



IVEC 2016

April 19-21, 2016
<http://ivec2016.org>

Monterey Marriott
Monterey, CA 93940

TO: POTENTIAL IVEC 2016 TABLETOP EXHIBITORS

SUBJECT: IEEE IVEC 2016

The IEEE IVEC 2016 Conference will be held at the Monterey Marriott, 350 Calle Principal, Monterey, CA USA. The dates of the Conference are April 19-21, 2016

Tabletop Rental Cost

The fee for purchasing space is \$700.00. The fee will include a 6-ft. table and two chairs (see attached floor plan). 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.

Set-Up and Dismantling

Exhibitors must be set up on Tuesday, April 19th 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 21st.

How to Reserve a Tabletop

The attached floor plan shows 16 available tabletops. Tabletops will be allocated on a first-come first-served basis.

Please fill out and return the enclosed Contract for Exhibit Space along with a check for full payment made out to Palisades Convention Management. This contract, properly executed by the applicant, shall upon written acceptance and notification of space assigned by the IVEC representative, constitutes a valid and binding contract. The deadline for payment of exhibit space is March 18, 2016. There will be no refunds after **March 18, 2016**.

Shipping Information

All materials should arrive no earlier than Tuesday, April 12th, and no later than Friday, April 15th.

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 19-21, 2016
Attn: Alicia Waldron
Event Manager: Blanca Erben
350 Calle Principal,
Monterey, CA 93940

If you have any questions and/or concerns, please do not hesitate to call me at (212) 460-8090 ext. 216.

Alicia Waldron
Conference Coordinator



“System Excellence through Vacuum Electronics”

<http://ivec2016.org>
<http://vacuumelectronics.org>

