

# 2018 AMTA/IEEE REGIONAL SYMPOSIUM EVENT

## Exhibitor Registration & Sponsorship Form



*in cooperation with the*



### **IEEE Dayton Section**

Joint Antennas & Propagation/Microwave  
Theory & Techniques/Geoscience & Remote  
Sensing Societies Chapter

### **IEEE Columbus Section**

Joint Antennas & Propagation/Microwave  
Theory & Techniques Societies Chapter

# METAMATERIAL INSPIRED ANTENNAS AND DESIGNS

**WEDNESDAY, APRIL 4, 2018**

**Hope Hotel & Richard C. Holbrooke Conference Center**  
Building #823, Area A, Gate 12A  
Wright-Patterson Air Force Base, Ohio 45433

IMPORTANT NOTE: The Hope Hotel is outside the Wright Patterson Air Force Entry Gate; therefore no special paperwork or vehicle pass is required. EVERYONE is welcome!



Dear Exhibitor:

We're pleased to inform you of a special promotional opportunity geared towards The Antenna Measurement Techniques Association (AMTA) and IEEE Antenna & Propagation/Microwave Theory & Techniques/Geoscience & Remote Sensing Societies. AMTA and IEEE are non-profit professional organizations. Members come from a variety of backgrounds, including industry, government, and academia, as well as from many international countries and share an interest in radio frequency (RF), microwave, antenna as well as metamaterial test and measurement.

The 2018 AMTA/IEEE Regional Symposium Event will be held on Wednesday, April 4, 2018 at the Hope Hotel and Richard C. Holbrooke Conference Center.

The event technical theme is "Metamaterial Inspired Antennas and Designs". The speakers include:

**Professor Prem Chahal, Michigan State University**  
**Professor Michael Havrilla, Air Force Institute of Technology**  
**Professor Nima Ghalichenian, The Ohio State University**  
**Dr. Keith Whites, Applied Research Associates**  
**Dr. CJ Reddy, Altair**  
**Dr. Richard Todd Lee, Georgia Tech Research Institute**

There will be a "tabletop" exhibition in the same area as the technical program. We encourage you to exhibit at this unique event. An exhibitor menu of sponsorship opportunities and exhibitor registration form are included in this package. The advance program/registration form for attendees also accompanies this e-mail. Learn more information about the outstanding technical program as well as the schedule for the day. Please distribute it to your customers and colleagues to promote participation.

Sign up now by completing the following exhibitor registration form and mailing this with your check as indicated on the form!

NOTE: AMTA exhibitors will receive 25 points for participating in this AMTA/IEEE Regional Event in Dayton, OH. These may be used for booth placement at AMTA 2019.

If you have any questions or need further assistance, please feel free to contact me.

Sincerely,

*Michelle Taylor*

Michelle Taylor  
AMTA 2018 Regional Exhibit & Sponsor Coordinator  
[Meeting-Advisor@AMTA.org](mailto:Meeting-Advisor@AMTA.org), 678-475-8345

# EXHIBITOR MENU OF SPONSORSHIP OPPORTUNITIES

**AMTA/IEEE 2018 Regional Symposium Event  
Hope Hotel and Richard C. Holbrooke Conference Center  
April 4, 2018**

**TABLE TOP DISPLAY**

Company listed as event sponsor in program (including ¼ page color ad)  
Company has table top display (30"W x 72"L) during exhibit hours Company  
receives one complimentary registration  
\$375.00

**TABLE TOP DISPLAY AND AM/PM BREAK SPONSOR**

Company listed as event sponsor in program (including 1/3 page color ad)  
Company has table top display (30"W x 72"L) during exhibit hours Company  
receives one complimentary registration  
\$425.00

**TABLE TOP DISPLAY AND LUNCH SPONSOR**

Company listed as event sponsor in program (including ½ page color ad)  
Company has table top display (30"W x 72"L) during exhibit hours Company  
advertised with signage at event as sponsor of lunch.  
Company receives one complimentary registration  
\$525.00

**TABLE TOP DISPLAY AND RECEPTION SPONSOR**

Company listed as event sponsor in program (including full-page size ad)  
Company has table top display (30"W x 72"L) during exhibit hours. Company  
advertised with signage at event as sponsor of reception Company receives one  
complimentary registration  
\$750.00

*AMTA exhibitors will receive 25 points for participating in this AMTA/IEEE Regional Event in Dayton, OH. These may  
be used for booth placement at AMTA 2019*

## TERMS AND CONDITIONS

1. **IMPORTANT NOTE:** The Hope Hotel is outside the Wright Patterson Air Force Entry Gate; therefore no special paperwork or vehicle pass is required. EVERYONE is welcome.
2. Space availability for exhibitor tabletop displays is limited. Space will be allocated in order received until space is no longer available
3. All ads and logo artwork must be good quality color, in PDF or Word format. Ads are due no later than March 16, 2018. Late ads and logos will not be accepted. Ads and company logos should be sent to [meeting-advisor@amta.org](mailto:meeting-advisor@amta.org)
4. Ads should be sized as follows for including in the program flash drive which will be distributed to all registrants.

AD DESCRIPTION	MAXIMUM AD SIZE (Outside Dimensions)
Quarter Page	5.25"H x 4"W
Third Page	11"H x 2.75"W
Half Page	5.25"H x 8.5"W
Full Page	11"H x 8.5"W

5. Promotional opportunities may be secured by issuing a check payable in full to "AMTA" and sending to: Michelle Taylor, 1125 Satellite Blvd., #100, Suwanee, GA 30024. Checks and ads must be received prior to March 16, 2018 in order for a company to be included in the Symposium program.
6. Tabletop displays will be open on April 4, 2018 during lunch, the morning and afternoon breaks and the reception following the technical presentations. It will be noted in the program that access to the tabletop displays is available during the presentations, but that the displays will not necessarily be staffed during that time.
7. Salespersons who are present to staff the tabletop displays only do not need to pay the registration fee. If a salesperson wishes to participate in the meals offered (continental breakfast, lunch, refreshment breaks and the reception), the "meals only" fee of \$75.00 per person must be paid in advance.
8. The Regional Symposium Event organizing committee reserves the right to change or cancel the program at any time. In the event the program is canceled; a refund of registration and tabletop fees only will be given. No refunds will be given to exhibitors who cancel their participation after March 16, 2018.
9. The Hope Hotel & Richard C. Holbrooke Conference Center and the Regional Symposium Event organizing committee are not responsible for damage or loss of exhibitor tabletop displays or any items left in the venue.
10. Please keep in mind that this is a "Table Top" show. Therefore, display material is limited to what may fit on the table. No equipment may be displayed on the floor near the table. Signage is limited to that which is freestanding on the table. The tables can support 60 pounds maximum weight. No signage may be posted to the venue's walls.
11. The Hope Hotel and Richard C. Holbrooke Conference Center will only accept shipment of boxes 48 hours prior to the event date, i.e. between April 2-4, 2018. Please label your boxes/shipments with your name, your company name, the date of this event, and "AMTA" in bold type face. It is vital that this information be on all boxes in order to assure they are delivered to the appropriate meeting room. Note the Regional Symposium Event organizing committee is not responsible for paying any box, shipping, and/or handling fees incurred by exhibitors. The Hope Hotel and Richard C. Holbrooke Conference Center will not accept COD deliveries. All freight charges must be prearranged between the exhibitor and their carrier of choice. Any parcels left after April 5, 2018 will be destroyed. All shipment handling and freight must be paid for by the participating exhibitor.
12. \_\_\_\_\_ (name of exhibitor) assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hope Hotel and Richard C. Holbrooke Conference Center's premises, covenants not to sue and agrees to indemnify, defend and hold harmless the Hope Hotel and Richard C. Holbrooke Conference Center, and its parent corporation, as well as their respective trustees, directors, officers, agents, servants, and employees from any and all such losses, damages and claims. Likewise, AMTA, the IEEE Chapters, and the Regional Symposium Event Organizing Committee (including exhibitors and all participants in the Regional Symposium Event) 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 AMTA (including exhibitors and all participants in the Regional Symposium Event) pursuant to the performance of each party's obligation for the event on April 4, 2018 described herein.

I have read and hereby agree to abide by the terms and conditions stated above:

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Signature of Authorized Representative of Exhibitor

Date

(Please return this signed form with your check, exhibitor registration form as follows and keep one copy for your files.)

# EXHIBITOR REGISTRATION FORM

**EXHIBITORS MUST REGISTER USING THIS FORM TO SECURE THEIR TABLETOP SPACE.**

## EXHIBIT AND SPONSORSHIP FEES

Description	Qty	Fee	Your Total
Table Top Display(s) Only		\$375.00	\$
Table Top Display and AM/PM Break Sponsor		\$425.00	
Table Top Display and Lunch Sponsor		\$525.00	\$
Table Top Display and Reception Sponsor		\$750.00	\$
<b>TOTAL EXHIBIT AND SPONSORSHIP FEES</b>			<b>\$</b>

## REGISTRATION FEES

**One (1) full registration is included in** each Exhibit/Sponsorship Fee listed above. Full Registration includes access to the technical presentations, continental breakfast, lunch, refreshment breaks, reception, Regional Symposium Event program and a one-year membership in AMTA.

Please use the information below for additional full registrations

Description	Qty	Fee	Your Total
AMTA/IEEE Members, if received by <b>March 16, 2018</b>		\$155.00	\$
AMTA/IEEE Members, after <b>March 16, 2018 and On-Site</b>		\$275.00	\$
Non-Member Additional Charge (Includes one year membership in AMTA)		\$ 50.00	\$
Personnel for staffing table top display only (presentations, program and meals NOT included)		N/C	\$
Personnel for staffing table top displays with ALL meals included (presentation and program NOT included)		\$ 75.00	\$
<b>TOTAL REGISTRATION FEES</b>			<b>\$</b>
<b>GRAND TOTAL EXHIBIT, SPONSORSHIP AND REGISTRATION FEES</b>			<b>\$</b>

***Please make all checks payable to: AMTA***

***Mail check with this completed form to be received no later than March 16, 2018 to:***

***Michelle Taylor  
NSI-MI Technologies  
1125 Satellite Blvd., #100  
Suwanee, GA 30024***

**COMPLIMENTARY REGISTRATION**

For those organizations paying \$375.00 or more in exhibit fees, please identify the individual who will receive the full complimentary registration:

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Name (Please Print)	Company Name	Phone
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Street Address	Email
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**COMPANY INFORMATION**

Please refer to our company name as follows in all sponsorship materials used at the Regional Symposium Event:

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Please provide a brief (25 words or less) description of your company's products and/or services:

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Please contact the following representative from our company with any questions or for further assistance pertaining to participation in this Regional Symposium Event:

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Name (please print)

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Telephone

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e-mail (print legibly)

### ADDITIONAL REGISTRATIONS

Please list below the names and contact information for each individual attending the Regional Symposium Event. Please copy this page if you have additional names for registration.

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

\_\_\_\_\_  
Title AMTA or IEEE Member #

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone E-mail

<input type="checkbox"/>	Full Registration	<input type="checkbox"/>	Staffing Table Top Display Only	<input type="checkbox"/>	Staffing Table Top Display Only WITH Meals
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\_\_\_\_\_  
Name Company

\_\_\_\_\_  
Title AMTA or IEEE Member #

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone E-mail

<input type="checkbox"/>	Full Registration	<input type="checkbox"/>	Staffing Table Top Display Only	<input type="checkbox"/>	Staffing Table Top Display Only WITH Meals
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**NOTE: All three (3) pages of this exhibitor registration form, your check, and a signed Exhibitor Menu of Promotional Opportunities form MUST be returned in order to reserve exhibit space. Your logo and Artwork must be submitted no later than March 16, 2018.**