

TERMS AND CONDITIONS

2025 IEEE International Symposium on Antennas and Propagation and North American Radio Science Meeting, July 13-18, 2025, Ottawa, Canada.

- CHARACTER OF THE EXHIBITION:** AP-S/USNC-URSI 2025 and/or its designated agent reserves the right in its sole discretion to determine the eligibility of any company, product or service and the right to restrict, prohibit or evict any Exhibitor or product which detracts from the character of the Exhibition or for any violation of the following Terms and Conditions.
- LOCATION/DATES:** The 2025 IEEE International Symposium on Antennas and Propagation and North American Radio Science Meeting will be held July 13-18, 2025, at Rogers Centre Ottawa, 55 Colonel By Drive, Ottawa, Ontario K1N 9J2 (Canada)
EXHIBIT SCHEDULE
MOVE-IN:
07:00 - 12:00 Tuesday, July 15
EXHIBIT FLOOR OPENS:
12:00 - 18:00 Tuesday, July 15
09:00 - 18:00 Wednesday, July 16
09:00 - 17:00 Thursday, July 17
MOVE-OUT:
08:00 - 12:00 Friday, July 18
The meeting management reserves the right to make changes to the Exhibit hours. However, such changes will be made known as far before the Exhibition as practical. As part of the contract with AP-S/USNC-URSI 2025, all Exhibitors shall staff their booths appropriately during all show hours.
- INSTALLATION AND DISMANTLING:** Spaces will be accessible to Exhibitors for setting up displays on Tuesday, July 15, 2025, from 07:00 to 12:00. Packing and removal of Exhibits before the close of the Exhibition is prohibited. Exhibitors shall be liable for all storage and handling charges for failure to remove Exhibits by service contractor move-out. Exhibitor move-out: 08:00-12:00 Friday, July 18, 2025.
- BOOTH SIZE/FEE/EQUIPMENT:** A full exhibit area is 10'x10' at a cost of \$3,600 (by 02/19/2025) / \$4,000 (after 02/19/2025 and while space is available). Failure to make the final payment constitutes a cancellation of this contract. See the Cancellations section of the Terms and Conditions for details. Standard equipment entitlements include: printed booth sign with company name, recognition on the symposium website featuring linked exhibitor name and logo, one (1) table with two(2) side chairs, one (1) wastebasket, and two (2) exhibitor passes. Additional exhibitor passes can be purchased for \$100 per day. Any additional equipment requirements or services may be acquired through show service vendors, GES.
- The Rogers Centre Ottawa is the exclusive food and beverage provider within the facility. As the exclusive provider, the Exhibitors are strictly prohibited from bringing directly or indirectly any and all outside food, beverage, candy, logo water and other similar items from being brought into the facility without prior written authorization of the Rodgers Centre Ottawa.
- AUDIO/VISUAL:**AUDIO/VISUAL: Exhibitors must be compliant with Rogers Centre Ottawa policies.
- SPACE ASSIGNMENTS:** Space assignments are made on a first-come, first-served basis, with all assignments made in the best interest of the Event determined by IEEE in its discretion. The Exhibitor's booth location preference will be requested and IEEE may accommodate such request; provided that AP-S/URSI 2025 reserves the right to alter an Exhibitor's assigned space if it is necessary and is in the best interest of the Event in its sole and absolute discretion. The Exhibitor will be consulted before AP-S/USNC-URSI 2025 exercises this right.
- SUBLETTING OF SPACE:** The Exhibitors shall not assign, transfer, sublet or apportion the whole or any part of the space assigned or have representatives, equipment or materials from other firms than their own in the exhibit space without prior written consent of symposium organizers. Only one company shall be considered as the Exhibitor. Any other company or unit in the space shall be considered a subsidiary or affiliate.
- SHIPPING INSTRUCTIONS:** GES is the Official Logistics Agency at Rogers Centre Ottawa. Therefore, third parties are not allowed to deliver/pick up inside the exhibition areas or operate forklifts or other equipment within the venue. For services, costs and instructions, consult the GES shipping catalogue. Logistic services must be reserved by filling out the GES order form by July 5, 2025.
- GENERAL REGULATIONS:** Loudspeaker sound displays are prohibited. The symposium staff reserves the right to refuse any exhibit which is offensive or inappropriate and not in good taste or inconsistent with the values of IEEE or AP-S/URSI 2025.
- SAFETY CONSIDERATIONS:** All exhibit and space materials must comply with local fire and hazardous materials handling ordinances. Volatile oils, gases, other explosives, or any substance prohibit-ed by the city departments or authorities will not be permitted in the exhibition area. Likewise, all electrical work and wiring must be approved and installed by regulations. Corridors leading to exit doors and all entrance and exit doors should always be clear of obstructions. No objects are to be attached to or suspended from the fire sprinklers or light fixtures on the ceiling. Under no circumstances should the fire alarm call points, fire hose reels, fire extinguishers, and exits be blocked or access to them impeded by exhibition booths, partitions, exhibits, or other objects.
- OFFICIAL CONTRACTOR:** An official Contractor will be designated in the Service Manual to perform services for Exhibitors. No Exhibitor or representative shall contract for such services with other than the said official Contractor without the express prior written consent of symposium organizers, who, for reasons of security, in their sole and absolute discretion, can deny such request.
- CANCELLATION:** If the Exhibitor cancels the space contract on or after May 6, 2025, or fails to occupy the space contracted, AP-S-URSI 2025 is entitled to the full amount of the space rental.
- Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the discretion of the Symposium organizers and AP-S/USNC-URSI 2025.
- INABILITY TO PERFORM:** If AP-S/USNC-URSI 2025 should be prevented from holding the exposition by any cause beyond its control or if it cannot permit the Exhibitor to occupy his space due to circumstances beyond its control, AP-S/USNC-URSI 2025 will refund the Exhibitor the amount of the rental paid and AP-S/USNC-URSI 2025 shall have no further obligation or liability to the Exhibitor.
- SALES PROMOTIONS AND DRAWINGS:** All promotions conducted by the Exhibitor must be free of obligation by the winner and participants. All promotions and drawings must be approved by AP-S/USNC-URSI 2025 in writing prior to the opening of the event.
- SPONSOR AND GRANTOR ENTITLEMENTS:** Exhibitors who are interested in becoming sponsors, need to enter into an IEEE Sponsorship Agreement.
- COMPLIANCE WITH TERMS AND CONDITIONS:** AP-S-URSI 2025, at its discretion, may make reasonable changes, amendments or additions to these Terms and Conditions. Interpretations of these Terms and Conditions shall rest with show management and non-compliance can result in ejection of the offending Exhibitor or closing of the Exhibit. Such ejection or closing shall not entitle the Exhibitor to any refund.