

2019 EFB Users Forum EXPO, Organization Highlight, & Sponsorship

June 25-27, 2019 EXPO

The Joint AEEC/IATA EFB Users Forum XVIII will be held June 25-27, 2019, in Lombard (Chicago), Illinois, USA, at the Westin Lombard Yorktown Center Hotel. As in the past, this Forum will be held over a three-day period. The traditional Main EXPO will run on the day preceding the Forum, June 25th from 12:00 PM to 5:00 PM in the Grand ballroom F-J. The Main Expo will include a stand-up buffet from 2:00 PM to 4:00 PM.

The available space in Chicago permits additional exhibit opportunities for the following two days, June 26th and 27th. Should you decide to choose this option, your location and table size will be the same as during the first day's Main EXPO. Please note that participation in the main EXPO event on Tuesday, June 25th is required if you wish to exhibit in the Supplemental EXPOs on Wednesday and Thursday June 26th and 27th. Please also note that the one Supplemental EXPO fee covers *both* additional days. The Supplemental EXPOs will be featured during coffee breaks and lunch.

Set-up will begin on Tuesday, June 25th at 9:00 AM, with the EXPO commencing at 12:00 PM. Tear down will begin following the EXPO (5:00 PM) on Tuesday June 25th for one-day exhibitors, and at the conclusion of the afternoon coffee break (approximately 4:00 PM) on Thursday June 27th for Supplemental EXPO exhibitors.

The exhibit fee includes skirted table(s), chairs, power, and your organization listing in our Mobile App as an Exhibitor. You may add your own backdrop, banners, and equipment. These additional items cannot exceed your reserved table width and approximately five feet of depth. You may want to bring an additional power strip to expand your power outlets.

If you are planning to participate in the EXPO, please complete the reservation form and return to Lori Hess at: lorine.hess@sae-itc.org. Please include your desired location, along with a second and third choice, and your logo. Locations will be reserved on a first come, first served basis.

Most visitors will be arriving via the Grand Ballroom Foyer. Please see the Exhibit Map on the EFB Users Forum web page for an illustration of currently available locations: <https://www.aviation-ia.com/conferences/electronic-flight-bag-efb-users-forum>.

Special Requests

If you have special requests for additional power, video displays, etc., please complete the attached Exhibitor Order Form and fax to Ms. Kristen Schmelzer at: +1 630 719 8048 or email at: kristen.schmelzer@westin.com.

Shipping

The hotel will accept items for shipment up to five days in advance (Thursday, June 20th). If you wish to ship items to the hotel, please complete the attached Exhibitor Package Deliver Form and attach it to each box that is being shipped.

Event Management

Ms. Kristen Schmelzer

Meeting & Event Manager

The Westin Lombard Yorktown Center

70 Yorktown Shopping Center

Lombard, IL 60148

USA

Tel: +1 630 719 8017 Fax: +1 630 719 8050

Email: kristen.schmelzer@westin.com

Preregistration and Exhibit

All individuals participating in the EXPO, the Users Forum, and/or associated activities of the conference must register on the ARINC website to obtain a badge and guarantee seating. A link to our online registration can be found at: <https://www.aviation-ia.com/conferences/electronic-flight-bag-efb-users-forum>.

The standard attendance fee is \$800 per person. AEEC • AMC • FSEMC Members and ARINC Industry Activities Corporate Sponsors are extended complimentary attendance. Invited Speakers will receive an invitation to register as our guest without incurring the attendance fee. IATA Member Airlines that are not AEEC • AMC • FSEMC Members are extended a

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discounted attendance fee of \$400 per individual. **Pre-registration will close on Sunday June 9, 2019.** All participants who are not pre-registered by that date will be required to register on-site.

Non-member and non-sponsor exhibit space pricing includes one complimentary admission. The individual receiving the complimentary admission will need to disclose their contact information on the attached reservation form so that we can send an invitation to register and **must** register on line before the deadline to take advantage of the complimentary meeting attendance.

Organization Highlights and Information (Mobile App)

Our EFB Users Forum Mobile App offers many opportunities for staying connected to the conference, reaching out to business partners and customers, and increasing your company's exposure. Our Mobile App is available before, during, and after the conference. Taking advantage of the organization highlight opportunity keeps your brand and product information in the hands of those attending the conference. This opportunity includes links to your company's Facebook, Internet, LinkedIn, and Twitter addresses as well as the following details:

- Company logo (eps preferred)
- Company Address
- Brief description of your company
- Product/Service information sheet(s) in PDF format
 - Not limited in quantity. Size must be under 10M each.

If you elect the Organization Highlight, please provide this information in an email to:

lorine.hess@sae-itc.org

Event Sponsorships:

If you wish to enhance your company's visibility beyond the EXPO, sponsorships are available. These include the hosted beverages and buffet on Tuesday June 25th, and coffee breaks on Wednesday June 26th and Thursday June 27th. Morning and afternoon refreshments include regular coffee, decaffeinated coffee, tea, water, and light snacks.

Should you elect to sponsor the hosted beverages, buffet, or a coffee break, your company will be named in meeting presentations and reports, your company name and logo will be placed on the EFB Users Forum webpage and projected during the break, recognition of your sponsorship will be added to the EFB Users Forum Mobile App, and takeaways may be distributed. You will also have the opportunity to convey a short message (three minutes or less) to the captive audience verbally or with a pre-recorded video. Unlike the presentations which must remain neutral and unbiased, these messages are the perfect opportunity to promote your company's products and services, along with new developments, partnerships, and clients. As the Supplemental EXPO will be open during the Wednesday and Thursday breaks, you can also direct interested parties to your exhibit station as a part of your message.

Item sponsorships such as caps, coffee mugs, lanyards, welcome bags, and t-shirts can also be arranged. Please contact me directly if you would like more information or have additional sponsorship suggestions.

This promises to be another exciting event, and we look forward to seeing you all there!

Best Regards,

Peter

Peter H. Grau
Lead Principal Engineer
ARINC Industry Activities
SAE-ITC
16701 Melford Blvd. Ste 120
Bowie, MD 20715
(240) 334-2580
peter.grau@sae-itc.org

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Return Completed Form by June 9, 2019 to:

Attention: Lori Hess
 Email: lorine.hess@sae-itc.org
 Tel: +240-334-2578
 Fax: +301-383-1231

Given Name:		Family Name: (Surname)	
Company:			
Billing Address:			
Telephone:		Fax:	
Email:			
Exhibit Options (Tuesday – Wednesday – Thursday)			Preferred Location
<input type="checkbox"/> Single Table Corporate Sponsor/Member: \$2,200.00 Non-Corporate Sponsor/Member: \$3,100.00 (1 attendance included) <input type="checkbox"/> Additional days \$650.00 <input type="checkbox"/> Double Table Corporate Sponsor/Member: \$3,150.00 Non-Corporate Sponsor/Member: \$4,050.00 (1 attendance included) <input type="checkbox"/> Additional days \$775.00 <input type="checkbox"/> Triple Table Corporate Sponsor/Member: \$4,100.00 Non-Corporate Sponsor/Member: \$5,000.00 (1 attendance included) <input type="checkbox"/> Additional days \$900.00			1 st Choice: _____ 2 nd Choice: _____ 3 rd Choice: _____ <i>We will apply the appropriate charge based on membership/sponsorship status.</i> <i>Find out more about AEEC Membership and Corporate Sponsor opportunities:</i> https://www.aviation-ia.com/membership
Complimentary Attendee Name: _____			
Complimentary Attendee Email: _____			
Break/Social Sponsor (\$3,900.00 USD each)			
<input type="checkbox"/> EXPO Social June 25		<input type="checkbox"/> Wednesday AM June 26	<input type="checkbox"/> Thursday AM June 27
<input type="checkbox"/> EXPO Buffet June 25		<input type="checkbox"/> Wednesday PM June 26	<input type="checkbox"/> Thursday PM June 27
<input type="checkbox"/> EFB Users Forum Registration Giveaways (\$700.00 for each Sponsor Item)			
Sponsor Item Suggestions:			
<input type="checkbox"/> Caps	<input type="checkbox"/> Lanyards	<input type="checkbox"/> Screen Cleaning Cloths	
<input type="checkbox"/> Coffee Mugs	<input type="checkbox"/> Mouse Pads	<input type="checkbox"/> Welcome Bags	
<input type="checkbox"/> Flash Drives	<input type="checkbox"/> Note Pads	<input type="checkbox"/> Other	
<input type="checkbox"/> Organization Highlight – EFB Users Forum Mobile App			
Corporate Sponsors: \$400.00	AEEC AMC Members: \$400.00	All others: \$800.00	
<i>Please provide payment information below. Fees are non-refundable. Your exhibit location, break sponsorship, and/or organization highlight will NOT be reserved until payment has been processed successfully.</i>			
Credit Card Number:			Exp. Date:
Name as it appears on the card:			Type of Card: (American Express, Visa, Mastercard)
*Please provide your company logo and permission to use it for the EXPO layout map via email.			
*Please note you MUST register with us through the registration website to attend any of the activities including the exhibits. Please visit our web site for a link to registration and other conference material. https://www.aviation-ia.com/conferences/electronic-flight-bag-efb-users-forum			

Exhibitor Services Credit Card Authorization Form

Meeting Name: _____
 Company Name: _____ Booth # _____
 Contact Name: _____
 Contact Address: _____
 Contact Email: _____
 Contact Phone # _____ Fax # _____
 Install Date / Time: _____ # of Days _____

Please complete this credit card authorization form and fax it back only to secure fax number **630-719-8048**. Please do not send this form back electronically as it is in violation of the Global Information Policy 3.2.1. PCI Data Security Standard 4.2 states "Never send unencrypted credit card numbers via e-mail".

Service Guide and Pricing

Please mark the quantity for those services you require. Advance notice is required to most effectively service your needs. Please note that services ordered less than two weeks prior to the installation date require a 50% premium fee.

Technology Services / Pricing	Quantity Needed	2 weeks out (advance) pricing	Less than 2 weeks out	
Dedicated Phone Line	<input type="text"/>	\$153.75	\$230.63	per day
Wired Internet - 1st Connection	<input type="text"/>	\$246.00	\$369.00	per day
Wired Internet - Each Additional Connection	<input type="text"/>	\$61.50	\$92.25	per day
Wireless Internet - Each Connection	<input type="text"/>	\$30.75	\$46.13	per day
<i>Monitors - Please indicate HDMI or VCA</i>				
Monitor - 32"	<input type="text"/>	\$235.00	\$352.50	per day
Monitor - 46"	<input type="text"/>	\$385.00	\$577.50	per day
Engineering Services				
20 amp circuit (includes extension cord)	<input type="text"/>	\$110.00	\$165.00	one time charge
200 amp 208 volt three phase	<input type="text"/>	\$975.00	\$1,462.50	one time charge
Engineer Labor (Banners, Lift Operation, Etc.)	<input type="text"/>	\$90.00	\$135.00	per hour

Package Handling Services Per Package - Packages will be charged the day of receipt for the person listed above.

0-5 Pounds	0-5 Pounds	\$5.00	<input type="text"/>	51+ Pounds	\$25.00	<input type="text"/>
6-20 Pounds	6-20 Pounds	\$10.00	<input type="text"/>	Pallets & Crates	\$75.00	<input type="text"/>
21-50 Pounds	21-50 Pounds	\$15.00	<input type="text"/>	Outgoing Packages	\$5.00	<input type="text"/>

Credit Card Information

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CC Holder's Name: _____
 CC Number: _____ Expiration: _____
 CC Type (please circle): AX VM MC DI DC
 CC Holder's Signature: _____

*****Administrative Use Only*****

Date Received: _____ Estimated Total Amount: _____ Date Charged: _____
 Price Scale: Adv/ Prem Folio # _____

THE WESTIN

LOMBARD

YORKTOWN CENTER

Exhibitor Package Delivery

Exhibitor Information:

Company Name _____

On Site Contact Name _____

On Site Contact Telephone # _____

Booth # _____

Start Date: June 25, 2019

End Date: June 27, 2019

Please place this form on every box getting shipped to the hotel.

Packages must be labeled as follows:

EFB Users Forum

ATTN: (Your Name)

70 Yorktown Center

Lombard, Illinois 60148

Package Fees are as follows:

0 – 5 pounds = \$5.00 each

6 – 20 pounds = \$10.00 each

21 – 50 pounds = \$15.00 each

Over 50 pounds = \$25.00 each

Pallets and Crates = \$75.00 each

Please **DO NOT SHIP** boxes more than 3 business days before prior to your event start date.

A \$20 fee per box per day will be administered for any shipments received more than 3 days prior to your event.

If sending multiple boxes please mark them 1 of x, 2 of x, 3 of x, etc.

BOX # _____ of _____