

ANTENNA MEASUREMENT TECHNIQUES ASSOCIATION ANNUAL MEETING AND SYMPOSIUM



EXHIBITOR SPACE APPLICATION PACKET

HOST



CO-HOSTS



TECHNICAL CO-SPONSORS





Welcome to Newport, Rhode Island!

I am pleased to invite you to exhibit and attend the 42nd Annual Symposium of the Antenna Measurements Techniques Association (AMTA) to be held November 1-6, 2020 at Gurney's Newport Resort and Marina. The exhibition is a vital part of this annual event, offering companies an opportunity to present their solutions and products to a worldwide audience from commercial, government, research and academia. **Due to the unpredictable effects of the COVID-19 pandemic this year, the AMTA 2020 Host Committee and AMTA Board of Directors are offering concessions in the enclosed packet in the event of a virtual conference. We value your loyalty and hope this will ease any concern about your company's participation this year. Note that items in red indicate a change for the 2020 AMTA Symposium only. Visit <https://www.amta2020.org> to receive the latest updates to our Exhibitors and Attendees.**

About AMTA

The AMTA is a non-profit, professional organization open to individuals with an interest in antenna, radar signature and other electromagnetic measurement technologies. AMTA's areas of interest include measurement facilities, unique or innovative measurement techniques, test instrumentation and systems, radar cross section (RCS) measurements, compact-range design and evaluation, near-field techniques and their applications, and the practical aspects of measurement problems and their solutions. Exhibitors at the AMTA Symposia showcase antenna measurement related products and services including RF/microwave components, cables, antennas, test and measurement instrumentation, and software tools. AMTA members come from a variety of backgrounds including industry, government, and educational institutions, and are from locations around the world. For further details about the AMTA organization, please visit our web site at <https://www.amta.org>

The Venue

Situated on Goat Island and surrounded by Narragansett Bay, Gurney's Newport Resort & Marina offers the seclusion of a private island yet is just a jaunt from the shops and eateries of downtown Newport. The waterfront resort is centrally located to the area's abundant attractions and activities, which include landmark mansions, museums, vineyards, golf courses, beaches, state parks, scenic walks, and cruises.

This year at the Gurney's Newport Resort & Marina we will be able to offer 8,000 square feet for 10' x 10' booths with ample opportunity for exhibitors to choose multiple booths to create larger exhibit areas. The exhibit area is directly adjacent to the technical presentations. If needed, overflow exhibit space is available in the pre-function area just outside the main exhibit area and technical sessions. Additionally, one (1) conference room will be available to schedule on-site meetings, as well as wireless internet in the exhibit areas and guest rooms, free of charge. Private conference rooms are available for an additional fee.

The Symposium

Booth assignments are based on the current AMTA Exhibitor Point System, which is explained in the Exhibitor Policy and Guidelines attachment. Please see the enclosed AMTA Exhibitor Point Worksheet for additional explanation and details.

Enclosed in this packet are general information, pricing guides, floor plans, exhibit room layouts, exhibit room dimensions, an exhibitor point worksheet, a list of sponsorship opportunities, the hotel catering menu, and a link to the electronic online application form. For your convenience, the information contained in this Exhibitor Space Application Packet, along with detailed drawings in PDF format are posted on the <https://www.amta2020.org> website in the Exhibitors section. Please feel free to download the information from the website.

Conference Management Services (CMS) will once again be providing full symposium management for AMTA 2020. If you require additional details regarding exhibitor space such as door widths, loading dock specifics, available power outlets and units, ceiling heights, etc. please contact CMS Exhibits Coordinator, Nancy Sutta Berns +1.979.446.0363 (office) or +1.973.886.8852 (mobile), email: nancy@cmsworldwide.com

On behalf of the AMTA Board of Directors and the entire AMTA 2020 Host Committee, I thank you and look forward to seeing you in Newport, RI.

Best Regards,

A handwritten signature in black ink that reads "Joe Mallon". The signature is written in a cursive, flowing style.

Joe Mallon
AMTA 2020 Host Committee Chair

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Information

Exhibit Location

AMTA 2020 will be located Gurney's Newport Resort & Marina in Newport, Rhode Island. Please refer to the Symposium Layout Section in Appendix A and B of this packet for more details.

Gurney's Newport Resort & Marina
1 Goat Island
Newport, Rhode Island 02840 USA
☎ +1-401-849-2600

<https://www.gurneysnewport.com/Newport>

Contact Information

The following contacts are available to assist AMTA 2020 Exhibitors with information and answer questions:

Michelle Taylor	Exhibits Chair	✉ exhibits@amta.org	☎ +1.770.315.1774
Steven Sisk	Exhibits/Sponsorship Coordinator	✉ ssisk@cmsworldwide.com	☎ +1.979.846.6800
Nancy Sutta Berns	Hotel/Logistics Coordinator	✉ nancy@cmsworldwide.com	☎ +1.973.886.8852

Exhibit Dates and Hours

Set-up:

Saturday, October 31 from 8:00 a.m. until 6:00 p.m. for Exhibitors with 4 or more booths

Sunday, November 1 from 8:00 a.m. until 6:00 p.m. for all exhibit spaces

Exhibition:

Monday, November 2, 10:00 a.m. – 5:00 p.m.

Tuesday, November 3, 9:00 a.m. – 5:00 p.m.

(Note: Exhibits are closed during Tuesday's AMTA Business Lunch from 11:30 a.m. - 1:30 p.m.)

Wednesday, November 4, 9:00 a.m. – 5:00 p.m.

Dismantle:

Wednesday, November 4, from 5:30 p.m. until 6:30 p.m.

Thursday, November 5, from 8:00 a.m. until 3:00 p.m.

(Empty Crates will be delivered Thursday morning, November 5th at 7:00 a.m.)

Exhibit Application Process, Fees and Deadlines

Exhibitor Application shall be completed online at: <https://www.amta2020.org/exhibitors/> no later than **July 3, 2020**. Late requests are accepted based on available remaining space. As in the past, priority for space selection will be based on the point system explained in the Exhibitor Policy and Guidelines section of this packet. For your reference, a printable copy of the application is included in this packet.

Exhibitors will be notified of their assigned exhibit area by **July 13, 2020** via email. At this time, Exhibitors will receive an invoice for their space rental fee balance, which is due in full by **August 3, 2020**. Space rental fees not paid in full by **August 3, 2020** will allow that space to become available to other eligible Exhibitors wishing to relocate their exhibit space.

Purchase of space includes:

- Permission to exhibit at the AMTA symposium
- One full registration (includes AMTA membership, access to the technical sessions, meal tickets, and a ticket to the Awards Banquet)
- Two 3-day Exhibit Hall-only passes
- An Exhibitor description on the AMTA 2020 website with a link to the company's website
- A listing in the AMTA 2020 Advanced Program
- 100-word Exhibitor description and corporate logo in the Final Program and Conference Mobile App, provided to all registrants

Exhibitor Space Rental Fee will be due in (2) separate installments (**PLEASE REFER TO PAGE 6 FOR POLICY CHANGES FOR AMTA 2020 ONLY**):

1. 50% Deposit (Non-refundable, due **July 3, 2020**)
2. 50% Balance (due **August 3, 2020**)

AMTA 2020 Space Rental Fees

Space Rental Fee	Space Description	Location
\$2,500	10'D x 10'W Booth	Grand Ballroom
\$1,250	Additional 10'D x 10'W Booth	Grand Ballroom
\$1,625	Tabletop	Grand Ballroom Foyer

Notes:

1. Refer to Exhibit Floor Plan Section for Exhibit Area Layout. Ceiling height in the Grand Ballroom is 12 feet.
2. Exhibit space rental fee does not include freight, storage or drayage.

Tabletop Displays

AMTA 2020 will have limited tabletop displays available only if all allocated space is taken. The tabletop displays will be assigned to exhibitors based upon the AMTA Exhibitor points.

Signage cannot exceed 6 feet in length whether freestanding on the table or behind the table. The tables can support 100 pounds maximum weight. No signage may be posted to the venue walls. The height limit for items placed on the table is 4 feet maximum. Exhibitors are responsible for all items on the display table.

Loading and Unloading Area

No freight doors or hallway entry/egress doors can be blocked during the hours of setup and teardown, nor during exhibit hours.

Load-in dock doors are 9'-4" W x 8' H. All entry doors into the Grand Ballroom and Foyer are 8' W x 7' H. The Grand Ballroom is directly accessible from the loading dock. The convention services vendor will include exact dimensions and shipping information in the Exhibitor's Manual, which will be available approximately 3 months prior to the Symposium.

Exhibitors' Reception

An Exhibitors' Reception will be held on **Tuesday, November 3**, from 5:30 p.m. to 6:30 p.m. The purpose of the reception is to thank the exhibitors for their support of AMTA and solicit feedback on how AMTA can improve the exhibitor experience at its annual symposium. An overview of AMTA and future AMTA events will be provided. An invitation to the reception along with the specified meeting location will be provided to each exhibitor on site at AMTA 2020.

Exhibitors' Buffet Lunch – NEW DAY THIS YEAR!

The AMTA 2020 Exhibitors' Buffet Lunch will be held on **Wednesday, November 4**, from 11:30 a.m. to 1:30 p.m. A long-standing AMTA tradition, the Exhibitors' Buffet is an opportunity for exhibitors to offer a variety of menu items in their booths, encouraging AMTA attendees to circulate among the exhibit booths and rooms. Offering hors d'oeuvres or a dessert is an excellent way of enticing hungry AMTA attendees to visit your booth and see your company's products. **Our goal is to achieve 100% Exhibitor participation.** Exhibitors are not expected to order quantities to feed all attendees, but rather whatever is within their budget. As a benefit, exhibitors who participate in the Exhibitors' Buffet Lunch will receive special recognition at this year's event in addition to points toward their 2020 space allocation; please see the "Points Worksheet" for more information.

If you wish to participate in the Exhibitors' Lunch, please indicate so on the Exhibitor Application form. A hotel catering menu and ordering instructions will be available at <https://www.amta2020.org/exhibitors/> soon.

Exhibitor Meeting Rooms

There will be a limited number of private meeting rooms offered during AMTA 2020, available Monday through Wednesday of the AMTA Symposium week. Exhibitors may sign up for one-hour increments of time through the event registration system. Time will be assigned on a first come, first served basis. No audio-visual equipment is provided in these meeting rooms; exhibitors are welcome to bring their own AV equipment to use as needed. This meeting room is provided for exhibitors only and their customers/colleagues at no charge, compliments of the AMTA 2020 Host Committee.

Exhibitor Registration

One Full Registration is included per exhibitor. The name of the assigned person receiving this complimentary registration must be provided to the Exhibit Coordinator. We encourage other exhibit staff to arrange for a full registration as only attendees with a full registration badge will be allowed entrance to the technical sessions.

As a courtesy to our exhibitors, we offer an Exhibitor Convenience Registration Package. This includes AMTA Membership for one full year, and a name badge that entitles the bearer to visit all AMTA exhibits and take part in all meal functions (except the Awards Banquet). The Exhibitor Convenience Package does not include admission to AMTA technical sessions, the AMTA Awards Banquet or the Full Registration bag and its contents. Awards banquet tickets may be purchased separately.

Two 3-day Exhibit Hall only passes are included with each space rental fee. This will include an AMTA badge and access to the exhibit area. It does not include meals or access to the technical sessions. Additional Exhibit Only passes can be purchased at a nominal fee for your customers.

Exhibitor Hotel Room Reservation

The AMTA 2020 guest room rate at Gurney's Newport Resort & Marina is **USD \$199.00/night plus tax if reservations are made by September 21, 2020**. A limited number of Government per diem rate rooms are available. The AMTA rate includes complimentary high-speed internet access in guest rooms. All exhibitor space will also have complimentary Wi-Fi internet access.

This year, exhibitors will be responsible for making their own hotel reservations. A separate room block and an Exhibitor-only hotel reservation link will be provided to all exhibitors. Once that block is exhausted, CMS will assist exhibitors on a case-by-case basis. Any questions related to hotel room reservations for exhibitors should be directed to Nancy Sutta Berns, +1.973.886.8852 or nancy@cmsworldwide.com

Sponsorship Information

We encourage all AMTA industry and organization participants to be an AMTA sponsor. Please refer to the Sponsorship Opportunities section of this packet for more information.

Sponsorship Levels

Sponsorship opportunities are available to industry and other organizations. In general, sponsorships are available for AMTA premium items (full registration conference bags and logo-items, banquet gifts, bingo prizes), sponsored events (Student Day, Technical tour), and exclusive events (meals, breaks, receptions, social outings), or other opportunities. Priority for sponsorship is given to the Exhibitor who sponsored that event or item the previous year. Sponsorship proposals for items outside the traditional AMTA “Sponsorship Opportunity” items (such as refreshment breaks, Monday Night Outing, Welcome Reception, etc.) must be provided to the Host Committee for consideration no less than 30 days prior to the event.

The Sponsor company recognition levels **and incentives** included with each Sponsorship Level shall be set as follows:

SPONSORSHIP LEVELS	Platinum \$12,000	Gold \$8000	Silver \$4000	Bronze \$2,500	Exclusive < \$2,500
Additional Full Registrations	2	1			
Additional 3-Day Exhibitor Passes			2	1	
Additional Event Tickets*					2
Use of private meeting rooms	Included	Included	Available for rental with preferential choice of times**	Available for rental with preferential choice of times**	Available for rental with preferential choice of times**
Company logo & profile on the AMTA 2020 website, and included in mobile app & final program	Included	Included	Included	Included	Included
Company marketing item distributed to all registration bags (1 item per sponsor; weight & size restrictions apply)	Included	Included			
Recognition during Opening Session, Business Meeting Lunch, and Awards Banquet	Included	Included	Included	Included	Included

*For either the Monday Night Outing or Awards Banquet

**Opportunity to book in advance before they are made available to others

These sponsorship levels are based on the total dollar amount spent on sponsored opportunities for an AMTA symposium. This money can be paid directly to the AMTA 2020 Host as a monetary commitment, or by providing item(s). Receipts are required for all provided items to have the amount credited towards sponsorship level. Sponsorship levels do not include any payments for Exhibit Space Rental fees. Please note that any combination of “Sponsorship Opportunities” may be applied to establish sponsorship level.

Only companies who have paid their sponsor fees in full by **October 2, 2020 (PLEASE REFER TO PAGE 6 FOR POLICY CHANGES FOR AMTA 2020 ONLY)** will be included in the final program. Sponsorships received after this date will be acknowledged via the conference mobile app, onsite event signage, social channels and event announcements.

AMTA values its Sponsors and will take every opportunity to fully recognize each Sponsor prior to the symposium and throughout the week of the symposium. All Sponsors will be recognized with logos shown in graduated sizes (Platinum Sponsors will be listed first with the largest size logo; Gold Sponsors next with a smaller logo, etc.).

Sponsorship Recognition

Sponsors are recognized prior to the symposium via:

- Promotional Literature and Press Releases
- Symposium Website
- Preliminary Program
- E-mail updates to attendees
- Final Program
- Conference Mobile App

During the Symposium, sponsors are recognized by:

- Announcement of sponsorships before and/or following a sponsored event
- Announcement during Awards Banquet
- Announcement during Business Lunch
- Signage (if possible) displayed at sponsored events/breaks
- Signage and/or monitors displayed in exhibit common areas and outside meeting rooms as appropriate for the sponsorship activity (signs are generally not permitted in the hotel lobby or general public areas)

AMTA Exhibitor Policy & Guidelines

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Below is the AMTA Board policy for exhibitor participation in AMTA symposiums. The intent of this policy is to:

- Encourage strong exhibitor support for AMTA.
- Provide the Host Committee with an exhibitor policy that is fair to all exhibitors.
- Provide the Host Committee with an escalation path to the Board to mediate issues and disputes.

Exhibit Space Management

The Host Committee is responsible for obtaining and managing the exhibit space. The exhibit space should be reserved at the time of contract negotiation with the symposium hotel, which usually occurs at least three years prior to the symposium. The Host Committee should ensure that there is sufficient space for all exhibitors. The exhibit space should include large areas, which can be subdivided into small booths as well as private individual rooms.

The amount of space required can be determined by space used at previous symposiums and polling the exhibitors to see whether their space requirements will be increasing or decreasing. It is prudent for the Host Committee to allow for some increase in requirements and the possibility of one to two additional exhibitors. It is recommended to reserve all the hotel space and release back to the hotel what is not needed. Space for exhibitors should optimally be arranged with the hotel for Saturday and Sunday set-up prior to the exhibition opening on Monday.

The Host Committee will divide the total exhibit space into individual areas and will set up the space rental fees for these areas. The AMTA Board of Directors will review and approve the division of the exhibit space and the rental fees before this information is released to the exhibitors. The Host Committee shall oversee allocating the exhibit space to various exhibitors.

Exhibit Space Allocation Criteria

The exhibit space will be allocated using a point system. An exhibitor with the maximum number of points will have the highest priority in selecting their individual exhibit area. Exhibitors shall provide the Host Committee with their accumulated points using the AMTA Exhibitor Point Worksheet. The Host Committee will review the worksheet for accuracy along with experienced AMTA Advisor. The exhibitors shall also provide a prioritized list of individual exhibit areas they would like to secure. The point information and the prioritized list shall be submitted to the Host Committee along with the Space Rental Application and Deposit. The Host Committee will use this information to allocate the exhibit space. If an exhibitor fails to provide this information to the Host Committee, the exhibitor has no priority in selecting exhibit space. The Host Committee has the right to demand supporting receipts and statements to verify the points claimed by an exhibitor, if not provided in advance as requested with submittal of the Space Rental Application and Exhibitor Point Worksheet. The Host Committee will inform the exhibitors of the allocated space at least 120 days before the Symposium or no more than 30 days after the exhibit fee is received (for late registrations only).

If two or more exhibitors wish to share the same space, the priority will be established using the points of the exhibitor with the most points. Points will not be combined.

Sponsorship Allocation Criteria

An exhibitor who sponsored an AMTA approved event at the previous symposium is given first right of refusal for the same event at the upcoming symposium. The same holds true for an AMTA approved giveaway. An exhibitor is encouraged to present an idea to the Host Committee for approval of an AMTA event or giveaway as soon as possible. The Host Committee will then ask for approval by the AMTA Board of Directors.

Exhibit Fees

The total Exhibit Space Rental fee is charged in two installments: a 50% initial deposit and final payment. Donations will not be accepted in lieu of the Space Rental Fee.

The non-refundable deposit will be charged to each exhibitor responsible for exhibiting at the AMTA symposium regardless if the exhibitor is sharing an exhibit with other exhibitors. For a first-time exhibitor, the Space Rental fee will be reduced by 20%.

Each exhibitor requesting exhibit space will be charged a Space Rental fee. This fee will depend on the amount of space rented by the exhibitor. The Host Committee determines the Exhibit Space Rental fee. The AMTA Board of Directors will review the proposed space rental fees before they are released to the exhibitors. Exhibitors who do not submit their fees by the due dates forfeit their position on the "priority list" and will be accommodated on a first-come, first-served basis. Late applications will be accommodated only on a best effort basis.

Only those organizations that have submitted an Exhibitor Application and paid the initial deposit by the stated deadline will be listed in the symposium Preliminary and Final Programs. The name of the company listed in these programs must match the company signatory on the exhibitor contract. An exhibitor will not be listed in the Final Program unless all exhibit fees are paid in full by the stated deadline.

Exhibitor Fees Due Dates

The deposit is payable and due to the Host Committee 180 calendar days prior to the start date of the symposium to guarantee exhibit space for the exhibitor. Final payments are due 90 calendar days in advance of the symposium start date. Exhibitors who do not submit their fees by the due dates forfeit their position on the “priority list” and will be accommodated on a first-come first-served basis. Late entries will be accommodated on a best effort basis.

Exhibitor Cancellation Policy

Exhibitors who wish to cancel their participation at the AMTA symposium must notify the Host Committee in writing. Upon cancellation, any assigned exhibit space can be re-assigned by the Host Committee.

Please note the INITIAL 50% DEPOSIT IS NONREFUNDABLE regardless of the date the intent to cancel in writing is received by the Host Committee.

If an exhibitor cancels 120 days prior to the event, a 70% refund of the final payment only shall be provided. If an exhibitor cancels on or between 120 days and 60 days prior to the event, a refund of 50% of the final payment only shall be provided. If an exhibitor cancels 59 days or less prior to the event, no refund shall be provided.

A cancellation fee of 10% of the Grand Total will apply on any credit card charges. This is in addition to the fees described in the cancellation policy noted above.

Substitutions are permitted.

All fees are stated in US dollars and all checks must be drawn on a US bank in US funds. Company or government purchase orders are not accepted.

In the event the annual symposium is cancelled by AMTA due to events beyond its control, exhibitors will be so notified in writing. AMTA’s maximum liability in this case is limited to a full refund of the Space Rental Fee received by AMTA.

If the 2020 AMTA Annual Symposium is to be held virtually the Exhibitor may choose to receive an 80% refund of the paid 2020 Space Rental Fees or apply 90% of the paid 2020 Space Rental fees towards AMTA 2021 Space Rental Fees. Additionally, Exhibitors who choose to apply paid fees toward a virtual booth experience may carry over 100% of the remaining balance to AMTA 2021. In the event the 2020 AMTA Symposium is to be held virtually, Exhibitors will be notified no later than mid-August.

Sponsorship Cancellation Policy

Exhibitors who wish to cancel their sponsorship at the AMTA Symposium must notify the Host Committee in writing. Upon cancellation, any sponsorship opportunity can be re-assigned by the Host Committee. A cancellation fee of 10% of the Grand Total of sponsorship fees will apply if cancelled 30 days prior to the symposium. No refunds of sponsorship fees collected will be issued if cancelled less than 30 days prior to the event. This is in addition to the fees described in the Exhibitor Cancellation Policy of the Exhibit Policy and Guidelines.

If the 2020 AMTA Annual Symposium is to be held virtually new sponsorship tiers and refund alternatives will be made available to all sponsors. Sponsors may choose to receive an 80% refund of paid 2020 Sponsorship funds or apply 90% of the Sponsorship funds toward AMTA 2021. Sponsors who choose to apply their 2020 Sponsorship toward the virtual event may carry over 100% of the remaining balance to AMTA 2021. In the event the 2020 AMTA Symposium is to be held virtually, Sponsors will be notified no later than mid-August.

Force Majeure

The parties’ performance under this agreement is subject to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, any situation beyond the parties’ control that prevents or similar emergency beyond the parties’ control which makes it impossible, illegal, or impracticable to hold or host the Symposium, prevents 50 percent of attendees from being able to attend the Symposium, or which otherwise materially affects a party’s ability to perform its obligations under this Agreement.

In the event of a force majeure incident, the group may invoke the force majeure clause and terminate the contract without liability up to ninety (90) days prior to the meeting dates in order to have adequate time to relocate the Symposium, postpone the Symposium to a later date or cancel, if necessary.

Catering and Special Arrangements

For all exhibitor organized functions held at the symposium venue, exhibitors are responsible for making their own catering arrangements directly with the hotel. Upon request, the Host Committee will provide the hotel symposium services contact name and phone number to the

exhibitors to facilitate these communications. Any special services such as telephones/speakerphones, internet services, and additional power must be arranged directly with the hotel. Power will need to be arranged directly with the hotel in advance. NOTE: Exhibitors are responsible for paying all telephone and power charges directly to the hotel.

AMTA Business Meeting

Exhibitors will close their exhibits for the AMTA Business Meeting **Tuesday, November 3** between 11:30 am to 1:30 pm to encourage maximum attendance from the membership. Exhibitors are reminded that only members in good standing can vote during the business meeting. Membership fees can be paid during advance registration or at the registration desk during the symposium. Exhibitor representatives are requested to register as full attendees to the AMTA Symposium. In situations where an exhibitor representative decides to become a member of the AMTA without registering as a full attendee, he/she may buy a meal ticket in advance to attend the Business Meeting.

Exhibitor Convenience Registration Package

The Exhibitor Convenience Registration Package includes AMTA Membership and a name badge that entitles the bearer to visit all AMTA exhibits and access to the daily (Monday through Thursday) breaks and daily (Monday through Thursday) breakfasts. The Exhibitor Convenience Registration Package also includes AMTA membership, Monday and Thursday Lunches, Tuesday Business Lunch and Wednesday Exhibitor Lunch. The Exhibitor Convenience Package does not include the Full Registration bag or its contents, admission to AMTA technical sessions or the AMTA Wednesday banquet.

Exhibitor Displays and Materials

General Public Access: It is not the intent of this policy to restrict in any way what an exhibitor may display, or materials an exhibitor chooses to hand out at an AMTA Symposium. However, it is the sole responsibility of each exhibitor, not AMTA, to ensure that any hardware, software, material or the like, or even discussions in open areas, are available to the general public. To that extent, all required clearances to display/hand-out any aforementioned items must be secured by the exhibitor.

US Export Regulations: Each exhibitor is responsible for ensuring the contents of their exhibit abide by the policies established by US Export Regulations. All products displayed at the AMTA symposium must be available for viewing by ALL AMTA attendees, regardless of their country of origin, nationality, or citizenship.

Arrangements of Exhibits:

- Exhibits shall be so arranged as not to obstruct the general view nor hide the exhibits of others. Plans for specially built displays not in accordance with this exhibition must be submitted to the Host Committee before construction is ordered and/or begun.
- Regular and specially built backwalls including signs may not exceed an overall height of eight (8') feet for inline/linear booths or ten (10') for perimeter booths. If a high divider between booths is desired, it will not exceed eight (8') feet in height nor extend from the backwall more than one-half of the depth of the space to avoid blocking adjacent exhibits.
- All aisles must be clear of exhibits. Interviews, demonstrations, and distribution of literature must be made inside exhibitor's booth.
- Nothing shall be posted on, tacked on, nailed to, screwed into or otherwise attached to the columns, walls, floors or other parts of the building or furniture.
- Signs, rails, etc. will not be permitted to intrude into or over aisles.
- **If required, exhibits will be arranged to adhere to any social distancing policies enforced by the hotel or governing entities. More information, if necessary, will be distributed prior to the event start date in order to allow time for planning.**

Soliciting: Exhibitor is prohibited from distributing literature, souvenirs, or other items from outside the boundaries of exhibitor's booth, unless exhibitor has obtained the Host Committee's prior written approval. This includes canvassing other exhibits before, after, or during exhibit hours. Canvassing in exhibit halls or distribution of advertising matter, souvenirs, or any other items whatsoever by anyone who is not a paid exhibitor is strictly forbidden.

Shared Space: No two exhibitors of different ownership may share a single booth space. The exhibitor may not divide or sublet the whole or any portion of their rented space.

Exhibitor Personnel and Others: Booths must be manned by personnel qualified to discuss engineering details of their products. The Host Committee reserves the right to prohibit an exhibit or part of an exhibit which discretion may detract from the character or nature of the Exhibition.

- All booth personnel will be required to wear the official conference badge issued at registration
- Attendants, models, and other employees must confine their activities to the contracted exhibit space.
- Exhibitor personnel and representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the show and exhibitor is subject to a loss of priority points.

- Exhibitors shall not photograph or video an exhibit or product of another exhibitor.
- Exhibitor may not harass or antagonize another party, remove anything from any exhibitor's booth, register or give a badge to anyone not qualified to be in the show.
- Booths must be staffed during all show hours. Booths not staffed could be subject to loss of seniority, loss of credentials for future shows and/or loss of other show privileges as determined by the AMTA. No area of the facility shall be used for any improper, immoral, illegal or objectionable purpose.
- **If required, Exhibitors will be expected to adhere to any social distancing policies enforced by the hotel or governing entities. More information, if necessary, will be distributed prior to the event start date in order to allow time for planning.**

Endorsement: Any oral or written communication indicating or suggesting that AMTA endorses or approves of the exhibitors' products or services is prohibited.

Attire: All exhibitor personnel and their contractors must wear appropriate apparel at all times. Business or business casual attire is recommended. Exhibitors who are uncertain with regard to compliance with the appropriate apparel and entertainment regulations are encouraged to consult with the Host Committee.

Unoccupied Space: If any of Exhibitor's space remains unoccupied by 5 p.m. on Monday of the Symposium week, it shall be deemed to be abandon space. Thereafter, the Host Committee shall have the right to rent such space to any other exhibitor or use such space in another manner as deemed necessary, in its sole discretion, without any obligation to exhibitor. This section shall not be construed as affecting the obligation of exhibitor to pay the full amount specified in the agreement for space rental.

Insurance: Exhibitor shall maintain insurance sufficient to cover the liabilities of exhibitor as stated in the Exhibitor Application Packet. The amount and scope of such insurance shall be reasonably satisfactory to AMTA and the Host Committee.

Liability: Neither AMTA, the Host Committee, nor its agents or representatives will be responsible for any injury, loss, or damage that may occur to exhibitor or to exhibitor's employees, invitees, licenses, or guests, or exhibitor's property from any cause whatsoever. Under no circumstances shall AMTA, the Host Committee, or its agents or representatives be liable for (i) any special, indirect, incidental, or consequential loss or damage whatsoever, or (ii) any loss of profit, loss of use, loss of opportunity, or any cost or damage resulting from any such loss. Exhibitor acknowledges that the risk allocations of this section are reasonable based on the understanding that exhibitor shall obtain, at its own expense, adequate insurance against any such injury, loss or damage. Neither AMTA or the Host Committee shall not be liable for failure to perform its obligations under the Agreement as a result of strikes, riots, acts of God, or any other cause beyond its control. Anyone visiting, viewing, or otherwise participating in exhibitor's booth or exhibit is deemed to be the invitee, license, or guest of exhibitor, and not the invitee, licensee, or guest of AMTA or the Host Committee. Exhibitor assumes full responsibility and liability for the actions of its agents, employees, independent contractors, or representatives, whether acting within or without the scope of their authority, and agrees to defend, indemnify, and hold the exhibit venue, and their respective privies, harmless from and against claims resulting directly or indirectly from the actions or omissions of Exhibitor and/or Exhibitor's agents, employees, independent contractors, or representatives whether within or without the scope of authority.

Outside Activities: Exhibitor shall not conduct outside activities that will take attendees away from the conference sessions and/or exhibit functions.

Fire, Safety and Health: The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. Only fireproof materials should be used in displays and the necessary fire precautions will be taken by the exhibitor.

Labor: Rules and regulations for union labor are made by the local unions and these regulations may be changed at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with the regulations. Companies using international installation & dismantling personnel must have proper paperwork, visas and documentation in order to operate as valid contract labor.

Moving Pictures, Sound Devices, Music and Lighting: If moving pictures are used, the exhibitor agrees to comply with union requirements for the operation of the equipment. Sound movies will be permitted if tuned to conversational level and if not objectionable to neighboring exhibitors. If loudspeakers or sound devices are used, they should be tuned to conversational level and if not objectionable to neighboring exhibitors. It shall be the responsibility of any exhibitor wishing to play music in their booth to secure any necessary music licensing agreements and fee payments with the appropriate agencies. Neither AMTA nor the Host Committee bears no responsibility for any legal action, fines, litigation, etc., incurred by exhibitors who have not obtained said agreements and/or made said fee payments. The Host Committee reserves the right to restrict the use of glaring lights or objectionable lighting effects.

Food and Beverages: Exhibitor distribution of food and beverages for consumption in the building may only be made with the permission of the building management. Any food or refreshment distributed or consumed by the exhibitor shall, at the exhibitor's risk and expense, comply with all applicable federal, state, and local sanitary and safety laws and regulations. No food or beverages may be sold by an exhibitor.

Dismantling of Exhibit Space: Exhibits may be dismantled beginning Wednesday of the Symposium week at 5:30 p.m. Exhibitors that begin dismantling the exhibit space before this time will forfeit all exhibitor points for the subsequent Symposium's Exhibitor space allocation.

Exhibit Area Accessibility and Exhibit Hours: Any AMTA member in good standing is permitted to visit any exhibitor's exhibit area. In some situations, the exhibit hours may be somewhat constrained due to security considerations. In these cases, the Host Committee will notify the exhibitors at least 90 days in advance of the symposium. AMTA will hire a security guard who will allow only exhibitor access to the exhibit area during non-exhibit hours. However, AMTA will not be responsible for lost or stolen property. Exhibitors are responsible for their exhibits, including insurance for them if desired.

Material Handling

AMTA is not responsible for paying any box, shipping and/or handling fees incurred by exhibitors. Any parcels remaining after close of show (this will be determined in the Exhibitor Manual) will be discarded.

Use of the AMTA Logo

Use of the AMTA logo and Annual symposium logo on promotional literature is not permitted. However, exhibitors may use the AMTA logo and/or symposium logo on promotional souvenir giveaways at Symposium provided that prior permission is obtained from the AMTA Board of Directors.

Resolving Conflicts

If there is a conflict between an exhibitor and the Host Committee that cannot be resolved, the AMTA Vice-President will act as mediator and be responsible for final resolution of the issue with the concurrence of the Board of Directors.

Hold Harmless Clause

The Host Committee shall include a Hold Harmless Clause in its Exhibitor Application Form, and exhibitor space will not be assigned until the Host receives acknowledgement of the hold harmless clause from the exhibitor's representative. The hold harmless clause shall be similar to the following.

"The symposium hotel, AMTA and Symposium Host and Co-Host Committee (including vendors/exhibitors and all participants) 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 Hotel or AMTA (including vendors/exhibitors and all participants in the Symposium) pursuant to the performance of each party's obligation for the event over October 31 - November 6, 2020 described herein."

Application Form and Worksheets

Please complete this entire section and return to nancy@cmsworldwide.com by **July 3, 2020**. Late applications will be accepted on a space available basis. **Note, the preferred application method is online at: <https://www.amta2020.org/exhibitors/>**

Exhibitor Application Form

1. Company Name: _____
Contact Name 1: _____ Email: _____
Phone: _____ Email: _____
Contact Name 2: _____ Email: _____
Phone: _____ Email: _____
Address 1: _____
Address 2: _____
City: _____ State/Prov: _____
Country: _____ Postal/Zip Code: _____
Website URL: _____
2. Indicate your Exhibit Space Preference: first Choice: _____
Second Choice: _____
Third Choice: _____
Would you consider a Tabletop Display if all allocated exhibit booths are taken? _____ Yes _____ No
3. Do you plan to participate in the Monday Exhibitors' Lunch?
____ Yes, we plan to participate in the Exhibitors' Lunch on Wednesday, November 4th. Please send us information.
____ No, we do not plan to participate in the Exhibitors' Lunch.
____ We are undecided and request further information regarding the Exhibitors' Lunch.
4. Indicate your Sponsorship Preference:
First Choice: _____
Second Choice: _____
Third Choice: _____
Fourth Choice: _____
5. Person Receiving Complimentary Registration: (For information only, you will register your Complimentary Registrant when online registration opens.)
Name: _____ Title: _____
Email: _____
6. If you have specific requirements, such as power (voltage/phase) or physical access, please specify requirements:

7. Include a description of your company's products/services not to exceed 100 words as a separate .doc or .docx format with this application. This description will be used in the Final Program.
8. Include your company logo as a separate attachment with this application. Acceptable formats are .pdf, .jpeg, .tif, .eps, 300 dpi minimum resolution, 5MB maximum file size.

9. Please indicate your payment method for the non-refundable 50% Space Rental Fee Deposit:

_____ Check Enclosed

Payable to: Antenna Measurement Techniques Association, Inc. PRINT this page and mail with payment to:

AMTA 2020
c/o Conference Management Services, Inc.
2711 Pierre Place
College Station, TX 77845-5322

_____ Credit Card:

VISA_____ MasterCard _____

Charge Credit Card in the amount of: \$_____

Card Number: _____

Exp. Date: _____

Name on credit card: _____

Authorization (please sign): _____

Exhibitors will be notified of assigned Exhibit Space and receive an invoice by **July 13, 2020**. The full Space Rental Fee is due by **August 3, 2020**. If you have any questions, please contact Steven Sisk at +1.979.846.6800 or by e-mail at ssisk@cmsworldwide.com.

The symposium hotel, AMTA and AMTA 2020 Host Committee (including vendors/exhibitors and all participants in AMTA 2020) 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 Hotel or AMTA (including vendors/exhibitors and all participants in AMTA 2020) pursuant to the performance of each party's obligation for the event over November 1-6, 2020 described herein.

I have read, understood and agree to the AMTA Exhibitor Policy and Guidelines.

Signature of Authorized Company Representative

Print Name

Date

Sponsorship Opportunities

SPONSORSHIP OPPORTUNITIES	Price USD	Listed on AMTA 2020 Website	Company logo & profile Included in Mobile App & Final Program	Exclusive Signage Recognition	Additional Branding Opportunities	Number of Opportunities Available
Welcome Reception (PLATNIUM)	\$12,000	✓	✓	✓	Can provide branded napkins and/or other branding items such as signature drink, drink wine glass charms, etc.	1
Monday Night Outing (GOLD)	\$8,000	✓	✓	✓	Can provide branded napkins and/or other branding items such as signature drink, drink wine glass charms, etc.	1
Lunch (GOLD)	\$8,000	✓	✓	✓	Includes signage; sponsor can provide additional branding at the lunch venue	3
Breakfast (SILVER)	\$4,000	✓	✓	✓	Includes signage; sponsor can provide additional branding at the breakfast venue	5
Banquet Pre-Reception (SILVER)	\$4,000	✓	✓	✓	Can provide branded napkins and/or other branding items such as signature drink, drink wine glass charms, etc.	1
Conference Registration Bags (SILVER)	Company Provided or \$4,000	✓	✓	☐	Company branded item	1
Conference Lanyards (SILVER)	Company Provided or \$4,000	✓	✓	☐	Company branded item	1
Refreshment Break (BRONZE)	\$2,500	✓	✓	✓	Refreshment break to be held at preferred sponsor location with signage recognition	8
Branded USBs (BRONZE)	\$2,500	✓	✓	☐	Logo branding	1
Banquet Wine Service (BRONZE)	\$2,500	✓	✓	☐	Sponsor recognized at banquet	1
Conference Mobile App	\$1,500	✓	✓	☐	App sponsor included with QR code	1
Student Day Transportation	\$1,500	✓	✓	☐	Complimentary recruiting table	1
Student Day Meals	\$1,500	✓	✓	☐	Complimentary recruiting table	1
Student Day Team Competition Prize	\$1,000	✓	✓	☐	Complimentary recruiting table	1
Branded Water Bottles	Company Provided or \$1,000	✓	✓	☐	Bottled water with company logo	1
Foyer Large Screen Conf. Monitor	\$1,000	✓	✓	☐	Company logo displayed on display frame or stand	3
5K Walk/Run	Company Provided or \$1000				Includes company branded item(s)	1
Bingo Prize, Exclusive	\$1,000	✓	✓	☐	Sponsor representative permitted to draw and announce winner	Unlimited
Bingo Prize	\$500	✓	✓	☐	Recognition at awards banquet	Unlimited
Registration bag item	\$500	✓	✓	☐	Company branded items included in registration bag*	Unlimited

* Size & weight restrictions apply

Priority for sponsorship is given to the Exhibitor who sponsored the opportunity the previous year. Should an exhibitor choose not to renew their sponsorship for this year's event, that opportunity then becomes available to all exhibitors. Below is a list of AMTA 2019 sponsorships and priority sponsors.

AMTA 2019 Sponsorships

Sponsorship Opportunity	Priority Sponsor
Registration Bag	PPG Aerospace / Cuming Microwave
Conference Mobile App	STAR Dynamics
Promotional Registration Bag Item	Compuquest
Lanyards	ETS-Lindgren
Bottled Water with Company Logo	NSI-MI technologies
Proceedings Flash Drive	STAR Dynamics
Welcome Reception	NSI-MI Technologies
Monday Evening Event	Microwave Vision Group
Awards Banquet Reception	
Awards Banquet Wine Service	Microwave Vision Group
5K Fun Run	ETS-Lindgren
Monday AM Break	Virginia Diodes
Monday PM Break	
Tuesday AM Break	STAR Dynamics
Tuesday PM Break	
Wednesday AM Break	QuarterBranch Technologies
Wednesday PM Break	Next Phase Measurements
Thursday AM Break	
Thursday PM Break	
Student Day	STAR Dynamics, Resonant Sciences
Foyer Large Screen Conf. Monitor	Microwave Vision Group
Wednesday Awards Banquet Gift	
AMTA Bingo Card Prizes	Microwave Vision Group, Sprinkler Innovations

Company or government purchase orders are not accepted. All sponsorship fees are stated in US dollars and all checks must be drawn on a US bank in US funds. All sponsorship fees must be paid in full by **October 2, 2020** for the sponsorship to be recognized in the Final Program. **If the 2020 AMTA Annual Symposium is to be held virtually, new sponsorship tiers will be made available to all sponsors.**

Please indicate sponsorship and payment method:

Sponsorship: _____

Sponsorship: _____

Sponsorship: _____

Sponsorship: _____

_____ Check Enclosed, Payable to: Antenna Measurement Techniques Association, Inc.

PRINT this page and mail with payment to:

AMTA 2020
c/o Conference Management Services, Inc.
2711 Pierre Place
College Station, TX 77845-5322

_____ Credit Card:

VISA _____ MasterCard _____

Charge Credit Card in the amount of: \$ _____

Card Number: _____

Exp. Date: _____

Name on credit card: _____

Authorization (please sign): _____

AMTA Exhibitor Point Worksheet

Company Name: _____

Activity	Calculation	Points
1. Host/Co-host (in last 5 years), as defined per AMTA rules:	100 / # of Co-hosts	_____
2. Host/Co-host (in last 6-10 years as follows):	P / # of Co-hosts	_____
P = 90 for 6 yrs. 70 for 7 yrs. 50 for 8 yrs. 30 for 9 yrs. 10 for 10 yrs.		
3. Number of Years as AMTA Exhibitor	# of years x 10	_____
4. Credit for AMTA 2019 participation (attach list and receipts):		
a. Number of full registrations (Do not include one-day registrations)	# of persons x 3	_____
b. Number of AMTA Members (Include full registrations and one-day registrations)	# of persons x 2	_____
c. Cost of sponsoring AMTA approved events (Welcome reception, lunches, breaks, Awards Banquet reception, etc.)	\$ _____/100	_____
d. Cost of AMTA approved give-away (Satchels, notepads, bingo prizes, banquet mementos, etc.)	\$ _____/100	_____
e. Expenditure at AMTA 2019 Exhibitor Lunch	\$ _____/100	_____
5. Exhibitor at 2019 AMTA Regional Event	25 points	_____
6. Other activities approved by the AMTA BoD		_____
	TOTAL POINTS	_____

I certify that this statement is correct, and the supporting receipts and statements are attached.

Name: _____

Signature: _____

Directions for Exhibitor Point Worksheet

Items 1 and 2:

Identify the years your organization was a Host or Co-host for the AMTA Annual Meeting and Symposium. As per AMTA rules, the primary Host determines who will receive what percentage of points for this. The Host can elect to keep all hosting points or a percentage as the Host deems fit. Once the Host has determined this, this cannot be altered due to business relationship termination, attendance at AMTA termination, etc.

Item 3:

Identify the number of years your organization has exhibited at an AMTA Annual Meeting and Symposium.

Item 4a:

On a separate sheet of paper or attachment, provide the names of full registrations (exclude one-day registrations) from your company at the last year's AMTA Annual Meeting and Symposium.

Item 4b:

On a separate sheet of paper or attachment, provide the names and e-mail addresses of current AMTA members from your company.

Items 4c, 4d and 4e:

If claiming credit for sponsoring AMTA approved events or participating in AMTA approved giveaways, attach a list of those activities and a copy of the receipt for each activity. The receipt should show the money spent on the activity.

Additional Instructions:

No points will be awarded to "Complimentary Booths", i.e. booths for which no Exhibitor's Fee was paid. Points will not be awarded for donated items or other activities unless approval is obtained from the AMTA Board of Directors prior to the donation or activity.

No points will be awarded for participation in AMTA international based events. Any Exhibitor points' scheme proposed for an international event will solely apply to that event and will have no bearing on the annual AMTA Symposium.

If two or more companies merge or if one company acquires others, the following rules apply for the Exhibitor Points Tally:

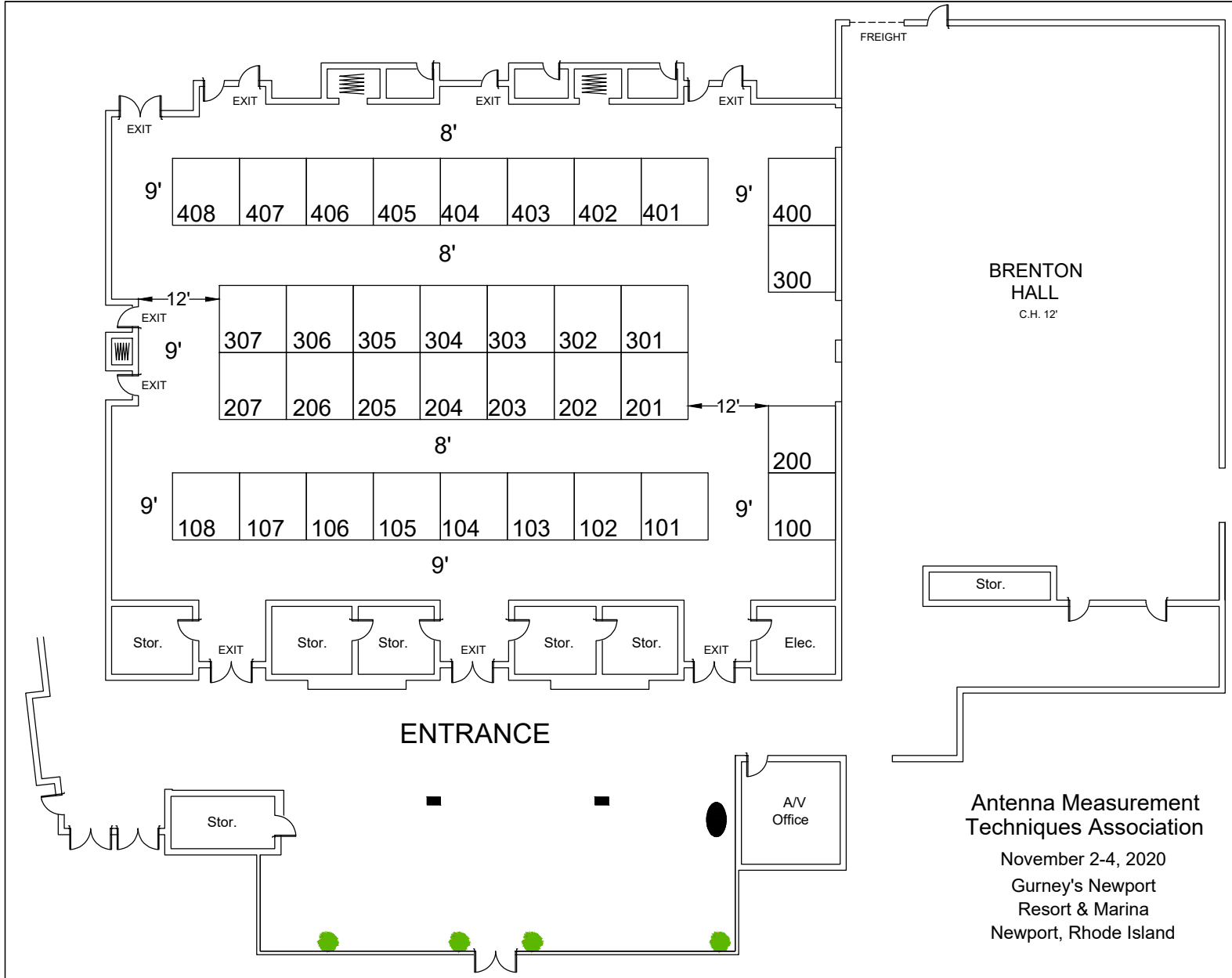
- Under Items 1 and 2, full credit is given for any and all predecessor companies hosting or co-hosting. For example, if company A hosted 4 years ago and company B hosted 8 years ago, then company AB will be credited with 150 points.
- Under Item 3 (years hosting at AMTA), the number of years of credit shall be equal to that of the predecessor company with the most years of exhibiting. Years will not be combined. For example, if company A exhibited for 30 years and company B hosted for 10 years then company AB will be credited with 30 years.
- For Items 4 and 6, the combined company will be credited with the sum cost of all predecessor companies' participation and approved giveaways for the previous year's symposium. For example, if company A spent \$10K and company B spent \$5K, then company AB will be credited with \$15K.
- For Item 5 (prior year participation in the Regional Event), a credit of 25 points will be given for participation of any or all predecessor companies' participation. Points will not be combined. For example, if company A and company B participated in the prior year Regional Event, company AB will receive 25 points credit.

The Exhibitors Points Tally is public information and can be provided if requested. Note: AMTA 2019 points will be credited based upon the information provided by Exhibitors (and as verified by the AMTA 2020 Host Committee) with their AMTA 2020 Space Application Packet. The updated Exhibitor Points Tally will be posted to the AMTA website by July 13, 2020. All exhibitors are encouraged to review the points assigned.

If the 2020 AMTA Annual Symposium is held virtually, all AMTA 2019 points will be credited toward the AMTA 2021 Space Application Packet. Additionally, for those exhibitors who participate with a virtual booth, 25 points will be assigned for use in the 2021 Point Worksheet.

AMTA November 2-4, 2020

Gurney's Newport Resort and Marina - Grand Ballroom
Newport, RI



Event

AMTA
Nov. 2-4, 2020

Facility

Gurney's Newport Resort and Marina
Newport, RI
Hall: Grand Ballroom

Notes

Booth Count	34
Booth Size	10' x 10'
Aisle Width	As noted
Ceiling Height	12'

*FLOOR PLAN IS SUBJECT TO CHANGE AND FIRE MARSHALL APPROVAL.

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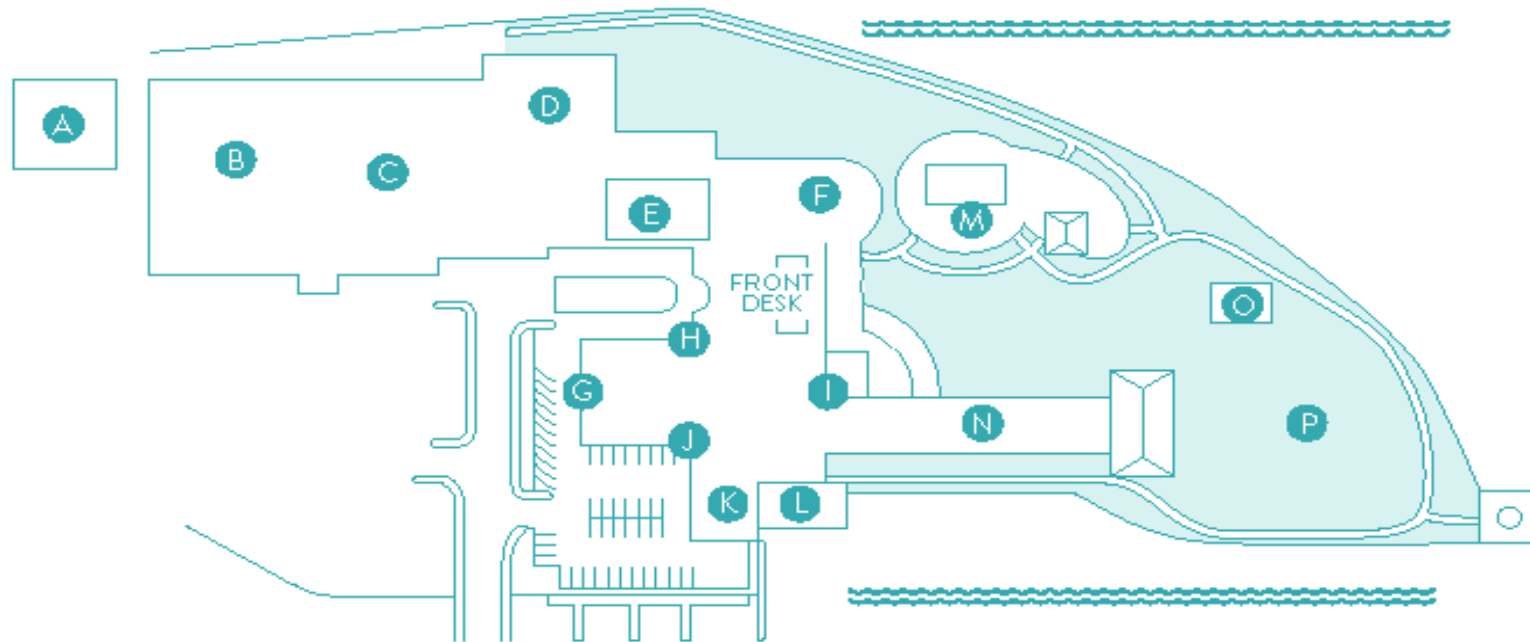
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**Antenna Measurement
Techniques Association**
November 2-4, 2020
Gurney's Newport
Resort & Marina
Newport, Rhode Island



A WATERFRONT PAVILION SOUTH LAWNS

B 3101-3315

C VANDERBILT MORGAN ASTOR

D GRAND BALLROOM BRENTON HALL ROSE ISLAND

E 2101-2206 HERITAGE INDOOR POOL FITNESS CENTER POOL WING

F SEAWATER SPA

G THAMES JAMESTOWN AQUIDNECK NEWPORT BELLEVUE

H CORSO

I THE REGENT LOUNGE FIREPIT

J 301-907 (VIA ELEVATOR)

K SCARPETTA

L SCARPETTA DECK

M THE PINEAPPLE POOL CLUB

N 1001-1411

O GOATS

P NORTH LAWN