

## TERMS AND CONDITIONS

2026 IEEE International Symposium on Antennas & Propagation and USNC-URSI Radio Science Meeting, (AP-S/URSI 2026) July 12-17, 2026, Detroit, Michigan, USA.

**1. CHARACTER OF THE EXHIBITION:** AP-S/URSI 2026 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.

**2. LOCATION/DATES:** The 2026 IEEE International Symposium on Antennas & Propagation and USNC-URSI Radio Science Meeting will be held July 12-17, 2026, at Huntington Place, 1 Washington Blvd, Detroit, MI 48226 (USA)

### EXHIBIT SCHEDULE

MOVE-IN:	07:00 - 12:00 Tuesday, July 14
EXHIBIT FLOOR OPENS:	12:00 - 18:00 Tuesday, July 14
	09:00 - 18:00 Wednesday, July 15
	09:00 - 17:00 Thursday, July 16
MOVE-OUT:	08:00 - 12:00 Friday, July 17

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/URSI 2026, all Exhibitors shall staff their booths appropriately during all show hours.

**3. INSTALLATION AND DISMANTLING:** Spaces will be accessible to Exhibitors for setting up displays on Tuesday, July 14, 2026, 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 17, 2026.

**4. BOOTH SIZE/FEE/EQUIPMENT:** A full exhibit area is 10'x10' at a cost of \$3,600 (by 02/19/2026) / \$4,000 (after 02/19/2026 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 staff passes. Additional exhibitor passes can be purchased for \$100 per day. Additional furnishings or services must be ordered through the Official Service Contractor or the appropriate Huntington Place in-house service.

**5. Food and Beverage Service:** Sodexo Live! is the exclusive food and beverage provider for Huntington Place. Exhibitors may not bring, distribute, or sell outside food, beverages, candy, bottled water, or similar items without prior written authorization from Sodexo Live! or Huntington Place. Exhibitors producing edible products may distribute complimentary samples only with written permission and in compliance with health and safety regulations (generally  $\leq$  2 oz for food,  $\leq$  4 oz for beverages).

**6. AUDIO/VISUAL:** All A/V, rigging, and mechanical services must comply with Huntington Place's facility rules and be performed by venue-approved contractors. Exhibitors using third-party A/V or staging vendors must ensure compliance with house rules, labor jurisdiction, and insurance requirements.

**7. 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 2026 reserves the right to alter an Exhibitor's assigned space if it is necessary and is in the best interest of the Events at its sole and absolute discretion. The Exhibitor will be consulted whenever possible.

**8. 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 space shall be considered a subsidiary or affiliate.

**9. SHIPPING INSTRUCTIONS:** An Official Service Contractor will be designated by Management to coordinate all material handling, drayage, and freight logistics. Third parties may not deliver freight, operate forklifts, or move materials within the exhibit hall without authorization. All inbound and outbound shipments must comply with the facility's dock and storage regulations.

**10. GENERAL REGULATIONS:** Demonstrations must be conducted within the exhibitor's booth area and not interfere with adjacent exhibits or aisles. Loudspeakers, flashing lights, or objectionable displays are prohibited. Distribution of stickers is prohibited. Use of helium balloons and confetti are prohibited. Management reserves the right to curtail or close exhibits that do not comply with event standards or IEEE values.

**11. SAFETY CONSIDERATIONS:** All exhibits must comply with Huntington Place and local Detroit Fire Department codes. Exits, aisles, fire extinguishers, and alarms must remain unobstructed. Nothing may be attached to or suspended from ceilings, sprinkler systems, or light fixtures. No drilling, taping, or adhesive on facility walls, floors, or structures. Maximum floor load: 300 lb/sq ft. All materials must be flame retardant and subject to inspection. Exhibitors are responsible for the safety of their employees, contractors, and attendees within their exhibit space.

**12. 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.

**13. CANCELLATION:** If the Exhibitor cancels the space contract on or after May 5, 2026, or fails to occupy the space contracted, AP-S/URSI 2026 is entitled to the full amount of the space rental.

**14. MATTERS NOT SPECIFICALLY COVERED:** 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/URSI 2026.

**15. FORCE MAJEURE / INABILITY TO PERFORM:** If AP-S/URSI 2026 is prevented from holding the exhibition, or cannot permit exhibitor occupancy, due to circumstances beyond its control (including natural disaster, pandemic, labor dispute, government order, or facility unavailability), Management's liability shall be limited to a refund of booth rental fees paid. No other damages or compensation shall be due.

**16. 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/URSI 2026 in writing prior to the opening of the event.

**17. COMPLIANCE WITH TERMS AND CONDITIONS:** AP-S/URSI 2026, 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.