



The International Workshop on Antenna
Technology, iWAT 2019
Miami, Florida, USA
March 3rd – 6th 2019

Florida International University, Graham Center

Exhibitor Information

Venue

iWAT 2019 will be held on the Campus of the Florida International University (FIU) at the Graham Center Ballroom located at 11200 SW 8th St, Miami, FL 33174. The conference dates are 4 to 6 March 2019. Setup for Exhibits starts on Sunday March 3 at 12 noon.

Booth Furnishings

Each exhibitor shall be provided with a 6' x 10' booth unless a larger booth has been contracted. Exhibits should not exceed 10 feet in height. Each booth will have one 6-foot skirted table and two chairs. If you need additional furniture, you must request it through the Conference contact, Ms. Diana Bommel (dbommel@fiu.edu), Tel: 305-348-4893.

Shipping, Moving, and Storage

The exhibitor is responsible for shipping exhibits to and from Miami, FL, and paying for cost of the same. The exhibitor is responsible for all storage and labor cost.

Please ship your exhibit materials that will not accompany you to the address:

Office of the Dean
Florida International University
c/o Elizabeth Naranjo
10555 W. Flagler Street –Room EC 2476
Miami, FL 33174
Phone: 305.348.6050

The materials should arrive no later than **February 28, 2019**.

Also, please label the shipment (s) with "IEEE iWAT 2019 CONFERENCE." Exhibitors will not be permitted to store packing crates and/or boxes in the booth or exhibit area during the show. However, when marked with the name and address of the exhibitor, they will be stored and returned to the booth. It is the exhibitors' responsibility to mark and identify all crates and boxes.

Show Schedule

Exhibitor Move-In

Sunday	March 3 rd	12noon - 5PM
Monday	March 4 th	7AM - 8AM

Exhibit Hours

Monday	March 4 th	8AM – 5PM
Tuesday	March 5 th	8AM – 5PM
Wednesday	March 6 th	8AM – 2PM

Exhibitor Move-Out

Wednesday	March 6 th	2PM – 4PM
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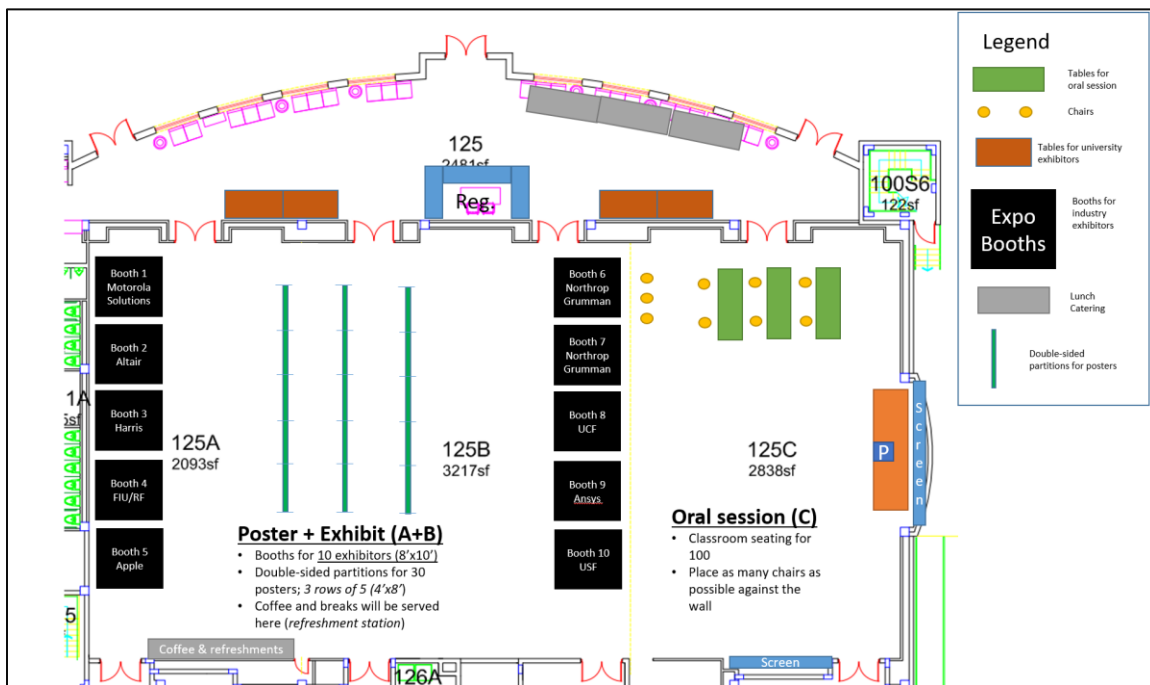
Displays and Decorations

Exhibitors may not use signs, banners or decorations that exceed 10 feet in height. The exhibitors must keep all exhibit materials within their 6' x 10' exhibit area (except in cases where a larger booth has been contracted). Merchandise, signs, decorations, or display features shall not be pasted, taped, nailed, or tacked to the walls of the exhibit room.

Exhibitor Layout

Following booth assignments are allocated.

- Booth 1: Motorola Solutions
- Booth 2: Altair
- Booth 3: Harris
- Booth 4: Florida International University
- Booth 5: Apple
- Booth 6-7: Northrop Grumman
- Booth 8: University of Central Florida
- Booth 9: Ansys
- Booth 10: University of South Florida



Electricity

Electrical accommodations will be provided through the services contractor. Each booth will be furnished with a power strip with a minimum of 500 watts, 120 VAC. If more power is needed, please the Conference Vice Chair: Dr. Osama Mohammed (mohammed@fiu.edu).

Booth Personnel

Each 6' x 10' booth shall be staffed by no more than three people. Exhibitors must submit a list of personnel who will be staffing their exhibit, for registration purposes, by March 3, 2019. One registration fee is included as part of the exhibit plan. Additional booth personnel can register at the accompanying person rate.

Indemnity and Limitation of Liability

Exhibitor agrees that iWAT 2019 and the FIU Graham Center shall not be liable for any damage, theft, or liability of any kind or for damage or injury to persons or property during the term of this agreement, from any cause whatsoever, by reason of use, occupation and enjoyment of the exhibit space by exhibitor or any person thereon with the consent of the exhibitor, and that the exhibitors will indemnify and save harmless the iWAT 2019 Conference organizers and Florida International University from all liability whatsoever, on account of any such damage, or injury, whether or not caused by negligence of or breach of an obligation by exhibitors or its employees or representative.

Fire Laws

Federal, State and City fire laws must be observed. Light wood and cloth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules. Smoking in exhibits is forbidden. Aisles and fire exits cannot be blocked by exhibits.

Insurance

Exhibitors shall affect coverage for all exhibit merchandise at site and in transit, if applicable, the iWAT 2019 Conference organizers and Florida International University shall not be responsible for any loss or damage. The exhibitors shall carry their own fire insurance and public liability insurance.

Guard Service

Security of the exhibit area is not maintained by Florida International University. If needed, guard service may be contracted by the exhibitor to provide individual exhibit coverage, extended show hour coverage, etc.

Termination or Modification of Exhibits

If, because of war, fire, strike, exhibit facility renovation project, government regulations, public catastrophe, act of God or the public enemy, or other cause beyond the control of iWAT 2019, the exhibit of any part thereof is prevented from being held, is canceled by iWAT 2019, or the exhibit space becomes unavailable, iWAT 2019 in its sole discretion, shall determine and refund to the exhibitor its proportionate share of the balance of the aggregate exhibit fees received that remain after deducting expenses incurred by iWAT 2019 and reasonable compensation to iWAT 2019. In no case shall the amount of refund to the exhibitor exceed the amount of exhibit fee paid. iWAT 2019 reserves the sole discretion to ask an exhibitor to alter or remove their exhibit if iWAT 2019 feels that the exhibit is in any way inappropriate.

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