



2004 IEEE Radar Conference

April 26-29, 2004

Wyndham Philadelphia at Franklin Plaza, Philadelphia, Pennsylvania

APPLICATION TO EXHIBIT

GENERAL INFORMATION Exhibits that advance radar technology development are solicited for the IEEE Radar Conference 2004, to be held in Philadelphia, Pennsylvania, on April 26 through 29. The series of IEEE National Radar Conferences, in conjunction with the International Radar Conference, has grown to be the most important radar conference series in the world - bringing together innovators, leaders, and users from the civil, space, and military communities to address important issues and share the most recent advances in radar. The conference and the exhibits will be held at the Wyndham Philadelphia at Franklin Plaza hotel. Exhibit space for a minimum of 20 exhibits, occupying 8' x 10' booths, has been arranged. The exhibit time will be as follows:

Date	Start Time	End Time	Function	Setup
MONDAY, 26 APRIL				
4/26/2004	1:00 PM	6:00 PM	Registration	Registration
4/26/2004	1:00 PM	6:00 PM	Setup	Exhibits 8 by 10
4/26/2004	4:00 PM	9:00 PM	Reception	Reception - Casual Style
TUESDAY, 27 APRIL				
4/27/2004	7:00 AM	6:00 PM	Exhibits	Exhibits 8 by 10
4/27/2004	7:00 AM	6:00 PM	Registration	Registration
4/27/2004	6:00 PM	7:00 PM	Reception	Reception - Casual Style
4/27/2004	7:00 PM	9:00 PM	Dinner Plated	Rounds
WEDNESDAY, 28 APRIL				
4/28/2004	7:00 AM	6:00 PM	Exhibits	Exhibits 8 by 10
4/28/2004	7:00 AM	6:00 PM	Registration	Registration
4/28/2004	5:00 PM	7:30 PM	Reception	Reception - Casual Style
THURSDAY, 29 APRIL				
4/29/2004	7:00 AM	1:00 PM	Exhibits	Exhibits 8 by 10
4/29/2004	1:00 PM	5:00 PM	Teardown	Exhibits 8 by 10

The exhibits cocktail reception will be held from 5 PM to 6:30 PM on April 28. The date of receipt of this completed application, with a 35% deposit for the total requested booths, will determine the order of booth space selection. Booth location layouts will be provided when available in December 2003.

APPLICATION

Our organization requests to exhibit at the IEEE Radar Conference 2004.

Organization Name:			
Division:			
Contact Name:			
Title:			
Address:			
Telephone:		FAX:	
E-Mail:			

We request the following number of 8' by 10' booths		
Number of Booths	=	
Total \$ (Number of Booths times \$1,100 per booth)	=	
Deposit \$ (Total \$ times 0.35)	=	

The following describes what we plan to display:

Please read Attachment A, Wyndham Philadelphia Exhibitors Form, sign the acknowledgement statement below and return with this application.

We have read all pages of this application, including Attachment A, and agree to its terms, conditions, and rules.

Authorizing Name:	
Authorizing Signature:	

Deposit and Balance are accepted in U.S. Currency Only. Funds must be drawn on a U.S. Bank. Mail this Completed Form with a Deposit Check, Bank Draft, or Money Order made payable to "IEEE 2004 Radar Conference", to the attention of

Chuck Lopacki, Exhibit Chair Lockheed Martin Maritime Systems & Sensors P.O. Box 4840 EP5-F7B, MD58 Syracuse, NY 13221-4840 Phone: (315) 456-1078 FAX: (315) 456-0279 e-mail: chuck.lopacki@lmco.com	FOR USE BY IEEE 2004 RADAR COMMITTEE
	Deposit Amount Received:
	Date Deposit Received:
	Order Number: Booth No.
	Balance Amount Received:
	Date Balance Received:
	Date Application Received:
	Accepted By:

ATTACHMENT A

TERMS AND CONDITIONS, AND EXHIBIT RULES

Terms and Conditions

1. EXHIBIT BOOTH SPACE LOCATION: Applicant's request for space and date of deposit determine the order of exhibitor's booth space location assignment. After assignment confirmation by IEEE 2004 Radar Conference, exhibit location may not be changed except by mutual agreement in writing.

2. PAYMENT SCHEDULE: The Applicant shall remit as a deposit with this application at least 35% of the total booth rental until 1 December 2003. The balance is due and payable on or before 2 January 2004, in default of which IEEE 2004 Radar Conference reserves the right to cancel this application, retain the deposit as compensation, and reassign the space to another exhibitor. After 1 December 2003, the full booth rental shall be remitted.

3. CANCELLATION: In the event of cancellation of this Application by the Applicant prior to the date of the conference, the IEEE 2004 Radar Conference may assess a cancellation charge up to the amount listed according to the following schedule:

- Cancellation on or after 2 January 2004 100% of booth rental
- Cancellation prior to 2 January 2004 35% of booth rental.

4. ACCEPTABILITY: If IEEE 2004 Radar Conference does not accept this application, the Applicant will soon be notified and the deposit returned.

5. OTHER CHARGES: The Applicant agrees to accept from IEEE 2004 Radar Conference, after the conference, any billing of charges resulting from other services performed and administered by IEEE 2004 Radar Conference at the written request of the Applicant. These charges may include a surcharge on services ordered by the Applicant through IEEE 2004 Radar Conference as agent. The Applicant shall pay the total of such charges no later than 30 days after receipt of invoice. Other services include, for example, telephone and electrical service to the booth.

6. HOLD HARMLESS: The Applicant shall indemnify, defend, and hold harmless the IEEE 2004 Radar Conference, its Organizing Committee and its agents, against any and all loss, damages, and claims which IEEE 2004 Radar Conference may at any time hereafter bear, sustain, suffer, be at, or be put to resulting from any act of commission or omission, matter or thing done or omitted to be done pertaining to IEEE 2004 Radar Conference. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the IEEE 2004 Radar Conference, its Organizing Committee, the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

7. INABILITY TO PERFORM: If the IEEE 2004 Radar Conference should be prevented from conducting the conference with exhibits by any cause beyond its control (such as fires, strikes, civil disturbance, Governmental action, Acts of God, etc.) or if it cannot permit the Exhibitor to occupy his space due to circumstances beyond its control, this agreement may be terminated by IEEE 2004 Radar Conference and the Applicant waives any and all claims for damages arising there from. The Applicant further agrees that the IEEE 2004 Radar Conference liability is limited to a refund of moneys paid in prior to termination, less a pro rata adjustment based on the number of hours the Exhibit shall have been open prior to the termination. This provision shall not relieve the Applicant of any liability arising from the provision of section 5 and all moneys due the IEEE 2004 Radar Conference in that regard shall be paid notwithstanding.

Exhibit Rules

A. DISPLAY REQUIREMENTS AND RESTRICTIONS: The Exhibitor assumes all responsibility for compliance with local, City and State ordinances and regulations covering fire, safety, and health. All exhibit equipment and materials will be reasonably located within the booth and protected by safety guards and devices where necessary. Only fireproof materials should be used in displays and the necessary fire precautions will be taken by the Exhibitor. Displays must be self supporting and nails or screws are not permitted in building floors, walls, or columns. Displays must be wholly confined within the exhibitor's 8' wide by 10' long by 8' high booth volume and must not obstruct the clear view of nearby exits or other exhibits. No exhibit may exceed eight feet high, and that only within the area extending three feet from the back wall. Maximum height of the displays in the balance of the area is four feet, except that products to stand on the floor may extend higher than this limit, but must be positioned as close to the back wall as possible, to avoid blocking the view of adjoining exhibitors. **EXCEPTIONS TO REQUIREMENTS & RESTRICTIONS OUTLINED IN THESE RULES WILL BE CONSIDERED BUT MUST BE SUBMITTED TO THE IEEE 2004 Radar Conference IN WRITING PRIOR TO THE DATE OF FULL PAYMENT.** IEEE 2004 Radar Conference reserves the right to restrict or prohibit the use of glaring lights, objectionable lighting effects, excessive or bothersome noise, or other effects which distract from the exposition as a whole.

B. LIABILITY AND THEFT: IEEE 2004 Radar Conference and hotel management will not be responsible nor liable for injury to person or property, nor loss of property of exhibitors, their guests, invitees, employees, or agents. Furthermore, the exhibitor agrees to defend or hold harmless IEEE 2004 Radar Conference and its Organizing Committee and agents from any liability of personal injury and loss or damage to property. **EXHIBITORS SHOULD INSURE AGAINST SUCH CONTINGENCIES.** Damage to inadequately packed property is exhibitor's own responsibility. If exhibit fails to arrive, exhibitor is, nevertheless, responsible for booth costs. Exhibitors should be on hand for display set up and dismantling. At move out, arrangements should be made to place high value items under lock and key. A person assigned booth duty should remain with the exhibit until visitors have left the premises at the closing hour each day.

C. MATERIAL HANDLING: Handling exhibitor's material into, out of, and within the hotel, shall be at exhibitor's expense.

D. SECURITY: The normal hotel security **PRECAUTION DOES NOT GUARANTEE EXHIBITORS AGAINST LOSS; NEITHER DOES IT IMPLY AN ASSUMPTION OF LIABILITY FOR EXHIBITOR'S PROPERTY BY THE IEEE 2004 Radar Conference.**

E. INTERPRETATION/AMENDMENTS TO RULES: IEEE 2004 Radar Conference has final authority as to the interpretation of these terms, conditions, and rules and reserves the right to amend them. All amendments so made shall be equally binding on all parties affected by them as by the original regulations.

F. OFFICIAL CONTRACTOR The 2004 IEEE Radar Conference has selected Sho-Aids, Inc. as the official contractor to perform services for exhibitors such as storage, local transport, erection, draping, electrifying, audio visual aids, dismantling, and removing exhibits. No exhibitor shall contract for such services with other than the Official Contractor without the written consent of IEEE 2004 Radar Conference, which, for reasons of security, in its sole discretion can deny such permission. The Wyndam Philadelphia will not store exhibit materials, crates, trash, and/or show merchandise pre , post , or during the exhibition. IEEE 2004 Radar Conference assumes no responsibility for damages or loss of exhibitor material.

ATTACHMENT B

Wyndham Philadelphia at Franklin Plaza Exhibitor Electrical Form IEEE – National Radar Conference 2004

Meeting/Conference Name:	
Booth Number (if known):	
Set-up Date for Electricity:	
Show Date(s):	

Please indicate below the services required for the upcoming event. The Wyndham Philadelphia Hotel requires that all Electrical Service Orders shall be received prepaid two weeks in advance of setup date.

Hotel WILL NOT supply Powerstrips or Extension Cords – Please Supply Own

AC Voltage Available: (120V,220V available; 480V available in some locations only).			
Current Load	Number Required	Cost (each)	Total Cost (\$)
20 Ampere circuit		@ \$75.00 Each	
30 Ampere circuit		@ \$90.00 Each	
40 Ampere circuit		@ \$150.00 Each	
60 Ampere circuit		@ \$200.00 Each	
100 Ampere circuit		@ \$300.00 Each	
200 Ampere circuit		@ \$750.00 Each	
400 Ampere circuit		@ \$1250.00 Each	

SPECIAL SERVICES:

High Lift Per Hour	@ \$50.00 Per Hour
High Lift Per Day	@ \$400.00 Per Day
Labor Rate for Special Requests	@ \$350.00 Per Day
Overtime Rate for Special Requests	@ \$50.00 Per Man Hour

Total Per Day:	\$ _____
NUMBER OF DAYS	X _____
Plus 20% Service Charge and 7% Sales Tax (.27)	\$ _____
GRAND TOTAL:	\$ _____

Company Name:			
Authorized By:			
Name of On-Site Exhibitor Contact:			
Address: Street			
City			
State			
Zip Code			
Telephone:		FAX:	
Credit Card :			
Credit Card Number:			
Expiration Date:			
Name as it Appears on Card:			
Make checks payable to: WYNDHAM PHILADELPHIA HOTEL			

ATTACHMENT C

Wyndham Philadelphia at Franklin Plaza

Standard Conditions for Exhibits and Displays

FLAMMABLE MATERIALS:

All materials used in the Wyndham Philadelphia Hotel must be non-flammable and must conform to the Fire Code Regulations of the City of Philadelphia. Electrical wiring and equipment installations must conform to the Middle States Association of Underwriters. Materials not conforming to such regulations will be removed immediately at Exhibitor's expense. Engines and motors of any kind may be operated only with the consent of the Director of Engineering.

SPECIAL NOTICES:

Nails, bracing wires, or any other device attached to the building structure shall not be permitted. Any property damaged shall be repaired or replaced at Exhibitor's expense.

LIABILITY:

The Hotel shall not be responsible for any injury, loss or damage that may occur to Exhibitor, Exhibitor's employees or property, or to any other persons, prior to, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage is not caused by the willful negligence or wrongful act of an employee of the Hotel. Each Exhibitor expressly releases the Hotel from such liabilities and agrees to indemnify the Hotel against any and all claims for such injury, loss, or damage. Exhibitor must carry appropriate insurance to cover any loss or damage to the Hotel.

INSURANCE:

Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

STORAGE:

The Hotel has no facilities for the storage of exhibits. It is solely the Exhibitor's responsibility to contact a drayage company to handle all storage. All shipments for an exhibit must be directed to the official drayer. Shipments, which arrive prior to show time, will be directed to the official drayer's warehouse for storage and delivery to Exhibitor's booth at show time.

Exhibitor's Signature of Agreement: _____

Today's Date: _____

ATTACHMENT D



WYNDHAM PHILADELPHIA AT FRANKLIN PLAZA

TELEPHONE / INTERNET LINE REQUEST FORM

COMPANY NAME: _____

GROUP NAME: _____

MAIN CONTACT: _____ ON-SITE CONTACT: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

DID LINE – Outside phone line with Instrument: \$150.00 daily charge for each line ordered in addition to the regular hotel charges for local and long distance calls made from each line. A 20% Service Charge and 7% State Tax will be added to all prices. Indicate if telephone instrument is needed.

WAYPORT LINE - \$100.00 daily for each portable device connected. Computers must have Ethernet Cards or an internal Ethernet Port. Requires Ethernet cable with RJ45 end. A 20% Service Charge and 7% State Tax will be added to all prices.

MEETING ROOM	DATE USAGE	TIME USAGE	# of DID Lines	# of phones needed	# of WAYPORT Lines
	To	To			
	To	To			
	To	To			
	To	To			
	To	To			
	To	To			
	To	To			
	To	To			

A \$100.00 SET-UP FEE IS REQUIRED FOR ORDERS PLACED WITHIN 48 HOURS OF MEETING.

SIGNATURE: _____ PRINT NAME: _____

Please fax completed forms to:

The Wyndham Philadelphia at Franklin Plaza Hotel
Fax Number: 215-448-2853
Attention: Paula Gentlesk, Meeting Services.
cc: PBX, ACCOUNTING, MEETING SERVICES

The Exhibition Contractor for the 2004 IEEE Radar Conference:

Sho-Aids, Inc.
P.O. Box 325
Folcroft, PA 19032
Telephone: 610-237-1741
Fax Number: 610-237-8474
Attention: Ed McAvinue, Sales Representative