May 12 – 14, 2020

www.atca.org/TechSymposium

EXHIBITOR PROSPECTUS
2020 ATCA TECHNICAL SYMPOSIUM – EXHIBITOR PROSPECTUS

Alongside technical co-chairs FAA and NASA, ATCA brings you its premier technical conference, focusing on the latest ideas, research, products, and services in the air traffic control arena.

During the Symposium, your products, services, message, and brand will be prominently displayed before key government and corporate decision-makers. The Symposium will provide many networking opportunities and educational sessions over a two-day event. Luncheons, breaks, and the Wednesday night reception with exhibitors will be held in the Exhibit Hall.

Welcome Reception: All exhibitors are invited to attend this reception to be held Tuesday evening 6:00 pm to 8:00 pm.

Show Dates and Times
Move-in: Tues. May 12  8:30 am to 4:00 pm
Show Hours: Wed. May 13  9:00 am to 7:00 pm
Show Hours: Thurs. May 14  9:00 am to 1:30 pm
Move-out: Thurs. May 14  1:30 pm to 3:30 pm

Exhibit Hall Location
Ocean Ballroom, Resorts Casino Hotel 1133 Boardwalk, Atlantic City, NJ 08401

Exhibitor Fees
Standard Booth (Member)*  $2,750 per Booth
Standard Booth (w/1-year Silver Corporate Membership)*  $4,050 per Booth
Standard Booth (Non-Member)*  $4,000 per Booth
* Includes one complimentary attendee registration

Standard Booth
• One 10’ x 10’ booth with 8’ high backwall drape and 3’ high sidewall drape
• 7” x 44” cardstock identification sign
• Includes one registration for the Symposium and participation in all Symposium events
• Complimentary company listing and product description (100 words maximum) in the on-site conference magazine and listing on the Symposium website.

Exhibit Hall Specifications
Carpeting: Booth carpeting is not mandatory as the Exhibit Hall has wall-to-wall multicolored carpet. Exhibitors may carpet their booth area in any offered color indicated on the Carpet Rental Order form in the exhibitor kit.

Booth Height: No exhibit booth or booth contents may exceed the maximum height of 8’ (2.4m) without prior approval of ATCA. Please see Terms and Conditions for complete information.

Exhibitor Benefits:
• Company logo and link on Symposium website
• Company listing and 100 word description in conference magazine
• One complimentary conference bag insert or table drop with every booth purchased
• One Symposium registration per booth purchased
• Registration allows entry to all official Symposium events
• Only exhibitors and sponsors can host hospitality suites/ meeting space in Resorts Casino Hotel.

Exhibitor Booth Allocation Process
Exhibitor Booths will be assigned booth space based on the following weighted criteria:
1. ATCA Membership
2. Date and time of receipt of exhibitor application and payment. Booths assignments will occur based on the above criteria until March 29, 2020. After March 29, 2020, all exhibitor applications will be based solely on a first come first served basis.

Past Symposium Exhibitors
A3 Technology • Advanced Air Traffic Management • ASRC Federal • Aireon • Airtopsoft • Alteryx • Boeing • Booz Allen Hamilton • CGH Technologies • Computer Systems Designers • CSRA • Crown Consulting • Eagle Technology Group • Enroute Computer Solutions, Inc. • Embry Riddle Aeronautical University • FAA Logistics Center • FAA Technology Transfer Program • FAA COE TTHP • Fidelis Security • Frequentis USA, Inc. • G & D North America • Harris Corporation • Hexagon Geospatial • Hi-Tec Systems, Inc. • Human Solutions, Inc./Oasis Systems • IBM • IHSE • Iron Bow Technologies • JMA Solutions • Juniper Networks • Millennium Engineering & Integration Co. • Mosaic ATM, Inc. • NARTP • NASA Airspace Systems Program • NATCA • NCAR • Northrop Grumman • Objectstream, Inc. • Raytheon • Red Hat • Rigil Corporation • Rockwell Collins • RVA, Inc. • SAIC • ScioTeq (Formerly Esterline) • SkySoft-ATM • Snowflake • Solace • Spatial Front, Inc. (SFI) • Sunhillo Corporation • Sunhillo Technical Services • Thales • Thales eSecurity, Federal • ThinkLogical • UNICOM Government • TKO’s-Technical knockouts • Vencore • VMware • World ATM Congress • Zolon Tech, Inc. ...and more!

Show Colors: Blue back and side divider drapes.

Sharing Exhibit Space
ATCA does not allow for sharing exhibit space. Please see Terms and Conditions for complete information.

Show Decorator
Ph: 410.737.9270
Shepard Exposition Services  www.shepardes.com
4710 Trident Court
Baltimore, MD 21227

Exhibitor Kits Available (February 15) online at: www.atca.org/TechSymposium

NOTE: ATCA encourages exhibitors to place their order with Shepard. If an outside contractor is used, exhibitor must notify Shepard in writing and supply a certificate of insurance. The daily work schedule for contracted union labor is detailed on the Labor Service form included in the Exhibitor Kit.
Sponsorship
ATCA staff will work closely with sponsors to design opportunities that meet specific promotional objectives.

Please Contact:
Rugger Smith, 703-299-2430 ext. 318
rugger.smith@atca.org

Sandra Strickland, 703-299-2430 ext. 304
sandra.strickland@atca.org

For a complete listing of sponsorship opportunities and benefits, and to assist you in designing a specific program that meets your company’s goals, visit the Symposium website: www.atca.org/TechSymposium.

General Information
All the links in this brochure along with the additional Symposium and hotel information may be found on the Symposium website: www.atca.org/TechSymposium

Hotel Reservations Cut-Off Date
Use code UATC 2020 to book reservations. After May 1, 2020, ATCA cannot guarantee room availability or the discounted room rates currently offered.

Hospitality Suites
ATCA has a limited number of hospitality suites available only to exhibitors, for the evening of Wednesday, May 13. Should you be interested in a hospitality suite, please contact: Sandra Strickland at sandra.strickland@atca.org.

2020 Floorplan
EXHIBITOR CONTRACT TERMS AND CONDITIONS

The Exhibit Space Application and Contract shall include the following terms and conditions. As used herein, “you” refers to the Exhibitor and its agents, employees and representatives.

FEES AND PAYMENT
Standard Booth Fees (MEMBER): $27.5 per sq. ft. or $2,750 for a standard 10’x10’ booth
Standard Booth Fees: (WITH 1-YEAR ATCA SILVER CORPORATE MEMBERSHIP) $27.5 per sq. ft. or $2,750 for a standard 10’x10’ booth + $50 membership fee
Standard Booth Fees (NON-MEMBER): $40 per sq. ft. or $4,000 for a standard 10’x10’ booth

Additional Staff: Each booth purchase includes one (1) Full Symposium Attendee Registration. Additional Symposium Registrations can be purchased at the prevailing rate.

Payment: Payment shall be due immediately upon receipt of invoice. A service charge of two percent (2%) per month shall be due on invoices that are unpaid within (30) days. Any cancellations or space reduction requests MUST be in writing with receipt acknowledged by ATCA on or before March 29, 2020, and under no circumstances will a refund be made thereafter. A 25 percent administrative fee will be deducted in the event of any refund. Refunds will be processed after the conclusion of the Exhibition.

EXHIBITION SCHEDULE
(all dates and times are subject to change)
The official show hours are:
Wednesday, May 13 9:00 a.m. to 7:00 p.m.
Thursday, May 14 9:00 a.m. to 1:30 p.m.

Exhibitor move-in hours are Tuesday, May 12, 2020 from 8:30 a.m. to 4:00 p.m. All Exhibits must be fully set up and ready by 4:00 p.m., Tuesday, May 12. If an exhibiting company needs additional set-up time, please contact Sandra Strickland at sandra.strickland@atca.org to make arrangements. Early move-ins will be accommodated based on availability. Any Exhibitor that has not begun set-up by 12:00 p.m. on Tuesday, May 12, and has not advised ATCA in advance of the delay, shall lose all rights to exhibit space, in which event ATCA shall make other use of the space and no refund shall be made to the original contracting Exhibitor. Any costs incurred for changes to the unoccupied booth after 12:00 p.m. shall be the responsibility of the original contracting Exhibitor.

Dismantling of displays shall begin Thursday, May 14, 2020 at 1:30 p.m. No Exhibitor may commence tear down before that time without prior written approval from ATCA. All Exhibitor displays or materials left in booth without instruction will be packed and shipped at the discretion of ATCA and all cost thereof will be the responsibility of the Exhibitor.

EXHIBITION SPECIFICATIONS
Exhibitor Booths will be assigned booth space based on the following weighted criteria:
• ATCA Membership.
• Date and time of receipt of application and payment.

The following conditions apply:
• Only Exhibitors or Sponsors are allowed meeting space and Hospitality Suites.
• ATCA has a limited number of hospitality suites for exhibiting and sponsoring companies. All suite requests must be submitted in writing to ATCA.
• Please contact ATCA should an Exhibitor need to reserve meeting room space (fees may apply).
• No Exhibitor or Sponsor shall hold meetings or events that conflict with any ATCA official functions.

Minimum standard booth size is 10’x10’ (3mx3m). Booths may be combined to form larger booths and islands. A minimum of 4 booths are required (20’x20”) to form an island. Booth fees include shell or space only. Exhibitors are responsible for providing all booth contents including furniture, carpeting, electrical, etc. Nothing can be posted, tacked, nailed, screwed or otherwise attached to the columns, walls, floors, ceiling, or furniture.

ATCA follows the International Association of Exhibitions and Events (IAEE) Guidelines for Display Rules and Regulations (2014 update), which has line of sight rules and does not allow full cubic content of an exhibit booth.

Exhibitors must be registered as a full conference participant. Any Exhibitor found onsite registered in any other category will be required to register on-site at the full conference rate. ATCA shall have absolute discretion over the selection of Exhibitors, and only the company whose name appears on the face of this Contract shall receive Exhibitor privileges. ATCA reserves the right to terminate any Exhibition if, in the absolute discretion of ATCA, the Exhibitor or exhibit is, in any respect, deemed unsuitable for any reason, including but not limited to the conduct, merchandise, printed matter, souvenirs, promotional items and/or activities, catalogs, or any other aspect of an Exhibit or Exhibitor. Exhibitors shall not assign, sublet, or share the space allotted with another business or firm unless they are partners in a formal alliance and approval has been obtained in writing from ATCA. Names or advertisements of non-exhibiting manufacturers, distributors, or agents shall not appear in any Exhibitor’s display. Each Exhibitor shall provide ATCA, in advance, the name and title of the person who will be in attendance at the exposition and responsible for the installation, operation, and removal of the exhibit. Said representative shall be authorized to enter into such service contracts as may be necessary, the cost of which shall be the Exhibitor’s sole responsibility.

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No exhibits will be permitted that interfere with the use of other exhibits or impede access to them or impede the free use of the aisles. Booth personnel are required to confine their activities to the Exhibitor’s booth space, including physical incursions, as well as with sound or light. No part of the exhibit area, surrounding grounds of the Hotel, or the Hotel’s public space may be used by any organization other than ATCA for display purposes of any kind or nature, without prior written ATCA approval.

Giveaways are permitted if associated with the products and services of the exhibiting organization. These must be professional and small in nature. Cost should not exceed $10.00 per item. Drawings for item(s) of a higher value are permitted.

Exhibitors may serve or dispense food and beverages from their exhibit space, however all food and beverages must be purchased from the headquarters hotel where the exhibition is located. Any Exhibitor serving alcohol assumes full responsibility and liability for the actions of its agents, employees, or guests, whether acting within or without the scope of their authority. All food and beverage events held in the exhibit hall must be approved in advance by ATCA. Visit ATCA’s website to download the Exposition Food and Beverage Event Form.

Exhibitors or Exhibitor staff who conduct themselves in an unacceptable manner, in ATCA’s absolute discretion, must immediately leave the exhibit hall and/or conference upon ATCA’s request. Without limiting the generality of the preceding sentence, the following conduct is strictly prohibited:

- Subleasing or sharing Exhibit space.
- Occupying aisle space.
- Creating an obstruction that prevents clear view of neighboring inline booth exhibits.
- Distributing materials or literature outside Exhibitor’s booth.
- Distributing materials or literature other than Exhibitor’s product/service information.
- Use of loudspeakers, recording equipment, television sets and radios, lighting, or the use of operating machinery or any other activity that creates unacceptable volume.
- Placing business cards over official ATCA badges or in any way altering a badge.
- Early dismantling of exhibits without prior written ATCA approval.
- Use of Exhibit Hall Visitor Passes by Exhibit Booth personnel.
- Badge swapping.
- Use of models or other entertainment that could be offensive to any Exhibition attendee.

Exhibitors shall strictly comply with all applicable state, federal, and local laws, ordinances, and regulations. Without limiting the generality of the preceding sentence, Exhibitors are responsible for making booths accessible to persons with disabilities as required by the American with Disabilities Act (ADA). Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301).

MISCELLANEOUS

ATCA may take, use, reproduce, or otherwise publish photographs, whether still or action, video recordings, pictures, audiotapes, digital images, film, or motion pictures (collectively “Pictures”), and all rights therein shall irrevocably, exclusively, unconditionally, and perpetually belong to ATCA, or assigns, without compensation or notice.

Exhibitor hereby agrees to indemnify and hold harmless ATCA and the Resorts Casino Hotel, and their collective agents, employees, and representatives, from and against any and all claims or damages of any kind, including attorney’s fees, directly or indirectly arising from or relating to your Exhibit or this Contract, and including but not limited to any claims for damage to person or property or that your Exhibit infringes any copyright or other intellectual property rights of any third party. If you breach any obligation of this Contract, ATCA may immediately terminate this Contract without prior notice, in which event ATCA shall be entitled to retain all monies received, it being agreed by the parties that ATCA’S damages arising from your breach will be difficult or impossible to ascertain.

Exhibitor shall obtain and keep in force during the term of the installation and use of exhibit premises, policies of comprehensive general liability insurance, insuring and specifically referring to the contractual liability set forth in the preceding paragraph, in an amount not less than $2,000,000 Combined Single Limit for personal injury and property damage. The ATCA and the Resorts Casino Hotel, its owner and operator, shall be included in such policies as additional named insureds. ATCA must receive a copy of the Certificate of Insurance by April 10, 2020. If you are unable to provide such insurance coverage, ATCA has arranged with an insurance company to provide coverage. If you need to purchase this insurance please click here. **Cost per Exhibitor is $89.**

Exhibitor further acknowledges that neither ATCA nor the Resorts Casino Hotel, maintain insurance covering Exhibitor’s property and that it is the sole responsibility of Exhibitor to obtain business interruption and/or property damage insurance.
ATCA HEREBY DISCLAIMS ALL WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ATCA DISCLAIMS LIABILITY FOR CONSEQUENTIAL DAMAGES TO PERSON OR PROPERTY, DAMAGES FOR LOSS OF USE, LOSS OF TIME, LOSS OF PROFITS OR INCOME, OR ANY OTHER INCIDENTAL DAMAGES. ATCA AND THE RESORTS CASINO HOTEL NEITHER ASSUME, NOR AUTHORIZE ANYONE TO ASSUME, SUCH LIABILITY. NEITHER ATCA NOR THE RESORTS CASINO HOTEL OR THEIR COLLECTIVE AGENTS, REPRESENTATIVES, OR EMPLOYEES SHALL BE RESPONSIBLE FOR LOSS OR DAMAGE TO THE EXHIBIT OR THE PROPERTY OF EXHIBITORS, WHETHER RESULTING FROM FIRE, STORMS, ACTS OF GOD, AIR CONDITIONING OR HEATING FAILURE, THEFT, PILFERAGE, OR OTHER CAUSE.

In the event that ATCA shall be delayed or prevented from holding the scheduled event as the result of an act of God, acts of the public enemy, war, blockade, embargo, strike or other labor unrest, inability to procure materials, failure of power, restrictive government laws or regulations, arrest, riot, insurrection, epidemic, landslide, lightening, earthquake, fire, hurricane, storm, flood, explosion, terrorism or threat thereof, civil disobedience or disturbance, or any other cause, whether of the kind enumerated herein or otherwise, that is not within the control of ATCA, then ATCA shall have no liability to you for any such delay or nonperformance, and no refund will be due from ATCA.

This Contract, together with the Prospectus, Exhibitor Service Manual, and the Rules of ATCA for the subject event, contain the entire agreement of the parties. No representations were made or relied upon other than those expressly set forth herein. The terms hereof may not be modified except in a writing signed by an executive officer of each of the parties. Any interpretation of ATCA Rules, which are hereby incorporated herein, shall be made by ATCA in its absolute discretion. In the event of a conflict between the Rules and this Contract, this Contract shall take precedence. The Rules are subject to change by ATCA without prior notice. The Conference and Exposition shall be administered in all respects, and controlled exclusively, by ATCA, subject to its absolute discretion, and all decisions of ATCA shall be final. ATCA reserves the right to make such changes to the floor plan of booths as may be deemed necessary and to revise the floor plan from time to time to accommodate those changes.

Any dispute or controversy of any kind relating to this Contract or the advertising provided hereunder shall be resolved by binding arbitration in the City of Alexandria, Virginia, administered by the American Arbitration Association in accordance with its applicable rules then in effect. The validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the Commonwealth of Virginia.