

IEEE/ION PLANS 2025

April 28-May 1, 2025 (Show Dates April 29-30)

Marriott Salt Lake City Downtown • Salt Lake City, Utah

FOR OFFICE USE ONLY

Booth Number: _____
Payment Method: _____
Payment Date: _____
Amount: _____

INFORMATION FOR CONFERENCE PROGRAM

Complete Company Name: _____
(Name of organization will be published exactly as shown)

Street Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ Website: _____

EXHIBIT BOOTH CONTACT (FOR BOOTH LOGISTICS)

Booth Contact Name: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ Email: _____

BOOTH SELECTION AND INFORMATION (Comes with one full-conference registration per 10' x 10' space)

Booth Size: 10' x 10' (\$3,300) 10' x 20' (\$6,600) 10' x 30' (\$9,900) None

Booth Selection: First Choice: _____ Second Choice: _____ Third Choice: _____

Description of what you will exhibit: _____

Exhibitors You Wish to Avoid: _____

SPONSORSHIP SELECTION (Optional)

Wifi and Mobile Web Application (\$2,500)

Refreshment Breaks (\$2,000 ea.)

Onsite Conference Program (\$2,500)

Speaker Breakfasts (\$1,000 ea.)

Session Screen Promotion (\$1,000)

PAYMENT

_____ + _____ = _____
Total Booth Fees Total Sponsorships Total Due

I will pay by check (send completed form and check in USD drawn on a U.S. bank to: The ION, 8551 Rixlew Ln. STE 360, Manassas VA 20109)

I will pay via bank transfer, please e-mail an invoice containing transfer instructions to: _____

I will pay by credit card: Visa Mastercard American Express

Card Number: _____ Expiration Date: _____ Sec. Code: _____ Billing Zip: _____

Name on Card: _____ Cardholder Signature: _____

BOOTH SIGN-UP PROCEDURE

- **Booth Assignment:** Booths will be assigned on a first come, first served basis. If two or more exhibitors are requesting the same booth space, priority will first be given to that exhibitor who is purchasing the greater number of booths. ION reserves the right to use its sole discretion in reassigning space in cases where competitive products have exhibits adjacent to each other, or to accommodate revised floor plans.
- **Payment Policy:** Contracts must accompany booth payment in full.
- **Contract Acceptance:** ION reserves the right to exercise its sole discretion in acceptance or refusal of applications. If an application is not accepted, all money paid will be returned to the applicant.
- **Cancellations:** If space is cancelled by an exhibitor on or prior to January 1, 2025, a refund will be made less 50 percent service charge based upon the full cost of the space rented. There will be no refund made to companies canceling after January 1, 2025. All cancellations must be in writing.
- **Conference Postponement or Cancellation:** ION, at its discretion, shall have the right to postpone or cancel the conference and/or exhibit and shall be liable in no way to the exhibitor for losses resulting from such delay or cancellation. It is understood that this application will become a binding contract upon acceptance by PLANS 2023 and is subject to the terms, conditions, rules and regulations available at www.ion.org/plans/PLANS-Exhibit-Rules-and-Regulations.cfm. Your signature indicates you agree to abide by these rules and regulations.

Signature: _____

Return signed contract to: ION, 8551 Rixlew Lane, Suite 360, Manassas, Virginia 20109 • Fax: 703-366-2724 • E-mail: mandrews@ion.org