 8
- Maryland Crab Cake with Spicy Remoulade 8
- Grilled Lamb Chops with grain mustard sauce (GF) 9

Minimum order of 50 pieces per canapé. Most cold canapés can be butler passed at an additional charge of 65 per server, per hour (One per 50 guests). Consuming raw or undercooked meat, seafood and eggs may increase your risk of foodborne illness.

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Food and beverage prices are subject to the 25% staff charge and current sales tax.



## Express Lunch Table

Buffet luncheons include micro-roasted Starbucks® coffee service. Based on 90 minutes of continuous service. All express lunch tables require a minimum of 15 guests.

### Soups

#### Spring/Summer

Red pepper bisque with roasted eggplant and basil crème fraiche (V, GF) 9

Weiser farms potato leek soup with crisp onions (V, GF) 9

#### Fall/Winter

Roasted butternut squash soup, toasted pepitas (V, GF) 9

Tomato soup, garlic crouton, and basil oil (V, GF) 9

### Beverages

Assorted Pepsi® brand soft drinks 6

Bottled water 6

Red Bull®, Monster® energy drink 9

Starbucks® Bottled Frappuccino® 9

Homemade Ice Tea and Lemonade (per gallon) 75

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### Market Street

#### Starters - choice of two:

Oven roasted tomato basil, goat cheese soup (V, GF)

Chef's soup of the day (Can be V, GF, VG)

Steak house chopped salad with romaine, cucumbers, feta cheese, red onions, and tomatoes (V, GF)

Hearts of romaine with garlic crostini, shaved parmesan, and creamy caesar dressing

New generation potato salad with california bleu cheese, green beans, and herb vinaigrette (V, GF)

Tri-colored potato salad with white balsamic (V, VG, GF)

Cherry tomato, tuscan bean, pearl bocconcini & olive salad (V, VG)

Orzo salad with artichokes, olives, tomatoes, basil (V)

#### Sandwiches and Wraps - choice of three:

Cuban style roasted pork loin sandwich with Swiss cheese, pickles, mustard, mayonnaise, on a baguette

Sliced salami, ham, mortadella, provolone, lettuce, tomato, pickles, pepperoncinis, mayonnaise, & mustard on a hoagie roll

Grilled chicken breast with pesto & provolone on a Kaiser roll

Roasted vegetables on focaccia (V, VG)

Grilled portobello mushroom with grilled onions, spinach, and Boursin cheese on a ciabatta roll (V)

Grilled flank steak with watercress, Beecher's cheddar cheese, horseradish mayonnaise on a potato roll

Warm Philly cheese steak wrap with rice, onions & mushrooms

Hot barbeque chicken wrap with coleslaw & rice

Char-grilled vegetable wrap with red pepper ranch (V)

Pastrami reuben on dill rye

Hot roast beef, swiss, horseradish spread on soft French roll

Individual bags of Chips

#### Desserts - choice of two:

Chocolate espresso torte, Individual Strawberry Shortcake Cup, Mini cheesecakes, Brownies and blondies, Spiced carrot cake, Assorted fruit tarts 59

### Great American Deli

#### Starters:

Chef's choice Seasonal Soup

Hand harvested mixed greens and herbs with whole-grain mustard dressing (V)

Sweet potato salad (V, VG, GF)

#### Deli Meats:

Sliced honey cured roast turkey, smoked ham, salami, mortadella

#### Deli Cheeses:

Sliced provolone, cheddar, swiss

#### Accompaniments:

Green leaf lettuce, sliced tomatoes, Bermuda onions, crisp dill pickles, pepperoncinis, olives.

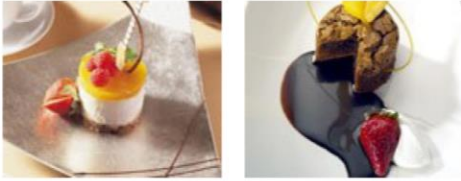
Fresh baked assortment of whole grain breads, deli rolls, and rye breads

Individual bags of Miss Vickie's® chips

#### Desserts:

Fresh fruit salad with berries

Marina Market Café fresh baked cookies 55



## Dessert Table

Minimum of 50 people per Dessert Table.

### Dessert Martini Station

Dark chocolate mousse  
 Mango & Lemon Syllabub (Cream)  
 Tiramisu mousse  
 Coconut lime pie 20

### San Diego Dessert Presentation

Mini eclairs, chocolate dipped strawberries, chocolate mousse domes, assorted pastries 20

### Creme Brulee Station

Petite ramekin, caramelized to order  
 Tahitian vanilla, Grand Marnier, chocolate, mango,  
 Fresh assorted berries, whipped cream \*\*\* 20

### Chocolate Fountain Stand

Triple tier milk chocolate fountain  
 Pound cake, brownie cubes, golden pineapple, Carlsbad grown strawberries, ripe melon, pretzels, marshmallows, angel food cake, rice crispy treats, coconut marshmallow 24

### Belgian Waffle and Donut Bar

Warm Belgian waffles, fried beignets, chocolate donut, classic donut  
 Toppings: Powdered sugar, crushed Oreo's, chocolate savings, Fruity Pebbles, Cap'n Crunch, sprinkles, crushed peanuts, mini M&M's vanilla glaze, chocolate glaze, and maple glaze  
 (Requires Chef Attendant) 20

### Ice Cream Sundae

Chocolate, vanilla, strawberry ice cream  
 Hot fudge, caramel, strawberry sauce  
 M&Ms, Maraschino cherries, oreo cookie crumbs, assorted sprinkles, chopped nuts, white chocolate curls, brownies, bananas, fresh raspberries, diced fresh strawberries, mini marshmallows, mini chocolate chips, pecan pieces, whipped cream \*\*\* 19

<sup>^</sup>1 chef attendant is required for every 75 guests - additional fee of \$175 per attendant

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## Enhancements

Enhancements can only be applied to an existing menu and for a minimum of 25% of the group

### Warm up

Freshly micro-roasted Starbucks® coffee service, assorted teas, flavored syrups, rock sugar sticks, cinnamon sticks, chocolate spoons, cream, flavored creamers, whipped cream  
 (Replenished for 45 minutes) 12

### Cordials & cognacs

Di Saronno Amaretto  
 Bailey's  
 Drambuie  
 Grand Marnier  
 Kahlua  
 Courvoisier VSOP  
 Frangelico  
 Sambuca 13

### Champagne & sparkling wines

Prosecco, Ruffino, Italy 42

Brut, Chandon "Classic" CA 50

Champagne Brut Moët & Chandon "Imperial" FRA 96