



TO: POTENTIAL IVEC 2020 TABLETOP EXHIBITORS

SUBJECT: IEEE IVEC 2020

The IEEE IVEC 2020 Conference will be held at the Monterey Marriott, 350 Calle Principal, Monterey, CA USA. The dates of the Conference are April 20-23, 2020.

Tabletop Rental Cost

The fee for purchasing space is \$950.00. The fee will include a 6-ft. table and two chairs. Electrical power in the form of a 110-V line will be provided upon request. A separate registration fee is required for admittance to the technical sessions.

Payment Schedule

- 50% of total due with application before January 6, 2020
- 100% of total balance due by January 6, 2020
- Full payment due with application after January 6, 2020

Cancellation and withdrawal liability schedule

Before January 6, 2020: 50% of the total cost of exhibit space or sponsorship

On or after January 6, 2020: 100% of the total cost of exhibit space or sponsorship

Set-Up and Dismantling

Exhibitors must be set up on Tuesday, April 21st by 9:00 am. A decorator has not been hired for this show and therefore all exhibitors will need to bring in their displays themselves. Tabletops should be dismantled after 1:00 PM on Thursday, April 23rd.

Shipping Information

All materials should arrive no earlier than Tuesday, April 14th, and no later than Friday, April 17th.

Ten (10) boxes or 100 lbs. will be accepted at no charge. Shipments above this will be charged at a rate of \$10 per box or \$100 per 100 lbs. It is recommended to use a drayage company for large shipments. Local vendor is Tricord Tradeshow Services, (831) 883-8600. Should you require assistance with the unpacking, delivery and receiving of your materials, a dedicated House person can be arranged at \$40 per hour.

Packages must have the following information on the labels:

IVEC Conference, April 20-23, 2020
Attn: Sam Tola
350 Calle Principal,
Monterey, CA 93940

If you have any questions and/or concerns, please do not hesitate to call me at 203 502 8338.

Joe Nemchek
Sales Manager