IEEE SUSTECH2020
Corporate Sponsor / Exhibitor Request Form

Please complete this form and email to sustech@ieee.org & mail the form with payment to address below.

<table>
<thead>
<tr>
<th>Donor / Exhibitor Level</th>
<th>Date Submitted</th>
<th>On-site Representative (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requesting Company / Exhibitor / Committee / Society</td>
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<tr>
<td>Point of Contact Name</td>
<td>Phone</td>
<td>Email address</td>
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<tr>
<td>Audio/Visual Requirements:</td>
<td>Electricity</td>
<td>Internet</td>
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<td>List other required equipment:</td>
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<td>Other Notes / Details:</td>
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**Donor / Exhibitor Guidelines**

1. Tables provided are 6’ x 30” and will have a table cloth. Indicate in ‘Other Notes’ if more area will be required for your display. 30” wide tables are available for additional fee.
2. The power supplied (if requested) will be 120 VAC and will power a video display or an audio player.
3. If you have an audio display, the audio must be limited to your space and entry way on either side of your table. The volume must not offend the exhibitors adjacent to your space.
4. Exhibit setup is at **7:00 AM on Thursday April 23, 2020.** Tear down must be completed by the end of the conference (no later than Saturday April 25 2:00 PM).
5. Please submit this form by email to David Gonzalez, Local Arrangements Chair (see below) latest by **Monday April 1, 2020.**
6. Please supply the name of the person in charge of the booth and a telephone number where that person can be contacted during the conference.
7. All incoming shipment may arrive up to four days before the conference.
8. All incoming and outgoing shipment will be delivered to our conference office. Please mark your packages clearly with the event name “SusTech2020” and ATTN: Local Arrangements Chair. You will need to pick up your shipments by **7:00 AM on Thursday April 23, 2020.**
9. Audio/Visual cost will be billed back to the donor/exhibitor except for Diamond and Platinum donors. Donors should receive the bill no later than 30 days after the conference.
10. **Payment must be received latest by 30 days in advance** of the conference. Payment should be made out to: “IEEE Conference on Technologies for Sustainability” or “IEEE SusTech 2020.”

**SusTech 2020 Sponsor/Exhibitor Contacts**

Email form to:
David Gonzalez  
Local Arrangements Chair  
Email: sustech@ieee.org

Payment: Make Check payable to: “IEEE SusTech 2020”  
Mail copy of form and check to:  
JK McKinney  
Dura Sales of Southern California, Inc.  
23555 Golden Springs Dr., Suite F  
Diamond Bar, CA 91765  
Email: jk@durasocal.com  
Tel: 1-909-612-1044