SPONSOR AND EXHIBITOR
PROSPECTUS
UPDATED 5-18-2020
IMAPS 2020 Sponsors and Exhibitors:

IMAPS is pleased to welcome you to San Diego, California from October 5-8, 2020 for the 53rd International Symposium on Microelectronics.

You will find the important information your organization needs to plan your exhibit or sponsorship in this packet. Please review the critical information from IMAPS on the next pages to acquaint yourself with the application process, contract, and critical show information commonly requested leading up to the show.

**Important: Take note that all exhibitors are invited to submit applications during the same window.** While the booth selection priority system will remain the same, all interested sponsors and exhibitors are invited to submit an application during the same early commitment period. Sponsors, renewing applicants, and new applicants will have simultaneous access to the application. Learn more on the application instructions page in this prospectus.

IMAPS strives to make the 2020 show better than ever for exhibitors and attendees alike. For up-to-date information on all details related to the show, visit [www.IMAPS2020.org](http://www.IMAPS2020.org) regularly.

Cheers to your best show experience yet!

The IMAPS Team
GENERAL INFORMATION

What is IMAPS?
The International Microelectronics Assembly and Packaging Society (IMAPS) is the largest society dedicated to the advancement and growth of microelectronics and electronics packaging technologies through professional education. IMAPS currently has more than 3,000 members around the world. Members of the Society represent every discipline and specialty in the electronics industry and include both technical and marketing professionals, as well as professors and instructors in academic institutions.

What is IMAPS 2020?
The International Symposium on Microelectronics is the largest event hosted by IMAPS each year, featuring technical presentations, several keynote speakers, professional development courses on topical tracks such as SiP/SiM/CPI (System Solutions), Wafer Level/Panel Level (Advanced RDL), High Performance/High Reliability, Advanced Package, and Advanced Process and Materials (Enabling Technologies). Attendees can also expect special networking activities, Society awards and an exhibition over the four day event. The 2020 Symposium will be the 53rd of its kind. Full details about IMAPS 2020 can be found at www.IMAPS2020.org.

Where and When?
The 53rd International Symposium on Microelectronics (IMAPS 2020) will be held October 5-8, 2020 at the newly renovated Town and Country Resort in San Diego, California, USA. Rooms are available in the IMAPS block on a first-come, first-served basis at the Town and Country. Booking links will be provided at www.IMAPS2020.org.

Event Location & Host Hotel: Town and Country Resort San Diego
500 Hotel Circle North, San Diego, CA 92108
$199 per night plus taxes/fees
The hotel services fee, including wifi access, has been waived for rooms booked within our block.

Event Schedule Overview
The anticipated general event schedule is below. Further details, including the conference technical program, show open hours, and move-in and move-out times, will be announced as soon as they are available.

Symposium Technical Program: October 6-8, 2020
Professional Development Courses: October 5, 2020
Exhibition Open: October 6-7, 2020
Move-In: October 5
Move-Out: October 8
ATTENDEE PROFILE
IMAPS 2019 welcomed 925 attendees representing over 430 industry organizations!

Technical Attendee Job Titles
Attendees of the technical program range from staff engineers to C-suite executives.

International Attendance
IMAPS 2019 welcomed attendees from 23 countries.
2019 Exhibiting Organizations

5N Plus Micro Powders
Accretech America Inc.
AdTech Ceramics
Advanced Dicing Technologies, Inc.
Advanced MicroAnalytical
AI Technology Inc.
Air Products
Ajinomoto Fine-Techno USA Corp
AMADA MIYACHI AMERICA
Appli-Tec, Inc.
ASE Group
ASM Pacific Technology
Axus Technology
BESI North America, Inc.
Binghamton University
Boschman
BSET EQ
BTG Labs
BTU International
Cadence Design Systems
Canon USA
centrotherm
Cicor Group
Control Laser Corporation
CWI Technical Sales
Datum Alloys
DfR Solutions
DuPont Electronics & Imaging
ECSI Fibro Tools, Inc.
EPP GmbH
F&K Delvotec
Ferro Corporation
Finetech
Forgione Engineering Inc
FRT of America LLC
Geib Refining
Haiku Tech, Inc.
Hary Manufacturing Inc.
Heidelberg Instruments
Henkel Corporation
Heraeus Electronics
Hesse Mechatronics, Inc.
Hi-Rel
IBM Canada
Indium Corporation
Integra Technologies, LLC
JCT
JFE Shoji Electronics Corporation
KEMLAB INC.
King Industries
Kulicke & Soffa Industries
Kyocera International, Inc.
LFG Micro
LINTEC OF AMERICA, INC.
LPKF Laser & Electronics
Materion Corporation
Metalor Technologies USA
Micro Systems Technologies, Inc.
MicroChem Corp
MicroCircuit Laboratories
MicroScreen LLC
Microx
Midas Technology
Mini-Systems, Inc.
MRSI Systems
Nanosystec Inc.
Neu Dynamics
NorCom Systems, Inc.
Nordson DAGE
Nordson SONOSCAN
Noritake
NTK Technologies, Inc.
Oneida Research Services, Inc.
Palomar Technologies Inc.
Particle Measuring Systems
PCB Technologies Inc
Perfection Products Inc.
PlasmaTreat
Protavic America
Pyromet
Quik-Pak
Raytheon
Reldan Metals Co
Riv Inc - Precision Printing Screens
Rochester Electronics
Royce Instruments
Rudolph Technologies
Sales and Service Inc.
Samtec
SemiDice, Inc.
Silitronics
SMART Microsystems
Specialty Coating Systems
Stellar Industries Corp
StratEdge Corporation
SUSS MicroTec Inc.
SVXR
Technic
TechSearch International, Inc.
Torrey Hills Technologies, LLC
TRIMECH
UnitySC
UTZ Technologies
YINCAE Advanced Materials, LLC.
ZESTRON Americas
SPONSORSHIP INFORMATION

IMAPS 2020 provides a host of sponsorship opportunities for exhibiting and non-exhibiting companies alike. Our varying sponsorship levels allow you to match your exposure goals to your budget.

Why IMAPS 2020?
The International Symposium on Microelectronics is the premier event for the microelectronics supply chain. The 2020 show will return to highly popular San Diego, a hot bed of semiconductor activity. Don’t miss out on your opportunity to connect with the right audience for your product or service.

IMAPS 2020 Sponsor Benefits
All IMAPS 2020 major sponsors (not including golf sponsors) receive the following general benefits:

- Top priority booth selection when committing during the early commitment phase
- Company name/logo prominently exposed prior to the event in all marketing and promotions
- Company name/logo prominently displayed throughout the event
- Recognition in various IMAPS publications, including the IMAPS 2020 final program
- Listing as a Sponsoring Company on the IMAPS 2020 website with a link to your website
- Many broadcast emails to our address book of thousands of industry contacts

Review IMAPS 2020 Sponsorship Packages
The following pages include sponsorship information detailing many of the opportunities for this event. Sponsorships are available in three categories.

All sponsorship packages can be modified at the request of companies interested in specific opportunities (if not already reserved). Additional a la carte opportunities not listed in this document can be created or considered upon request.

Commit to a Sponsorship Today
Commit to a sponsorship during the early commitment period and enjoy priority booth selection. Instructions for committing to a sponsorship can be found on the Application Instructions page.

Contact Brian Schieman at bschieman@imaps.org with sponsorship questions or to request a customized package.
PREMIER AND TECH SPONSORSHIP OPPORTUNITIES

All Premier and Tech Sponsorships include:

- Logo recognition in the final program, the exhibit hall entrance, the IMAPS 2020 web page, email promotions, and attendee lanyards
- Full page advertisements in the final program and the show issue of Advancing Microelectronics Magazine
- Additional full symposium registrations
- A 10’x20’ booth space
- Pre- and post-event registrant list in PDF format

IMAPS 2020 Premier Sponsor
Number of Premier Sponsorships available: 1 | Sponsorship fee: $15,000

The IMAPS 2020 Premier Sponsorship features recognition as our top sponsor. This sponsorship includes all of the above named entitlements, as well as sponsorship and logo recognition during three daily speaker breakfasts, the symposium welcome reception, and the exhibit reception. The Premier Sponsor also has exclusive logo exposure on the exhibit hall aisle signs and daily technical session signage. This sponsorship package includes five (5) full symposium registrations.

IMAPS 2020 Tech Sponsor
Number of Tech Sponsorships available: 3 | Sponsorship fee: $10,000

IMAPS 2020 offers three (3) Tech Sponsorship opportunities. Organizations interested in this tier of exposure can select from one of the below sub-sponsorships in this category. These sponsorships include four (4) full symposium registrations.

**Internet**: The Internet Tech Sponsor will receive recognition and signage as the internet sponsor. This sponsorship includes a redirect from the internet login home page to the home page of the sponsor website.

**Mobile App**: The Mobile App Tech Sponsor will receive recognition, signage, and exposure as the sole sponsor of the conference mobile app. The sponsor logo will appear on the mobile app home page and other high profile positions throughout the app.

**Charging Stations**: The Charging Stations Tech Sponsor will receive recognition, signage, and exposure as the sole sponsor of the wireless charging stations offered during IMAPS 2020.
NETWORKING SPONSORSHIP OPPORTUNITIES

All Networking Sponsorships Include:

- Logo recognition in the final program, the exhibit hall entrance, the IMAPS 2020 web page, and email promotions
- Quarter page advertisements in the final program
- Pre- and post-event registrant list in PDF format

*Booth space is not included in networking sponsorship fees.*

**Dessert Break**

Number of Dessert Break Sponsorships available: One sole sponsor or up to 3 co-sponsors

Sponsorship fee: $7,500 sole sponsorship or $3,000 co-sponsorship

The Dessert Break sponsor will receive recognition, signage, and exposure during the exhibit hall dessert reception. This dessert break is traditionally held on Tuesday afternoon of the conference in the exhibit hall. In addition to coffee and tea, desserts, pastries, and other sweet treats are offered throughout the exhibit hall.

**Conference Breakfast**

Number of Conference Breakfast Sponsorships available: One sole sponsorship or three co-sponsorships per breakfast

Sponsorship fee: $5,000 sole sponsorship per breakfast or $2,000 co-sponsorship per breakfast

In addition to the networking sponsor benefits named above, the Conference Breakfast Sponsor will receive recognition, signage, and exposure during *one* of the daily breakfasts offered prior to the start of the keynote sessions.

**Conference Lunch**

Number of Conference Lunch Sponsorships available: One sole sponsorship or two co-sponsorships per lunch

Sponsorship fee: $7,500 sole sponsorship per lunch or $2,500 co-sponsorship per lunch

In addition to the networking sponsor benefits named above, the Conference Lunch Sponsor will receive recognition, signage, and exposure during *one* of the daily exhibit hall lunches. The exhibit hall lunch is open to all conference attendees.

*(additional networking sponsorships on the next page)*
Poster Session
Number of Poster Session Sponsorships available: One sole sponsorship or up to three co-sponsorships
Sponsorship fee: $4,000 sole sponsorship or $2,000 per co-sponsorship
In addition to the networking sponsor benefits named above, the Poster Session Sponsor will receive recognition, signage, and exposure during the exceptionally popular Posters and Pizza session.

Student Programming
Number of Student Programming Sponsorships available: One sole sponsorship
Sponsorship fee: $2,500
In addition to the networking sponsor benefits named above, the Student Programming Sponsor will receive recognition, signage, and exposure during student and outreach programming, including the high school-exhibitor interchange, university student networking events, and/or diversity outreach programming.

Keynote(s)
Number of Keynote Sponsorships available: One keynote session or both keynote sessions
Sponsorship fee: $1,500 for one keynote session or $2,500 for two keynote sessions
In addition to the networking sponsor benefits named above, the Keynote Sponsor will receive recognition, signage, and exposure during the morning keynote session.

Coffee Break(s)
Number of Coffee Break Sponsorships available: TBD
Sponsorship fee: $1,500 per coffee break
In addition to the networking sponsor benefits named above, the Coffee Break Sponsor will receive recognition, signage, and exposure during one coffee break.
EXHIBITION PRICING

IMAPS will be proud to host exhibiting organizations at IMAPS 2020. The exhibition interest continues to grow for this event, so submit an application to reserve your booth as soon as possible.

Booth Sizes and Rates

<table>
<thead>
<tr>
<th>Early Rate</th>
<th>Booth Size</th>
<th>Member Rate</th>
<th>Non-Member Rate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application submitted on or before June 30, 2020</td>
<td>10’x10’ Inline Add $250 for corner</td>
<td>$2,250</td>
<td>$3,000</td>
</tr>
<tr>
<td></td>
<td>10’x20’ Inline Add $250 for corner</td>
<td>$3,450</td>
<td>$4,200</td>
</tr>
<tr>
<td>Regular Rate</td>
<td>10’x10’ Inline Add $250 for corner</td>
<td>$2,550</td>
<td>$3,300</td>
</tr>
<tr>
<td>Application submitted on or after July 1, 2020</td>
<td>10’x20’ Inline Add $250 for corner</td>
<td>$3,750</td>
<td>$4,500</td>
</tr>
</tbody>
</table>

Premium booth sizes such as 10’x30’ and 20’x20’ also available! Inquire for pricing.

Each standard 10’x10’ booth package includes the following:

- One (1) 8’x10’ pipe-and-drape booth space
- Basic WiFi Internet access
- Pre- and post-event attendee lists (PDF format)
- Two registrations, either:
  - One (1) full symposium badge and one (1) booth personnel badge
  - Two (2) booth personnel badges

The following is NOT included in the booth package fee:

- Utilities, such as electrical power, plumbing or air services
- Furniture rentals, including tables and/or chairs
- Audiovisual equipment, including monitors, televisions, and laptops
- Lead retrieval services
- Labor, including booth cleaning or setup/breakdown
- Freight or handling charges of any kind
- Any additional services not listed in the package inclusions above

More information about vendors, rentals, and other services will be provided in the general contractor service manual (exhibitor kit) in Summer 2020.

*Member vs. Non-Member Pricing

In order to qualify for the member rate, the exhibiting organization must be a corporate member in good standing at the time of the application and during the exhibition. Should an exhibiting corporate member’s membership expire before the show and not renew, the organization will then be charged the difference between the member and the non-member rate. A booth rental purchased at the member rate does not include a membership renewal. However, non-member rates are inclusive of a one-year IMAPS membership.
APPLICATION INSTRUCTIONS

IMAPS 2020 Exhibitor Application and Booth Selection Process

Now that you have reviewed the sponsorship and exhibition opportunities available for IMAPS 2020 in San Diego, please review the application process below carefully.

Process Overview

The exhibitor application will be released at www.imaps2020.org on May 19 to all parties simultaneously. All sponsors, renewing exhibitors from 2019, and new exhibitors will share the same early commitment period until June 30. Booth selection will begin at the end of the early commitment period, no sooner than July 1. Booth selection priority will be determined by sponsorship level, renewing exhibitor status, and return date and time of the completed application. Non-sponsoring exhibitors should return the completed application as quickly as possible to secure a position within the applicable renewing exhibitor or new exhibitor booth selection queue.

How is booth selection priority determined during the early commitment period?

Major sponsors have first priority in booth selection, followed by returning exhibitors from IMAPS 2019, then all remaining exhibitors. Because the application period remains open to all interested sponsors and exhibitors during the early commitment period, booth selection will not take place until it closes.

1. **Sponsor booth selection priority is determined by sponsorship level.** Sponsors are ranked from highest sponsorship level to lowest to determine booth selection order. The highest sponsorship levels will have choice of booth selection first. Sponsors will have first priority in booth selection when committing during the early commitment period only.

2. **Renewing IMAPS 2019 exhibitors will select booths in the order that renewing exhibitor applications are received.** Once all sponsors from the early commitment period have been assigned a booth, selection will begin for renewing exhibitors. Renewing exhibitors will select booths in the order that renewal applications were received during the early commitment period. IMAPS timestamps and catalogs each renewal application as it is received into a ranking order from first renewal application received to last renewal application received.

3. **New IMAPS 2020 exhibitors will select booths in the order that new exhibitor applications received.** Once all renewing exhibitors from the early commitment period have been assigned a booth, new IMAPS 2020 exhibitors will select booths. New exhibitors will select booths in the order that new exhibitor applications were received during the early commitment period. IMAPS timestamps and catalogs each application as it is received into a ranking order from first new exhibitor application received to last new exhibitor application received.

How is booth selection priority determined during the late commitment period?

Organizations submitting sponsor or exhibitor applications between July 1 and the show start date will select booths in the order that applications are received.
Application Timeline

- May 19: General application release.
- June 30:
  - End of early commitment period for all interested exhibitors.
  - End of early application discounts.
  - Confirmations of exhibitor acceptance are issued.
- July 1:
  - Late application period begins for organizations that have not yet applied.
  - Booth selection begins for exhibitors confirmed during the early commitment period.

Commitment Requirements
Complete and return the application as soon as possible to reserve your place in the booth selection queue. A complete application must be received by IMAPS in order to hold your place. Email replies indicating intent or interest do not hold your place in the selection queue without a completed application attached. An application is not considered complete without payment information. **Payment will not be charged prior to June 30th.**

Payment Timeline
Payment details are required to be submitted with your booth application. Payment will not be charged until after your organization has been issued a confirmation of acceptance, no sooner than June 30th.

After the Application is Received
IMAPS staff will confirm receipt of your application immediately. Exhibitors submitting applications during the early commitment period will receive a formal confirmation of acceptance no sooner than June 30, followed by a receipt for payment. Beginning on July 1, booth selection will begin with sponsors, then renewing exhibitors, then new exhibitors. Depending on your booth selection priority, it may be several weeks before you are contacted to confirm your final booth selections. If one of your preferred booths is available, we will notify you of placement at that time. If one of your preferred booths is not available, you will be provided with a live floor plan reflecting current availability to make a new selection.

Final Show Preparation
Detailed show preparation instructions, requirements, and further details will be provided in summer 2020 to the primary contact listed on the application. These show prep documents will include an exhibitor checklist of requirements from IMAPS, the exhibitor manual/kit from the show decorator, badge registration forms and more. Stay tuned!

Cancellation Policy
Cancellations are due in writing to info@imaps.org.

Option 1: Full IMAPS account credit, not subject to a processing fee, will be issued toward a future IMAPS show for booth cancellations if cancellation is requested by August 1, 2020.

Option 2: Refunds, minus a $250 processing fee, will be made for booth cancellations if cancelled by August 1, 2020 if there is not an exhibitor wait list. If IMAPS is able to fill your cancelled booth from a wait list, the cancelling exhibitor will not incur the processing fee.

Neither refunds nor credits will be issued for cancellations after August 1, 2020.
### KEY DATES

Mark your calendar for these important dates leading up to IMAPS 2020 San Diego.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 19:</td>
<td>Exhibitor application released at IMAPS2020.org</td>
</tr>
<tr>
<td>June 30:</td>
<td>Sponsor and exhibitor early commitment period closes</td>
</tr>
<tr>
<td></td>
<td>Payment charged for booth fees</td>
</tr>
<tr>
<td>July 1:</td>
<td>Sponsor and exhibitor late commitment period begins</td>
</tr>
<tr>
<td>July 1:</td>
<td>Booth selection begins for early commitment exhibitors</td>
</tr>
<tr>
<td>Late Summer:</td>
<td>Exhibitor manual to be released</td>
</tr>
<tr>
<td>Early September:</td>
<td>Hotel discount booking deadline</td>
</tr>
<tr>
<td></td>
<td>Early registration discount deadline (attendees)</td>
</tr>
<tr>
<td></td>
<td>Final program ads and company descriptions due</td>
</tr>
</tbody>
</table>

*Please note that these dates are for general reference and are not comprehensive. Additional deadlines and planning timelines will be released to sponsors and exhibitors prior to the show. Please reference the exhibitor manual for additional deadlines set by IMAPS and its show partners.*
CONTACT INFORMATION

Please see IMAPS contact information below if you have any questions or comments, or need further assistance.

IMAPS Headquarters
Main -- 919-293-5000
eFax -- 919-287-2339
P.O. Box 110127
Research Triangle Park, NC 27709-5127
Web – www.imaps.org

Michael O'Donoghue – Executive Director
modonoghue@imaps.org, 919-293-0550
Strategic Planning, Contracts and Negotiations, Legal Issues, Policy Development, Intersociety Liaisons,
Financial Management, Human Resources, Business Services, Customer Satisfaction, Foundation, Fundraising

Brian Schieman – Director, Program Development and Technology
bschieman@imaps.org, 412-345-3328
Development of Society Programs, Technical Program Development and Coordination, ATWs, PDCs, Calls for
Papers, Speaker Communications, Proceedings Publication, Event Program Activities, Journal of
Microelectronics and Electronic Packaging, Publications, Technology and Electronic Communications, Website
Development, Database Management, Network Administration, Exhibits, Foundation, Fundraising

Brianne Lamm, CMP - Membership & Events Manager
blamm@imaps.org, 252-207-0478
Meetings Logistics and Arrangements, Marketing, Corporate Membership, Membership & Event Marketing,
Society Newsletters/Emails, Event Management, Hotel & Vendor Management

Shelby Moirano - Membership Manager
smoirano@imaps.org, 919-293-5000
Membership & Event support, Special Projects, Administration, Customer Service, Member Relations and
Services, Chapter Development and Support, Administration, Dues Processing, Membership Invoicing, Data
Entry, Mail Processing, Address Changes, Telephone Support, Event Registration, Badges
SPONSOR AND EXHIBITOR CONTRACT

Booth Application Process
Booth applications for IMAPS 2020 will be accepted from all interested sponsors and exhibitors during an early commitment period and a late commitment period. The early commitment phase will be open from May 19, 2020 to June 30, 2020. The late commitment phase will be from July 1, 2020 to the show open date or sellout, whichever comes sooner. During the early commitment period, booth selection priority is given first to committing major sponsors from highest level sponsorship to lowest, then to renewing exhibitors from IMAPS 2019 in the order that completed applications are received, and then to new exhibiting organizations in the order that completed applications are received. IMAPS will assign booth spaces according to applicant’s preferences named in the application. In the event applicant’s choice of exhibit space is not available, IMAPS staff will initiate contact with the organization contact listed on the exhibit application and provide an updated booth availability report. The primary contact will select a final booth number. Where possible and within reason, IMAPS will observe requests to assign booth applicants away from specified competitors or other exhibitors.

Exhibitor Cancellations
Cancellations are due in writing to info@imaps.org. For cancellations requested by August 1, 2020, an exhibitor may request one of two options: (i) Full IMAPS credit, not subject a processing fee, will be issued towards a future IMAPS event for booth cancellations if cancellation is requested by August 1, 2020; or (ii) A refund, consisting of the price paid by exhibitor less a $250 processing fee, will be made for booth cancellations if cancelled by August 1, 2020. An exhibitor shall select either the credit or refund option in its cancellation request and if exhibitor does not specify either option, IMAPS will apply the price paid as a credit for exhibitor’s booth at the next IMAPS event at which there are exhibitions. If exhibitor elects the refund option and IMAPS is able to sell exhibitor’s booth to another exhibitor, a full refund will be issued. Neither refunds nor credits will be issued for exhibitor cancellations after August 1, 2020 for any reason, including but not limited to exhibitor cancellation for any cause or reason beyond the reasonable control of exhibitor, including but not limited to exhibitor’s employer’s travel restrictions, government orders or regulations restricting travel, economic reasons, expected attendance by event registrants, or any other cause, circumstance or reason making it illegal, effectively impossible or unreasonably impractical for exhibitor to travel to the exhibition or to attend the exhibition.

Termination of Exhibition by IMAPS
Should IMAPS or the hotel at which the event is scheduled to take place terminate their contract pursuant to any force majeure provision or otherwise for reasons beyond their control, or should IMAPS in its discretion determine for any reason not to conduct the exhibition, IMAPS will issue a full refund to exhibitor and exhibitor agrees that such a refund, once paid, is in full settlement of any loss, damage or claim exhibitor has or may have as a result of a such cancellation by IMAPS, regardless when such cancellation by IMAPS may occur. IMAPS shall not be liable to exhibitor for failure to deliver exhibit space to exhibitor as contracted for any cause or circumstance reasonably beyond the control of IMAPS including but not limited to acts of God, war, terrorism, government regulation (including without limitation any local, state or federal law, order, rule, regulation or proclamation), proclamation of a state of emergency (for either the United States, or the city, county, state or jurisdiction in which the event is scheduled to take place), epidemic, pandemic, quarantine, natural disaster, strikes, civil disorder, curtailment of transportation facilities, labor disputes, equipment malfunctions, computer downtime, material or component shortages, supplier failures, embargoes, rationing, utility or communication failures or delays, or other similar cause or circumstance making it illegal or effectively impossible or unreasonably impractical for IMAPS to conduct the event or the exhibition, for the hotel to provide the facilities, or for any exhibitor or other registrants to travel to the event or attend the event or exhibition.

Payment
The booth application fee is due in full with the application. A booth number will not be assigned until payment has been received. Payment will not be charged until booth acceptance has been confirmed.

Organization Primary Contact
The primary contact listed on the booth application will be the organization’s primary point of communication with IMAPS and the official show decorator about all exhibition-related information. If the primary contact named on the application will not be responsible for making arrangements for the show, it is the responsibility of the contact listed on the application to share/forward/communicate all necessary information with the appropriate personnel. IMAPS will also accept a secondary contact for 2020 who will serve as backup point of contact for urgent requests.

Non-Contact from Organization during Booth Selection
If the primary and secondary contacts listed on the booth application is non-responsive to three (3) or more communication attempts about booth selection during a 48 business hour period, the following will occur:

1. If payment has not been received, the booth application will be cancelled and no booth reservation will be made.
2. If payment has been received, IMAPS staff will make a good will attempt at choosing the best available booth location on behalf of the exhibitor. In these circumstances, a change will only be made from the selection to any remaining available booth space upon contact.

Usage of Sponsor and/or Exhibitor Benefits
Sponsoring and/or exhibiting organization agrees to submit applicable materials, including but not limited to advertisements, graphics, final program listing, badge assignment forms, and the like by the published respective submission deadline(s) or forfeit the associated benefit. IMAPS will not be responsible for or issue a credit for unused sponsor or exhibitor benefits.

Installation and Dismantling of Exhibits
Exhibitors must comply with the setup and dismantling timelines and regulations set forth by show management. Installation or dismantling of exhibits outside of expressly permitted times is a safety hazard for attendees and fellow exhibitors and will not be allowed.

Exhibitor Rejection
IMAPS reserves the right to reject, terminate, or cancel a booth application or confirmed exhibitor for any reason deemed necessary, reasonable, or appropriate for the success of the Exhibition.

Additional Regulations
IMAPS reserves the right to make changes and/or additions to these regulations as considered advisable for the proper conduct of the Exhibition. IMAPS reserves the right to set rules and regulations on any matters not specifically mentioned within this contract at any time. If necessary changes or additions are made, exhibitors will be advised accordingly.

Contract Agreement
Submission of your sponsorship or booth application to IMAPS serves as acknowledgement of the information and instructions in this contract, as well as agreement with the contract terms.