

**PARTNERSHIP
AND EXHIBITION
PROSPECTUS**

QUÉBEC CITY, CANADA
QUÉBEC CONVENTION CENTRE

JULY 13-18, 2014



**& 35th Canadian Symposium
on Remote Sensing**

WWW.IGARSS2014.COM



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Energy and our Changing Planet



WELCOME MESSAGE FROM GENERAL CONFERENCE CHAIR

Dear Partners and Exhibitors:

On behalf of the Local Organizing Committee it gives me great pleasure to invite you to IGARSS 2014, to be held in beautiful and historic Québec City, Canada, from July 13th – July 18th, 2014. The symposium is being held in conjunction with the 35th Canadian Symposium on Remote Sensing (CSRS). IGARSS 2014 / 35th CSRS is a partnership of the IEEE Geoscience and Remote Sensing Society (GRSS) and the Canadian Remote Sensing Society (CRSS), and builds on a fine tradition of collaboration between GRSS and CRSS over many years. The conference theme is “Energy and our Changing Planet”. Geoscience and remote sensing technologies have an important role in the development of new and renewable sources of energy in the context of a changing planet. We look forward to welcoming over 1,500 attendees from the geoscience, remote sensing and geomatics communities from around the world. Companies have historically attended the symposium in large numbers, and as an exhibitor, many opt to increase their exposure by adding a partnership package, as shown on the following pages.

Welcome to Québec City in 2014!

Monique Bernier - General Chair, IGARSS 2014 / 35th CSRS

BENEFITS FOR SYMPOSIUM ATTENDEES:

- Top-rated, peer-reviewed technical paper sessions
- Special and invited paper sessions of topical interest
- Short Course Workshops for additional educational opportunities
- Exhibitors showcasing their latest products and services
- Fun, imaginative and entertaining social events with excellent networking opportunities
- World-class convention center and nearby hotels
- A chance to visit Québec City, the birthplace of French North America and the only walled city north of Mexico

BENEFITS FOR SYMPOSIUM EXHIBITORS:

- Stand out from the competition and benefit from this unique opportunity to meet face to face with worldwide geoscience and remote sensing specialists from around the world.
- Exhibitors registered by January 15, 2014 will be included in the IGARSS 2014 promotional material published in the IEEE Geoscience and Remote Sensing publication.
- A professionally developed website that is easily navigated, searchable, current, which is linkable to your website, www.igarss2014.org.
- Top-rate technical program to draw attendees from around the world.
- Additional attendance with the 35th Canadian Symposium on Remote Sensing (CSRS) Symposium.
- An exhibitor committee staffed with experienced exhibiting, sales, and marketing professionals.

Reserve your exhibit space now

Exhibit space assignments will be made beginning in December 2013.

Allocation is first-come-first-served, based on when your application is received!

International Geoscience and Remote Sensing Symposium



IGARSS:
“The place to see the latest and the best... that is not yet in the market!”



ABOUT THE SOCIETIES

IEEE GEOSCIENCE AND REMOTE SENSING SOCIETY (GRSS):

The IEEE Geoscience and Remote Sensing Society (GRSS) is a professional organization dedicated to the advancement of the theory, concepts, and techniques of science and engineering as applied to remote sensing of the Earth, oceans, atmosphere, and space, as well as the processing, interpretation, application and dissemination of this information.

The Society started in 1961 as the IEEE Geoscience Electronics Group. In 1978, after a recommendation to expand the group's scope to encompass all forms of remote sensing of the planet Earth, the name was changed to Geoscience and Remote Sensing Society.

The Society has contributed world renowned findings through its internationally subscribed monthly journals, "Transactions on Geoscience and Remote Sensing" (TGARS), "Geoscience and Remote Sensing Letters" (GRSL), and "Journal of Selected Topics in Applied Earth Observations and Remote Sensing" (JSTARS) and gathered the world's top professionals in regional and international meetings. The Society takes great pride in serving its growing membership, supporting student research and bestowing the field's most prestigious awards at the annual IGARSS Awards Ceremony. IEEE GRSS looks to the future with great anticipation as opportunities for collaboration and technological advances abound in the applications of remote sensing science and technology.

CANADIAN REMOTE SENSING SOCIETY (CRSS):

The Canadian Remote Sensing Society (CRSS) is the focal point for leadership and excellence in advancing the art, science, technologies and applications of remote sensing and related fields for our members in Canada and abroad. The CRSS was formed in 1974 and, among other highlights, hosts the Canadian Symposium on Remote Sensing, the longest running national symposium series in the world that is dedicated to remote sensing. In 2014, we are delighted to once again partner with IEEE GRSS in co-hosting IGARSS with our Canadian Symposium, as we did in Vancouver (1989), Toronto (2002), and Denver (2006).

In addition to our National Symposium Series, the CRSS as a federally incorporated, independent, not-for-profit professional society also continues to build on other past traditions and activities such as the prestigious CRSS National Awards Program, the CRSS remote sensing science publication program, which includes Proceedings from our Symposia and partnered Workshops, including international events such as Multi-Temp 2013 (CRSS and IEEE GRSS), as well as the peer-reviewed Canadian Journal of Remote Sensing (CJRS), which is now a collaboration of CRSS and the Canadian Aeronautics and Space Institute (CASI) as a publication of CASI and the official journal of the CRSS. The Canadian Remote Sensing Society looks forward to welcoming the world with IEEE GRSS to the IGARSS-2014/35th CSRS, and invites you to visit the new CRSS website at CRSS-SCT.CA for updates on new Society initiatives and opportunities!

Please visit the website at:
www.igarss2014.org
 to book your rooms at the
 Hilton Québec
 (Headquarter Hotel)

Located at
 1100 Boul René-Lévesque East
 Québec QC G1R 4P3, Canada
 Telephone: (800) 992 2694



SUMMARY OF 2014 EXHIBIT SPECIFICATIONS

Exhibit Space (\$6,500 before May 30 - \$7,000 after May 30):

10' x 20' space

- Location
- Registration fee waived for four (4) exhibition representatives
- Two (2) additional registration passes (exhibit area only)
- Recognition on the symposium website featuring linked exhibitor name and logo
- Printed booth sign with name of company
- Rear Pipe and Drape
- One (1) draped table with two (2) side chairs
- One (1) wastebasket
- Customized options

Exhibit Space (\$3,500 before May 30 - \$4,000 after May 30):

10' x 10' space

- Location
- Registration fee waived for two (2) exhibition representatives
- Two (2) additional registration passes (exhibit area only)
- Recognition on the symposium website featuring linked exhibitor name and logo
- Printed booth sign with name of company
- Rear Pipe and Drape
- One (1) draped table with two (2) side chairs
- One (1) wastebasket
- Customized options

Table Top (\$1,500 before May 30 - \$1,800 after May 30)

6' x 8' space – ONLY for not for profit and academic organizations

- Location
- One (1) draped table with two (2) side chairs
- Registration passes (exhibit area only)
- One (1) wastebasket
- Customized options

Exhibit Hall

Carpeted Aisles

Furnished Break areas

Cleaning of Common Areas

Co-located Exhibits, Poster sessions and breaks in the Exhibit Hall

Please visit the website of

www.igarss2014.org to book your rooms at one of the selected nearby hotels.



If you have any questions please contact:

Della Smith, Exhibits Manager
 Conference Management Services, Inc.
 3833 South Texas Avenue, Suite #221
 Bryan, Texas, 77802, USA
 Telephone: 979-846-6800
 FAX: 832/426-7760
 Email: dsmith@cmsworldwide.com



PARTNERSHIPS PROGRAMS

Gold Partner - \$15,000

Partnership includes:

- Recognition as Gold Partner (with company logo) in the Symposium Final Program
- Recognition as Gold Partner (with company logo) on the Partnership and Exhibition page of the Symposium website, including a hyperlink to your company's home page
- Recognition on the official, 2014 Mobile Device App
- Recognition as Gold Partner on the partnership acknowledgment sign on-site at the Symposium
- One (1) complimentary standard booth (10' x 10') in a prime position within the exhibition
- Four (4) complimentary full Symposium registrations
- Free advertisement in the Geoscience and Remote Sensing Newsletter
- One full page advertisement in the Symposium Final Program
- Company brochure (maximum four pages) to be included with all delegate materials (Partner to supply material)
- Logo and up to a 200 word profile in the Symposium Final Program

Silver Partner - \$7,500

Partnership includes:

- Recognition as Silver Partner (with company logo) in the Symposium Final Program
- Recognition as Silver Partner (with company logo) on the Partnership and Exhibition page of the Symposium website, including a hyperlink to your company's home page
- Recognition on the official, 2014 Mobile Device App
- Recognition as Silver Partner on the partnership acknowledgment sign on-site at the Symposium
- One (1) complimentary standard booth (10' x 10') in a prime position within the exhibition
- Two (2) complimentary full Symposium registrations
- One 1/2 page advertisement in the Symposium Final Program
- Logo and up to a 100 word profile in the Symposium Final Program

Bronze Partner - \$2,500

Partnership includes:

- Recognition as Bronze Partner (with company logo) in the Symposium Final Program
- Recognition as Bronze Partner (with company logo) on the Partnership and Exhibition page of the Symposium website, including a hyperlink to your company's home page
- Recognition on the official, 2014 Mobile Device App
- Recognition as Bronze Partner on the partnership acknowledgment sign on-site at the Symposium
- One (1) complimentary full Symposium registrations
- One 1/2 page advertisement in the Symposium Final Program
- Logo and up to a 50 word profile in the Symposium Final Program

Symposium Dinner Partner - \$5,000

Be the host of a memorable event to be held at the magnificent Château Frontenac which offers memorable banquet dining experience in the Grand Ballroom. The Symposium Dinner is an excellent opportunity to make a strong impact and lasting impression on all delegates.

Partnership includes:

- Recognition as Symposium Dinner Partner (with company logo) in the Symposium Final Program
- Recognition as Symposium Dinner Partner (with company logo) on the Partnership and Exhibition page of the Symposium website, including a hyperlink to your company's home page
- Recognition as Symposium Dinner Partner on the partnership acknowledgment sign on-site at the Symposium
- Recognition on the official, 2014 Mobile Device App
- Opportunity to provide a freestanding banner to be positioned in a prominent location at the Symposium Dinner (maximum size 6' high x 3' wide)
- Opportunity for a company representative to give a five minute speech at the Symposium Dinner
- Two (2) complimentary tickets to the Symposium Dinner allocated to a reserved table in a premium position
- Logo and up to a 50 word profile in the Symposium Final Program

Symposium Welcome Reception Partner - \$2,500

The Symposium Welcome Reception will be held at the Québec City Convention Centre and will be the first social event for the Symposium. The Symposium Welcome Reception offers a great opportunity for colleagues and friends to meet in a relaxed environment.

Partnership includes:

- Recognition as Symposium Welcome Reception Partner (with company logo) in the Symposium Final Program
- Recognition as Symposium Welcome Reception Partner (with company logo) on the Partnership and Exhibition page of the Symposium website, including a hyperlink to your company's home page
- Recognition on the official, 2014 Mobile Device App
- Recognition as Symposium Welcome Reception Partner on the partnership acknowledgment sign on-site at the Symposium
- Opportunity to provide a freestanding banner to be positioned in a prominent location at the Symposium Welcome Reception (maximum size 6' high x 3' wide)
- Logo and up to a 50 word profile in the Symposium Final Program



PARTNERSHIPS PROGRAMS

Symposium Social Activity Partner - \$5,000

This event could be held at the Îles d'Orléans or on the Louis-Joliet Cruise Boat and will certainly be very popular. This event offers a great opportunity for colleagues and friends to meet outside Québec City in a relaxed environment, to enjoy the country food and have fun.

Partnership includes:

- Recognition as Symposium Partner (with company logo) in the Symposium Final Program
- Recognition as Symposium Partner (with company logo) on the Partnership and Exhibition page of the Symposium website, including a hyperlink to your company's home page
- Recognition on the official, 2014 Mobile Device App
- Recognition as Symposium Partner on the partnership acknowledgment sign on-site at the Symposium
- Opportunity to provide a freestanding banner to be positioned in a prominent location at the Reception Site (maximum size 6' high x 3' wide)
- Two (2) complimentary tickets to the event
- Logo and up to a 50 word profile in the Symposium Final Program

Name Badge and Lanyard Partner- \$5,000

To gain access to the Symposium, all delegates are required to wear the official Symposium name badge. This is a high-profile opportunity to have your company logo printed on all lanyards and gain great exposure at all Symposium events throughout the full week.

Partnership includes:

- Recognition as the Lanyard Partner (with company logo) in the Symposium Final Program
- Recognition as Lanyard Partner (with company logo) on the Partnership and Exhibition page of the Symposium website, including a hyperlink to your company's home page
- Recognition as Lanyard Partner on the partnership acknowledgment sign on-site at the Symposium
- Recognition on the official, 2014 Mobile Device App
- Company logo to appear on all lanyards
- Logo and up to a 50 word profile in the Symposium Final Program

Volunteer Student T-Shirts Partner- \$1,500

- Your company logo on all T-shirts worn by student volunteers helping throughout the symposium

Tote Bag Insert Partner- \$1,500

- Insert your brochure (max. four [4] pages) in all delegate bags

Flash Drive Partner - \$3,500

This is a wonderful new opportunity to provide snazzy looking USB flash drives that will surely be used beyond the duration of the Symposium. Your logo will feature on the flash drives. The flash drive will contain the conference proceedings, however the content will not be locked, making it useful and a great reminder of your organization!

Partnership includes:

- Recognition as Flash Drive Partner (with company logo) in the Symposium Final Program
- Recognition on the official, 2014 Mobile Device App
- Recognition as Flash Drive Partner (with company logo) on the Partnership and Exhibition page of the Symposium website, including a hyperlink to your company's home page
- Recognition as Flash Drive Partner (with company logo) on the official partnership acknowledgment board on-site at the Symposium
- Logo placement on the flash drive (together with the IGARSS/35th CSRS logo)
- Logo and up to a 50 word profile in the Symposium Final Program

Beverage Breaks Partner- \$1,500

- Morning and afternoon beverage breaks

Final Program and Web Advertising

Inside Cover - \$1,800

- Full color inside back or front cover

Full Page - \$1,000

- Full color 1 page, no specific position

Half Page - \$500

- Full color 1/2 page, no specific position

Website Ad - \$250

- Your logo linked to your website on the IGARSS/35th CSRS 2014 front page



IMPORTANT DATES AND INFORMATION

DATES FOR EXHIBIT DISCOUNTS AND ALLOCATION:

Deadline for registered exhibitors to be included in the IGARSS 2014 promotional material:
 January 15, 2014

Deadline for Final Program and Web Advertising:
 May 12, 2014

Last date to order exhibit space at discounted rate:
 May 30, 2014

DATES FOR SENDING FILE AD MATERIAL:

Deadline for partner/exhibitor ad material for conference printed program:
 June 13, 2014

Date for delegate bag promotional item insert:
 June 27, 2014

2014 IGARSS EXHIBITION CONTACT INFORMATION:

Exhibits Chairperson:

Mr. Gordon Staples MDA, Vancouver, BC
 email: gstaples@mdacorporation.com

Exhibits Manager:

Della D. Smith, CMS, Inc.
 email: dsmith@cmsworldwide.com

Local Conference Manager:

Pierre Bolduc, Conferium, Québec
 email: bolduc@conferium.com

General Conference Manager:

Ms. Billene Cannon, CMS, Inc.
 email: billene@cmsworldwide.com

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EXHIBIT SCHEDULE

Exhibit Floor Move In:
 Exhibition Decorating Contractor Move-in:
 Monday, July 14, 2014, 8 :00 to 12:00

Exhibitor Move-in:
 Monday, July 14, 2014, 12:00 to 17:00 PM

Exhibit Floor Opens:
 Monday, July 14, 2014, 17:30 to 19:00
 Tuesday, July 15, 2014, 10:00 to 19:00
 Wednesday, July 16, 2014, 10:00 to 19:00
 Thursday, July 17, 2014, 10:00 to 16:00

Exhibitor Move-out:
 Thursday, July 17, 2014, 16:00 to 20:30

Exhibition Decorating Contractor Move-out:
 Thursday, July 17, 2014, 16:30 to 20:30

Exhibit space applications and partnership commitments may be completed online at the conference website:

www.igarss2014.org



PROMOTION, ADVERTISING & PARTNERSHIP OPPORTUNITIES

Exhibit booth space rental rates:		Before May 30	After May 30
10' x 20'	10' x 20' space with one table, 2 chairs, company identification sign	\$6,500	\$7,000
10' x 10'	10' x 10' space with one table, 2 chairs, company identification sign	\$3,500	\$4,000
Table-top exhibit	6' x 8' space with one table and 2 chairs – ONLY for not for profit and academic organizations.	\$1,500	\$1,800
Deadline	Monday, June 30, 2014		

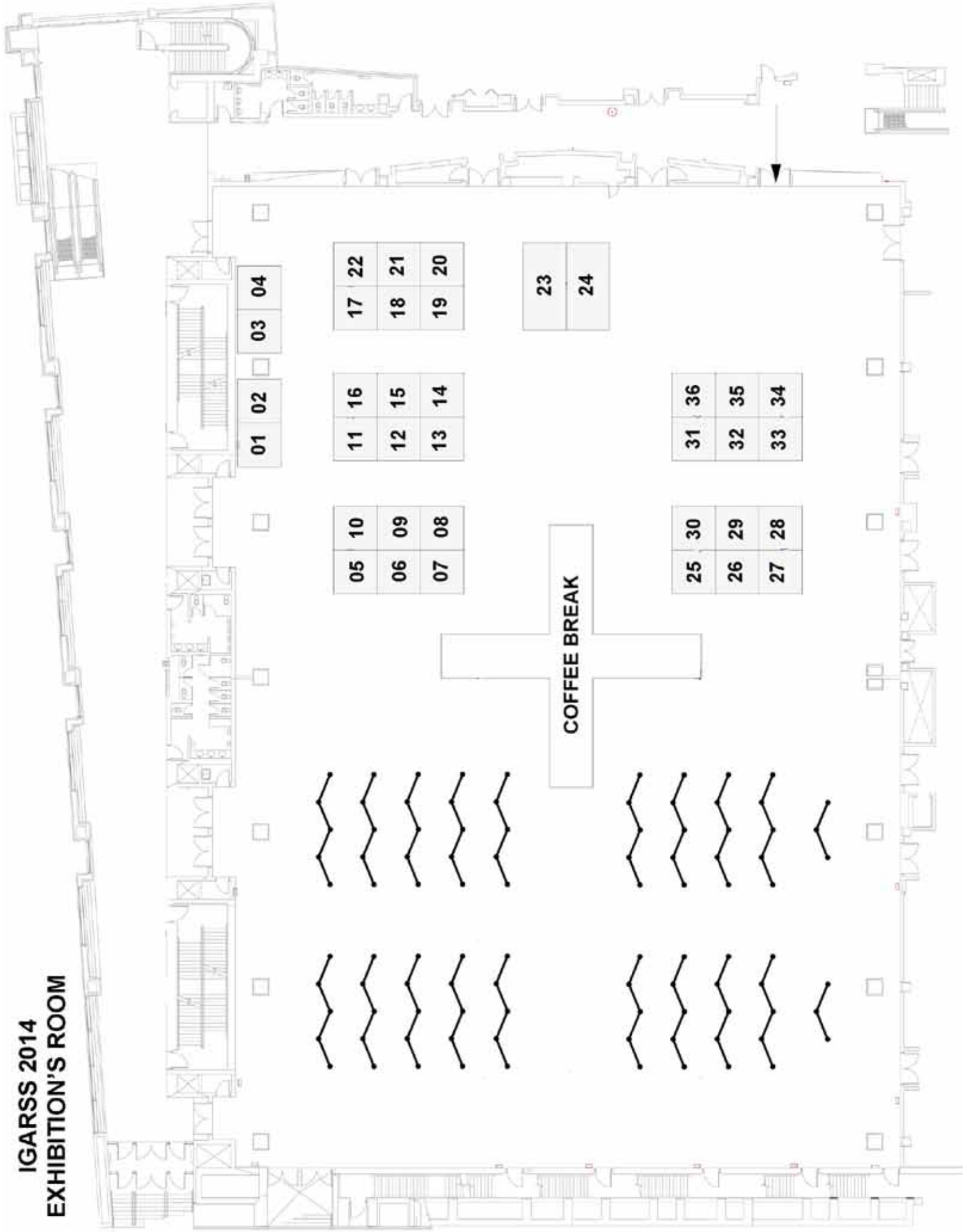
Partnership Packages:	Gold - \$15,000	Silver - \$7,500	Bronze - \$2,500
Recognition in the final program and PDF abstract book	Full page	1/2 page	1/2 page
Recognition on the IGARSS 2014 Website	Yes	Yes	Yes
Recognition on the official on-site partnership acknowledgment	Yes	Yes	Yes
Exhibition space 10' x 10'	Yes	Yes	No
Complimentary full symposium registration	4 registrations	2 registrations	1 registration
Logo and profile in the symposium final program	Yes, 200 word profile	Yes, 100 word profile	Yes, 50 word profile
Your company logo on the delegate's bags	Yes	Yes	No
Supplied brochure to be inserted in all delegate tote bags	Yes	Yes	No

Other Partnership opportunities: (Limited numbers available on a first come, first served basis)		
Symposium Dinner Partner	Dinner reception to be held at the Fairmont – Château Frontenac	\$5,000
Symposium Welcome Reception Partner	Welcome reception to be held at the Québec City Convention Centre	\$2,500
Social Activity Partner	Social Activity inside or outside th Québec City Convention Centre	\$5,000
Name badge lanyards (1)	Your company logo on all delegate lanyards	\$5,000
Beverage Breaks (1 per day)	Morning and afternoon beverage breaks	\$1,500
Volunteer student Tee shirts (1)	Your company logo on all student volunteers helping throughout the symposium	\$1,500
USB Flash Drive (1)	Your company logo on all delegates USB flash drive holding the symposium abstract book	\$3,500
Tote Bag insert	Insert of your brochure (max. four pages) in all delegate bags	\$1,500

Final Program and Web Advertising		
Inside cover	Full color inside back or front cover	\$1,800
Full Page	Full color 1 page, no specific position	\$1,000
Half page	Full color 1/2 page, no specific position	\$ 500
Website Ad	Your logo linked to your Website on the IGARSS 2014 front page	\$ 250
Deadline	Monday, May 12, 2014	



**IGARSS 2014
EXHIBITION'S ROOM**



Space Application Form and Agreement for Exhibit Partnership Opportunities, Symposium Support Items Advertising

International Geoscience and Remote Sensing Symposium

July 14-18, 2014, Québec Convention Center, Québec City, Québec. Canada



Company Name _____

Address _____

City/Province-State/Postal-ZIP Code/Country _____

Phone _____ Fax _____

Please address further correspondence to _____

Title _____

Phone _____ email _____

- Please reserve _____ booths at the
- 10'x20' CAD \$6,500.00 Early Rate (on or before May 30, 2014)
 - 10'x20' CAD \$7,000.00 Regular Rate (after May 30, 2014)
 - 10'x10' CAD \$3,500.00 Early Rate (before May 30, 2014)
 - 10'x10' CAD \$4,000.00 Regular Rate (after May 30, 2014)
 - 6' x 8' Table Top CAD \$1,500.00 (on or before May 30, 2014)
 - 6' x 8' Table Top CAD \$1,800.00 (after May 30, 2014)

SYMPOSIUM BOOTH SELECTION:

Booth numbers requested (in order of preference, please list your top three booth number preferences here):

It is important to provide us information in this form regarding the location of your booth in relationship to that of other booths in the exhibit area.

If there is another potential exhibitor you do NOT want to be near, such as a competitor, please indicate that company name(s) here.

If there is another potential exhibitor you DO wish to be located near, such as channel partner, please indicate that company name(s) here.

Booth preferences will be accommodated whenever possible and are available on a first come, first served basis. Please refer to the exhibit hall diagram on the prospectus. We will do our best to accommodate your preferences.

PARTNERSHIP OPPORTUNITIES:

To maximize your organization's exposure at the symposium you may co-partner the symposium in the form of a grant, or you may co-partner a specific symposium function, event or promotional item purchased by the partner and supplied directly to the symposium. If you would like to discuss the elements and rewards of the co-partnership program, please refer to page 5-6 or page 8 of the exhibitor prospectus for details and contact information.

Partnership Packages			
Choice	Level of Partnership	Cost	Total
	Gold Partnership	\$15,000	
	Silver Partnership	\$ 7,500	
	Bronze Partnership	\$ 2,500	

Final Program and Web Advertising			
Choice	Level of Advertising	Cost	Total
	Inside Cover	\$1,800	
	Full Page Ad	\$1,000	
	Half Page Ad	\$ 500	
	Website Ad	\$ 250	

Other Partnership opportunities (limited numbers available on first-come-first-served basis)			
Choice	Options	Cost	Total
	Dinner Partner	\$5,000	
	Welcome Reception Partner	\$2,500	
	Social Activity	\$5,000	
	Name badges lanyard (1)	\$5,000	
	Beverage Breaks (1 per day)	\$1,500/day	
	Volunteer student T-shirt	\$1,500	
	USB Flash Drive	\$3,500	

Payment cheque should be made payable to IEEE-IGARSS 2014, Federal Tax ID Number 13-1656633, or you may complete the credit card information below. Taxes excluded (GST/PS 15%). We must receive a 50% deposit for registration to be valid. The balance must be paid by May 15, 2014. Booking after May 15 will require full payment.

A deposit of \$ _____ representing 50% of the fee for the services requested is being sent today by cheque (payable to Conferium "In Trust"/IGARSS2014)

We are requiring the invoice and the instructions for a bank transfer. Credit Card Number for Booth/Support Fees (Visa/MasterCard/American Express)

_____ Exp MM / YY _____ Security Code _____

Total Payment \$CAD _____ Name on Card _____

The issuer of the card identified on this item is authorized to pay the amount shown as Total Payment. I promise to pay such total (together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such a card.

Signature _____

I, the duly authorized representative of the above-mentioned organization, subscribe and agree to all terms and conditions, including but not limited to, the rules and regulations stated with this form for co-partnership, grants and exhibit space and services at the 2014 IEEE International and Geoscience and Remote Sensing Symposium.

Print Name _____ Title _____

Signature _____ Date _____

Return this application with payment to: Conference Management Services, Inc. (979) 846-6800 (phone)
IEEE-IGARSS (832) 426-7760 (fax)

Terms and Conditions

2014 IEEE International and Geoscience and Remote Sensing Symposium, July 13-18, 2014, Québec Convention Center, Québec City, Québec Canada

1. **CHARACTER OF THE EXHIBITION:** The IEEE IGARSS and or its designated agent reserves the right to determine the eligibility of any company, product or service and the right to restrict, prohibit or evict any Exhibitor or product which detracts from the character of the exhibition or for any violation of the following Terms and Conditions.
2. **LOCATION/DATES:** The 2014 IEEE International and Geoscience and Remote Sensing Symposium will be held July 13-18, 2014, at the Québec City Convention Center, Québec City, Québec, Canada.
Show Hours:

Monday, July 14, 2014:	12:00 to 17:30
Tuesday, July 15, 2014:	10:00 to 19:00
Wednesday, July 16, 2014:	10:00 to 19:00
Thursday, July 17, 2014:	10:00 to 16:00

The meeting management reserves the right to make changes in the exhibit hours; however, such changes will be made known as far in advance of the exhibition as possible. As part of the contract with IEEE, all Exhibitors must guarantee that their booth will be staffed during all show hours.
3. **INSTALLATION AND DISMANTLING:** Spaces will be accessible to Exhibitors for setting up displays on Monday, July 14, 2014, from 12:00 to 17:00. Packing and removal will be on Thursday, July 17, 2014, from 16:00 to 20:30. Packing and removal of Exhibits prior to the close of the Exhibition is prohibited. Exhibitors shall be liable for all storage and handling charges for failure to remove Exhibits by the specified time and date.
4. **BOOTH SIZE/FEE/EQUIPMENT:** A full exhibit area of 10 feet x 20 feet at a cost of CAD \$6,500.00 (early rate) / CAD \$7,000.00 (regular rate). A full exhibit area of 10 feet x 10 feet at a cost of CAD \$3,500.00 (early rate) / CAD \$4,000.00 (regular rate). Maximum height for all materials erected is restricted by the Convention Center. Exhibitors who are using an island or peninsula configuration must contact show management for permission in advance of move in. Failure to make final payment constitutes a cancellation of this contract. See Cancellations section of the Terms and Conditions for details. Standard equipment entitlements include: organization name on provided nameplate, organization listing and 75 word description per exhibitor in the on-site directory and on the Symposium web site, list of symposium attendees (post Symposium,) and two exhibitor registrations granting access to plenary and technical sessions as an audience member. Any additional equipment requirements may be acquired through show service vendors identified in the Service Manual.
5. **AUDIO/VISUAL:** Exhibitors are allowed to bring in their own audio visual equipment to use in their booths; however, show service personnel are not responsible for maintenance of such equipment. All A/V equipment leased through show services must be reserved in advance via the Service Manual forms.
6. **SPACE ASSIGNMENTS:** Space assignments are made by IEEE on a first-come, first-served basis, with all assignments made in the best interest of the Exhibition. The Exhibitor's booth location preference will be requested and assigned whenever possible. IEEE reserves the right to alter an Exhibitor's assigned space if it is deemed necessary in the best interest of the Exhibition and will consult with the Exhibitor before exercising this discretion.
7. **SUBLETTING OF SPACE:** The Exhibitor shall not assign, sublet or apportion the whole or any part of the space assigned or have representatives, equipment or materials from other firms than his own in the exhibit space without written consent of symposium organizers. Only one company shall be considered as the Exhibitor, any other company or unit in the space shall be considered a subsidiary or affiliate.
8. **GENERAL REGULATIONS:** Loudspeaker sound displays are prohibited. The symposium staff reserves the right to refuse any exhibit not in good taste or inconsistent with a meeting of this kind.
9. **SAFETY CONSIDERATIONS:** All exhibit and space materials must be in compliance with local fire and hazardous materials handling ordinances. Volatile oils, gases, other explosives or any substance prohibited by the city departments or authorities will not be permitted in the exhibition area. Likewise, all electrical work and wiring must be approved and installed in accordance with regulations.

Corridors leading to exit doors and all entrance and exit doors should be kept clear of obstructions at all times. No objects are to be attached to or suspended from the fire sprinklers or light fixtures on the ceiling. Under no circumstances should the fire alarm call points, fire hose reels, fire extinguishers and exits be blocked or access to them be impeded by exhibition booths, partitions, exhibits or other objects.
10. **OFFICIAL CONTRACTOR:** An official Contractor will be designated in the Service Manual to perform services for exhibitors. No exhibitor or representative shall contract for such services with other than the said official contractor without the express written consent of symposium organizers, which, for reasons of security, in their sole discretion can deny such permission.
11. **ON-SITE REPRESENTATIVE:** Exhibitors shall keep an attendant in their space during all exhibit hours.
12. **SECURITY/LIABILITY:** Overnight security personnel will be present in the exhibit area. The exhibitor assumes entire responsibility and agrees to protect, indemnify, and defend the Québec Convention Center, IEEE, symposium partners and their employees and agents, harmless against all claims, losses and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor installation, removal, maintenance, occupancy or use of exhibit premises or a part thereof, excluding any such liability caused by the sole negligence of symposium organizers, its employees and agents. In addition, exhibitors acknowledge that the show services contractors and IEEE do not maintain insurance covering exhibit property and that it is the responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses sustained through exhibition.
13. **FACILITY DAMAGE:** Exhibitors, or their agents, must not injure or deface the walls or floors of the building, the spaces, or the equipment in the spaces. When such damage occurs, the exhibitor is liable to the owner of the property so damaged.
14. **CANCELLATION:** If space contracted is canceled by the exhibitor on or after May 16, 2014, or if the exhibitor fails to occupy the space contracted, IEEE is entitled to the full amount of the space rental.
15. **AMENDMENT TO EXHIBITOR AGREEMENT:** Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the discretion of the symposium organizers and IEEE.
16. **INABILITY TO PERFORM:** If IEEE should be prevented from holding the exposition by any cause beyond its control or if it cannot permit the exhibitor to occupy his space due to circumstances beyond its control, IEEE will refund to the exhibitor the amount of the rental paid, and IEEE shall have no further obligation or liability to the exhibitor.
17. **SALES PROMOTIONS AND DRAWINGS:** All promotions conducted by the exhibitor must be free of obligation on the part of the winner and participants. All promotions and drawings must be approved by IEEE prior to the opening of the event.
18. **CO-PARTNERSHIPS AND GRANTOR ENTITLEMENTS:** Completion of the co-partnership and grants portion of the Application Form is a commitment to support. Full payment must be received or the contract will be considered null and void and all promotional entitlements will be withdrawn. IEEE, at its discretion, may make reasonable changes, amendments or additions to entitlements. To be included in the Symposium On-Site program, as a Gold, Silver, Bronze, Welcome Reception, Flash Drive, Lanyard, or Social Activity Partner, IEEE must receive the contributor's signed application and applicable donation by May 2, 2014. Missed deadlines are not remunerable by IEEE.
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