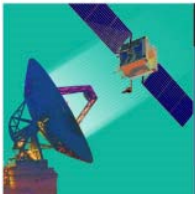


# Ground System Architectures Workshop



“Achieving the Resilient Enterprise”

## Technical Exhibitor Guidelines

February 27, 2018

GSAW Exhibitor,

Technical Exhibits will be held with the Reception on the evening of Feb. 27, 2018. Attendees will be able to visit your table to receive information about your products and services, mix with other ground system experts, eat and drink. Please read the following guidelines very carefully where you will find pertinent information regarding the exhibition package, setup, and other details.

**Exhibit Request Form:** Exhibits will be granted on a space-available basis. Obtain a request form at <http://gsaw.aero.org/cfp/forms/>. Fill it out completely and submit to [gsaw@aero.org](mailto:gsaw@aero.org) by the deadline. You will be notified quickly if you are accepted or not. If you submit your form and are accepted before Registration opens, we will keep your information and save you a spot. When registration officially opens, you will receive instructions on how to register as an exhibitor and pay your fees then.

### Fees:

- \$1495 per exhibit package
- \$25 per additional staffer for your table

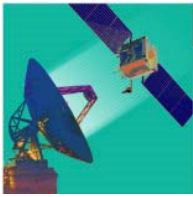
### Exhibitor Package Includes:

- One tabletop exhibit space (6'x 30" table, clothed and skirted, space behind table for staffers or display)
- Two banquet chairs and one wastebasket
- One power outlet
- One complimentary registration permitting attendance at the General Session. This registration is not transferable and cannot be shared.
- One “Exhibit Staff” pass for representative to staff the booth (does NOT include attendance at General Session).
- Additional Exhibit Staff passes available for a \$25 fee per person.
- Complimentary signage for tabletop
- Recognition in future event announcements

### Exhibitor Responsibilities:

- Power strip and extension cord (8 ft. is adequate)
- WiFi (available for purchase from hotel)
- Setup/removal of your display
- Please no raffles or prizes
- Shipping of exhibit materials to/from hotel. Shipments should be addressed using this format:

# Ground System Architectures Workshop



“Achieving the Resilient Enterprise”

## Technical Exhibitor Guidelines

February 27, 2018

Renaissance Los Angeles Airport Hotel  
 c/o Trina Kilpatrick/Venus Boone, GSAW Technical Workshop Coordinator  
 9620 Airport Boulevard Los Angeles, CA 90045  
 Phone: 310-337-2800

Hold for: Ground System Architectures Workshop/Feb. 27, 2018

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

Contact Name: \_\_\_\_\_

Room: \_\_\_\_\_

### Times:

- **Set Up:** 3:00 to 5:00 p.m., Feb. 27, 2018
- **Reception/Technical Exhibits:** 5:30 to 9:00 p.m.
- **Tear Down** – 9 p.m.

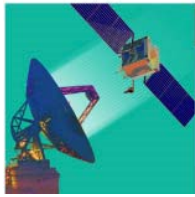
**Important Deadlines:** As space permits, we can accept submissions up to Feb. 22, 2018. Please send your material to [gsaw@aero.org](mailto:gsaw@aero.org):

<b>Exhibit requests must be received by:</b>	<b>Feb. 22, 2018</b>
- <b>To be advertised in the Program</b>	<b>Jan. 24, 2018</b>
<b>Registration Opens</b>	<b>Dec. 4, 2017</b>

**Registration:** Registration opens Dec. 4, 2017 and can be completed online at <http://gsaw.aero.org/>.

**Hotel Reservations:** If you have not already made hotel reservations, please note that the Renaissance Los Angeles Airport Hotel (1-310-337-2800 or 1-800-HOTELS-1) will only hold rooms at the GSAW rate on a first-come, first-served basis. After that, GSAW reservation rates will be accommodated on a "space available" basis. Remember to inform the hotel you are there for "GSAW". Hotel info can be found at <http://gsaw.aero.org/registration/>.

# Ground System Architectures Workshop



“Achieving the Resilient Enterprise”

## Technical Exhibitor Guidelines

February 27, 2018

**Check-in:** There will be a GSAW check-in desk in the hotel. Please check in and obtain a badge. There are no special security or escort requirements for the unclassified general session.

**Agenda:** The overview agenda will be posted at <http://gsaw.aero.org/agenda/>.

**Exhibitor Agreement:** The following exhibitor agreement is provided to assist you in planning for a successful event. Please review the information carefully.

- **Company representative:** Each organization must name at least one person to be the representative in connection with installation, operation, and removal of technical display. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the company shall be responsible.
- **Limitations of liability:** Your organization agrees to make no claim for any reason whatsoever, including negligence, against The Aerospace Corporation, the display site, nor any of their members, employees, or agents, for theft, loss, fire damage, or destruction of goods; nor for any injury to himself/herself or employees while in the technical display quarters or associated conference facilities. Your organization shall indemnify and hold The Aerospace Corporation harmless for any and all claims, suits, expenses, and judgments arising from the negligence or other fault of the company, its employees, agents, or representatives.
- In the event the hotel accepts a package or box on your behalf that pertains to the exhibition, there will be a handling charge from the hotel and chargeable directly to your organization. Please target shipments to arrive no more than three days prior to the event.

We appreciate your interest in GSAW. With your participation, we look forward to a very successful workshop.

GSAW Program Committee  
gsaw@aero.org