

# 2024 IEEE Radio & Wireless Week

21–24 January 2024



San Antonio, TX USA

Grand Hyatt Hotel

[www.radiowirelessweek.org](http://www.radiowirelessweek.org)

## PARTICIPATE IN IEEE RWW 2024!

RWW consists of five related conferences focusing on the intersection between wireless communication theory, systems, circuits, and devices technologies. This creates a unique forum for engineers to discuss various technologies for the state-of-art wireless systems and their end-use applications. In addition to oral presentations and posters, RWW includes workshops, panels, and an exhibition. Past Radio and Wireless Weeks have included over 500 attendees from 22 countries in the fields of wireless technology.

**RWW is co-located with the following five IEEE topical conferences:**

- Silicon Monolithic Integrated Circuits in RF Systems (SiRF)
- Power Amplifiers for Wireless and Radio Applications (PAWR)
- Space Hardware and Radio Conference (SHaRC)
- Wireless Sensors and Sensor Networks (WisNeT)
- Radio and Wireless Symposium (RWS)

**The RWW steering committee invites you to become a sponsor at this exciting and high-profile event!**

A variety of opportunities are available. Interested in a custom package?

Contact Susie Horn at [rwwexhibits@gmail.com](mailto:rwwexhibits@gmail.com)

### EXHIBITION SCHEDULE

#### Monday, 22 January 2024

<b>Exhibitor Move-in:</b>	10:00am – 1:00pm
<b>Exhibit Hours:</b>	1:00pm – 7:00pm
<b>Welcome Reception:</b>	5:30pm – 6:30pm

#### Tuesday, 23 January 2024

<b>Exhibit Hours:</b>	9:00am – 5:00pm
<b>Exhibitor Move Out:</b>	5:00pm – 7:00pm
<b>ARFTG Poster Session</b>	9:00am – 12:00pm
<b>RWW Poster Session &amp; Demos:</b>	1:00pm – 5:00pm
<b>Closing Reception</b>	5:00pm – 6:00pm

## EXHIBIT AND SPONSORSHIP PACKAGES

\*All exhibit and sponsorship packages include your company logo and website link on the event website

<p><b>PLATINUM SPONSOR</b></p> <p><b>\$5,000</b></p>	<p>Maximize your branding opportunities at the RWW events by confirming a Platinum Sponsor.</p> <ul style="list-style-type: none"> <li>• Company logo on all pre-event advertising issued after receipt of sponsorship commitment</li> <li>• Prominent branding on event signage in registration and exhibit area</li> <li>• Two complimentary SuperPass registrations</li> <li>• Opportunity to include a marketing promotion/flyer (1 page) in registration packet</li> <li>• One 10' x 10' Exhibit Space. Includes: (1) 6' table, (2) chairs, (1) wastebasket, (1) electrical outlet</li> </ul>
<p><b>GOLD SPONSOR</b></p> <p><b>\$3,000</b></p>	<ul style="list-style-type: none"> <li>• Company logo on all pre-event advertising issued after receipt of sponsorship commitment</li> <li>• Prominent branding on event signage in registration and exhibit area</li> <li>• One complimentary SuperPass registration</li> <li>• Opportunity to include a marketing promotion/flyer (1 page) in registration packet</li> <li>• One 10' x 10' Exhibit Space. Includes: (1) 6' table, (2) chairs, (1) wastebasket, (1) electrical outlet</li> </ul>
<p><b>EXHIBIT SPACE</b></p> <p><b>\$1,000</b></p>	<ul style="list-style-type: none"> <li>• One 10' x 10' Exhibit Space. Includes: (1) 6' table, (2) chairs, (1) wastebasket, (1) electrical outlet</li> </ul> <p>*Requests will be accepted based on availability.</p>

## ADDITIONAL SPONSORSHIP OPPORTUNITIES

<p><b>BASIC SUPPORTER</b></p> <p><b>\$1,500</b></p>	<p>Support RWW and include your company logo on event signage</p>
<p><b>HOTEL CARD KEYS</b></p> <p><b>\$2,000</b></p>	<p>Brand the hotel key cards that will be provided to attendees within the hotel block at the conference hotel</p>
<p><b>DELEGATE BAG</b></p> <p><b>\$3,000</b></p>	<p>Feature your company logo on each delegate bag to be distributed to all attendees at registration</p> <p>*Exclusive Sponsorship</p>
<p><b>BADGE LANYARDS</b></p> <p><b>\$3,000</b></p>	<p>Increase your visibility by providing and branding the badge lanyards that will be worn throughout the conference</p>
<p><b>WIRELESS ACCESS</b></p> <p><b>\$5,000</b></p>	<p>Provide the conference wireless access in the exhibition and event space for the duration of the conference. This includes a corporate splash page.</p>
<p><b>CHARGING STATIONS</b></p> <p><b>\$3,000</b></p>	<p>Provide the charging stations with your company branding for attendees in the event space</p>
<p><b>RECEPTIONS</b></p> <p><b>\$6,000</b></p>	<p>Prominent branding would be provided on all pre-event advertising and signage displayed at both receptions.</p>
<p><b>COFFEE BREAKS</b></p> <p><b>\$5,000</b></p>	<p>Prominent branding would be provided during coffee breaks. Coffee breaks are as follows:</p> <ul style="list-style-type: none"> <li>- Exhibit Hall: Monday afternoon, Tuesday morning, and Tuesday afternoon</li> <li>- Technical Sessions area: Monday morning, Wednesday morning, and Wednesday afternoon</li> </ul>

\*Sponsors who are confirmed before 1 November 2023 will have their logo included on printed materials.

## EXHIBIT / SPONSORSHIP APPLICATION AND CONTRACT

Please submit the completed form by email to: rwwexhibits@gmail.com

Or by postal mail to: Attn: IEEE MCE RWW 2023, 445 Hoes Lane, Piscataway, NJ 08854

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Website: \_\_\_\_\_

### EXHIBIT AND SPONSORSHIP SELECTION

	Quantity	Price	Subtotal
<input type="checkbox"/> Exhibit Space (10' x 10')		\$1,000	
<input type="checkbox"/> Platinum Sponsorship		\$5,000	
<input type="checkbox"/> Gold Sponsorship		\$3,000	
<input type="checkbox"/> Basic Supporter		\$1,500	
<input type="checkbox"/> Delegate Bag		\$3,000	
<input type="checkbox"/> Hotel Card Keys		\$2,000	
<input type="checkbox"/> Badge Lanyards		\$3,000	
<input type="checkbox"/> Wireless Access		\$5,000	
<input type="checkbox"/> Charging Stations		\$3,000	
<input type="checkbox"/> Receptions		\$6,000	
<input type="checkbox"/> Coffee Breaks		\$5,000	
<b>TOTAL</b>			

### PAYMENT INFORMATION

Payment for Exhibit and Sponsorship Packages will be processed via the RWW Registration Site. Link to register and process payment will be provided upon completion of the contract.

### REGULATIONS AND CONDITIONS

#### 1.Contract

This application, properly executed by Applicant (Exhibitor) shall, upon written acceptance and notification of booths assigned by IEEE Radio and Wireless Week hereby referred to as RWW, constitute a valid and binding contract.

#### 2.Assignment of Space

Assignment of space to exhibitors and those making application will be made in the order of postmark, fax or email date. RWW will continue to receive applications and assign exhibit space, as it remains available, until shortly before the show opening date. In all cases, total booth payment must be received prior to show opening. Conference Name and Year assignment of booths is final and shall constitute an acceptance of the Exhibitor's offer to occupy space. After assignment, space location may not be changed, transferred or canceled by the Exhibitor except upon written request and with the subsequent written approval of RWW management. RWW management reserves the right to reassign Exhibitor space or to modify floor plan for overall benefit of the show.

#### 3.Subletting Space

No exhibitor will assign, sublet, or apportion the whole or any part of the space allotted to him, nor exhibit therein, nor permit any other person or party to exhibit therein, any other goods, apparatus, etc. not manufactured or distributed by the Exhibitor in the regular course of his business except upon prior written consent of IEEE/MCE.

#### 4.Exhibit Space Rental Rates

Exhibit space rental includes materials and services described herein. Show Price per 6' booth in an change an to a10x10 space for pop-up and/a tabletop booth includes: Exhibit space, draped table with chair. Ballroom will be carpeted and cleaned daily (Electrical is not included).

#### 5.Payment Requirements and Cancellation Charges

Booth payment is due by 1 November 2023. Applications received before this date, require full payment before final booth assignment is confirmed in writing. All applications received after 1 November 2023 must be accompanied by full payment.

All cancellations must be made in writing and will be based on the following schedule of refunds:

Space reductions are considered cancellations and may be subject to cancellation fees.

On or before 1 November 2023...50% of total booth cost will be refunded. After 1 November 2023 no refund will be permitted. "No-show" exhibitors will not receive a refund.

It is understood that RWW reserves the right, at its option, to reassign a cancelled booth regardless of the cancellation rate assessed.

In the event that the premise in which the RWW Show is conducted shall become, in the sole discretion of RWW, unfit for occupancy, or substantially interfered with by reason of any cause or causes not reasonably within the control of RWW, this agreement may be terminated by RWW. For this purpose, the term "cause or causes" shall include, but not by way of limitation, fire, flood, epidemic, earthquake, explosion or accident, blockage, embargo, inclement weather, governmental restraints, restraints or orders of civil defense, or military authorities, act of public enemy, riot or civil disturbance, strike, lockout, boycott or other labor disturbance, inability to secure sufficient labor, technical, or other personnel, failure, impairment or lack of adequate transportation facilities, inability to obtain, or condemnation, requisition or commandeering of necessary supplies or equipment, local, state or federal law, ordinance, rule, order, decree or regulation, whether legislative, executive, or judicial, and whether constitutional, or act of God. Should RWW terminate this agreement pursuant to the provision of this paragraph the Exhibitor waives any and all claims for damages and agrees that RWW may, after computing the total amount of RWW cost and expenses in connection with its preparation for and conducting of the RWW Show, (including a reasonable reserve for claims and other contingencies Space reductions are considered cancellations and may be subject to cancellation fees.

#### **6.Exhibit Booth Staffing and Dismantling Schedule**

A representative must staff exhibit space during all times when the Exhibition is officially open. Exhibit space must be maintained in a neat and orderly manner throughout the Exhibition. Exhibitors may begin dismantling only after Tuesday, 23 January 2024 at 5:00pm. Move-out must be completed by Tuesday, 23 January 2024 at 7:00pm. Exhibitors are responsible for removal of all materials used in their display. Any exhibitor leaving materials after 23 January 2024 at 7:00pm will be charged for the materials' removal. Failure to observe this rule, including early dismantling, will result in a \$500 (U.S. Currency) fine and may jeopardize the exhibitor's space assignments or right to exhibit at future conferences sponsored by the MTT Society.

#### **7.Loss or Damage**

Exhibitor agrees that RWW shall not be liable for any damage or liability of any kind or for any loss, damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by Exhibitor or any person thereon with the consent of Exhibitor, and that Exhibitor will defend, indemnify and save harmless, RWW from all liability whatsoever, on account of any such damage, or injury, whether or not caused by negligence or breach of an obligation by Exhibitor or its employees or representatives.

Exhibitor is liable for all damages or liability of any kind or for any loss, damage or injury to persons or any property during the show from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space.

#### **8.Demonstrations**

No demonstrations or solicitations shall be permitted outside of the Exhibitor's assigned space, and no signs or placards may be displayed on persons or otherwise outside exhibit spaces.

#### **9.Compliance**

The Exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, State and federal governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and/or owners of the property wherein the Show is held.

#### **10.Unions**

It is further agreed that the Exhibitor will abide by and comply with rules and regulations concerning local unions having agreements with the Show Facility or with authorized contractors employed by RWW.

#### **11.Management**

The Exhibitor further agrees that the conditions, rules and regulations of the RWW management are made a part of this contract and that said Exhibitor agrees to be bound by each and all of these rules and regulations, and that the management shall have the full power to interpret, amend and enforce all rules and regulations in the best interest of the Show.