IEEE SusTech 2024

11th Annual IEEE Conference on Technologies for Sustainability
Portland, OR, April 14-17, 2024
https://ieee-sustech.org

IEEE SusTech 2024
Corporate Sponsor / Exhibitor Request Form

Please complete this form and email to sustech@ieee.org & mail the form with payment to address below.

Donor / Exhibitor Level	Date Submitted	Co. Representative *(if applicable)*
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Point of Contact Name	Phone	Email address
Audio/Visual Requirements: Video Clip Graphics/Images Write-up/Downloads		
Other Notes / Details:		

Donor / Exhibitor Guidelines

1. Tables provided are 6' x 30" and will have a table cloth. Indicate in 'Other Notes' if more area will be required for your display. 30" wide tables are available for additional fee.
2. The power supplied (if requested) 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. Exhibit setup is at **11:00 AM** on **Sunday April 14, 2024.** Tear down must be completed by the end of the conference (**no later than Wednesday April 17 5:00 PM**).
5. Please submit this form by email to **Rick Smith, Local Arrangements Chair** (see below) latest by **Monday March 1, 2024** to allow sufficient lead time for adequate publicity to attendees.
6. Please supply the name of the person in charge of the booth and a telephone number where that person can be contacted during the conference.
7. All incoming shipment may arrive up to four days before the conference.
8. All incoming and outgoing shipment will be delivered to our conference office. Please mark your packages clearly with the event name **"SusTech2024"** and **ATTN: Local Arrangements Chair.** You will need to pick up your shipments by **11:00 AM** on **Sunday April 14, 2024.**
9. Audio/Visual cost will be billed back to the donor/exhibitor except for Diamond and Platinum donors. Donors should receive the bill no later than 30 days after the conference.
10. **Payment must be received latest by 30 days in advance** of the conference. Payment is made online using the Registration system.

SusTech 2024 Sponsor/Exhibitor Contacts

Email form to:	Payment: Register as Exhibitor for "IEEE SusTech 2024"
Rick Smith **Local Arrangements Chair** Email: sustech@ieee.org	Mail/email copy of form to: **Lee Oien** **IEEE SusTech 2024** **7289 SW Bay Lane** **Wilsonville, OR 97070** Email: Lee.Oien@IEEE.ORG Tel: 1- 503-781-6239