

1st IEEE Conference on Technologies for Sustainability (SusTech) and the 2013 IEEE USA Annual Meeting

1st – 4th August 2013 | Portland, Oregon



Corporate Sponsor / Exhibitor Request Form

After completing this form, please email to gigilau@ieee.org

Donor / Exhibitor Level	Date Submitted	Point of Contact
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Audio/Visual Requirements:	Electricity	Internet
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List other required equipment:		
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Donor / Exhibitor Guidelines

1. Provided tables are 8' x 30" and will be covered. Indicate in 'Other Notes' if more area will be required by your display.
2. If needed, the power supplied will be 120 VAC and will power a video display or an audio player.
3. If you have an audio display, the audio must be limited to your space and entry way on either side of your table. The volume must not offend the exhibitors adjacent to your space.
4. You may set up your exhibit space on Wed. 31 July 2013 starting at 5 PM. Please have everything set up no later than 8 AM on Thur. 1 Aug. Tear down should be the last day of conference, Sun. 4 Aug. by noon.
5. Please submit to Gigi Lau a list of your needs for the hotel or any A/V requirements including electricity.
6. Please supply the name of your organization, the name of the person in charge of the booth and a telephone number where that person can be contacted during the conference. Shipment may arrive four days before the conference.
7. All incoming and outgoing shipment will be delivered to our conference office. Please mark your packages clearly with the event name "2013 IEEE USA AM / SusTech" and ATTN: Local Arraignments Chair. You will need to pick up your shipments no later than 7:30 AM on Thur. 1 Aug.
8. Audio/Visual cost will be billed back to the donor/exhibitor except for Diamond and Platinum donors. Donors should receive this bill no later than 30 days after the conference.
9. Payment for the exhibitor space must be received 30 days in advance of the conference. Payment should be made out to: IEEE Conference for Sustainable Technologies.

Donor Contact

Gigi Lau

Fundraising Chair

Gigilau@ieee.org

(626) 872-4528 Cell

Payment- Check should be payable to

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Jesse Inkpen

BPL Global

20325 NW Von Neumann Drive, Suite 120

Beaverton, OR 97006