



# WAMICON 2025

April 14-15, 2025  
Hilton Cocoa Beach,  
Cocoa Beach, Florida



## CONTRACT FOR EXHIBIT SPACE

We hereby contract for exhibit space at the 2025 IEEE WAMICON Conference to be held in Clearwater, FL April 14-15, 2025. We agree to abide by the rules and regulations and with the Basic Terms and Conditions on the following pages of this form.

<b>Company Name:</b>		<b>Contact Name:</b>		
<b>Address (no P.O. Box #):</b>				
<b>City:</b>	<b>State:</b>	<b>Province:</b>	<b>Postal Code:</b>	<b>Country:</b>
<b>Telephone:</b>		<b>Fax:</b>		
<b>E-mail:</b>		<b>WebSite:</b>		

LOCATION PREFERENCE – *layout diagram will be released shortly and you will be contacted for assigned space selection. Please provide any special request to take into consideration when assign space selection.*

Special Request
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	Cost	Quantity	Total Cost
Table-top Space (one roller shade permitted)	\$1,150		
10' Linear Space (maximum of 3 roller shades <b>or</b> a pop up permitted)	\$1,700		
Additional conference passes (includes lunch, technical sessions, and banquet ticket) are available for purchase at a discount for exhibiting companies (IEEE Member Rate in Advance)	\$500		
Additional conference passes (includes lunch, technical sessions, and banquet ticket) are available for purchase at a discount for exhibiting companies (IEEE Non-member Rate in Advance)	\$600		

**10% discount for Exhibition Space paid for by 12/31/2025**

Product/Services to be exhibited:				
<b>We are:</b>	Manufacturer	Manufactures Rep	Reseller	Testing / Certification
	Industrial Distributor	Publisher	Government Agency	Other

**All checks must be made in US Funds - Exhibitors are responsible for bank collection fees.**

**Make all checks Payable to: 2025 IEEE WAMICON**

### AUTHORIZATION

I am authorized by my company to contract for exhibit space at the 2025 IEEE WAMICON as indicated above. I have carefully read and accept the information and conditions contained herein.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

PLEASE RETURN COMPLETED FORM AND PAYMENT TO:

IEEE MCE

IEEE MCE, Attn: Melly Lantigua - 2025 IEEE WAMICON

445 Hoes Lane, Piscataway, NJ 08854

Please also send an electronic copy of this completed form to the

WAMICON 2025 Exhibits and Sponsorship Co-Chairman Angie Rogers, Modelithics – [arogers@modelithics.com](mailto:arogers@modelithics.com)

**Credit card payment is available** online at [www.ieeewamicon.org](http://www.ieeewamicon.org)

In case of difficulties please contact the Conference General Chair Michael Grady – [michaelgrady@ieee.org](mailto:michaelgrady@ieee.org).



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## Basic Terms and Conditions

### 1. Contract

This application, properly executed by Applicant (Exhibitor) shall, upon written acceptance and notification of booths assigned by the organizing committee for IEEE Wireless and Microwave Technology Conference 2025 hereby referred to as WAMICON 2025, constitute a valid and binding contract.

### 2. Assignment of Space

Assignment of space to exhibitors and those making an application on behalf of exhibitors will be made in the order of postmark, fax or email date.

WAMICON 2025 will continue to receive applications and assign exhibit space, as it remains available, until shortly before the Conference opening date. In all cases, total booth payment must be received prior to Conference opening. After assignment, space location may not be changed, transferred or canceled by the Exhibitor **except** upon written request and written approval of WAMICON 2025 management. *WAMICON 2025 management reserves the right to reassign Exhibitor space or to modify the floor plan for the overall benefit of the Conference.*

### 3. Subletting Space

No Exhibitor will assign, sublet, or apportion the whole or any part of the space allotted to him, nor exhibit therein, nor permit any other person or party to exhibit therein, any other goods, apparatus, etc. not manufactured or distributed by the Exhibitor in the regular course of his business except upon prior written consent of 2025 IEEE WAMICON Steering Committee

### 4. Exhibit Space Rental Rates

Exhibit space rental includes materials and services described herein.

Table-top Space and 10" Linear Space will have a draped table with at least 1 chair. Booths (pop-up or otherwise) are not permitted in a Table-top Space and there is a limit of 1 roller-shade per Table-top Space. A Linear Space can have either a pop-up display or a maximum of 3 roller shades. The exhibit area will be carpeted and cleaned daily.

### 5. Payment Requirements and Cancellation Charges

Applications require full payment before the final booth assignment is confirmed in writing. *All applications received after 03/01/25 must be accompanied by full payment.*

***All cancellations must be made in writing and will be based on the following schedule of refunds:***

*On or before 03/01/25...50% of total Space cost will be refunded. After 03/01/25 NO Refund will be permitted. "No-show" Exhibitors will not receive a refund.*

It is understood that WAMICON 2025 reserves the right, at its option, to reassign a cancelled Space regardless of the cancellation rate assessed.

It is further understood that Conference Management can reflow the Exhibition Area according to logistical changes with the Exhibitors or the Facility. All attempts at maintaining the integrity of the original floor plan will be taken prior to doing so.

If the facility in which the WAMICON 2025 Conference is conducted shall become, in the sole discretion of WAMICON 2025, unfit for occupancy, or substantially interfered with by reason of any cause or causes not reasonably within the control WAMICON 2025, this agreement may be terminated by WAMICON 2025. For this purpose, the term "cause or causes" shall include, but not by way of limitation, fire, flood, epidemic, earthquake, explosion or accident, blockage, embargo, inclement weather, governmental restraints, restraints or orders of civil defense, or military authorities, act of public enemy, riot or civil disturbance, strike, lockout, boycott or other labor disturbance, inability to secure sufficient labor, technical, or other personnel, failure, impairment or lack of adequate transportation facilities, inability to obtain, or condemnation, requisition or commandeering of necessary supplies or equipment, local, state or federal law, ordinance, rule, order, decree or regulation, whether legislative, executive, or judicial, and whether constitutional, or act of God. Should WAMICON 2025 terminate this agreement pursuant to the provision of this paragraph the Exhibitor waives all claims for damages and agrees that WAMICON 2025 may, after computing the total amount of WAMICON 2025 cost and expenses in connection with its preparation for and conducting of the WAMICON 2025 Conference, (including a reasonable reserve for claims and other contingencies) offer a complete or partial refund. Space reductions are considered cancellations and may be subject to cancellation fees.

### 6. Exhibit Booth Manning and Dismantling Schedule

A representative must Staff exhibit space during all times when Exhibition is officially open. Exhibit space must be maintained in a neat and orderly manner throughout the Exhibition. *Exhibitors may begin dismantling **only** after the closing of the exhibition, 04/15/25 at approximately 4:00pm. Move-out **must** be completed within 3 hours after closing of the exhibition. Exhibitors are responsible for the removal of all materials used in their display. Any exhibitor leaving materials after 04/15/25 at 8:00 pm may*



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*be charged for the materials' removal. Failure to observe this rule, including early dismantling, may result in up to a \$500 USD fine and will jeopardize the exhibitor's space assignments or right to exhibit at future conferences.*

## 7. Loss or Damage

Exhibitor agrees that WAMICON 2025 shall not be liable for any damage or liability of any kind or for any loss, 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 exhibit space by Exhibitor or any person thereon with the consent of Exhibitor, and that Exhibitor will defend, indemnify and save harmless, WAMICON 2025 from all liability whatsoever, on account of any such damage, or injury, whether or not caused by negligence or breach of an obligation by Exhibitor or its employees or representatives.

Exhibitor will be liable for all damages or liability of any kind or for any loss, damage or injury to persons or any property during the Conference from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space.

## 8. Demonstrations

No demonstrations or solicitations shall be permitted outside of the Exhibitor's assigned space, and no signs or placards may be displayed on persons or otherwise outside exhibit spaces.

## 9. Compliance

The Exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local,

State and federal governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and/or owners of the property wherein the Conference is held.

## 10. Unions

It is further agreed that the Exhibitor will abide by and comply with rules and regulations concerning local unions having agreements with the Conference Facility or with authorized contractors employed by WAMICON 2025.

## 11. Management

The Exhibitor further agrees that the conditions, rules and regulations of the WAMICON 2025 management are made a part of this contract, and that said Exhibitor agrees to be bound by each and all of these rules and regulations, and that the management shall have the full power to interpret, amend and enforce all rules and regulations in the best interest of the Conference.