

# SPONSOR & EXHIBITOR PROSPECTUS

## IEEE **SiPhotonics**

**IEEE Silicon Photonics Conference • 15 - 18 April 2024 • Tokyo Bay Hilton, Tokyo**

The IEEE Silicon Photonics Conference delivers insights on current and future innovations in photonic devices, materials, and applications, as well as novel monolithic and heterogeneous integration and fabrication technologies on silicon platform. Formerly known as IEEE Group IV Photonics Conference since 2004, the 2024 IEEE SiPhotonics inherits a track record of close personal interactions between colleagues from both academia and industry with state-of-the-art oral and poster presentations of contributed and invited papers, as well as plenary sessions with overviews of important topics and advancements in silicon photonics.

## **EXHIBIT AT SIPHOTONICS 2024**

**Contact:**

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**[www.ieee-siphotonics.org](http://www.ieee-siphotonics.org)**



EXHIBITION SCHEDULE

Exhibitor Move In	Monday, 15 April 2024	1:00pm - 5:00pm
Exhibit Hours	Tuesday, 16 April 2024	9:00am - 4:00pm
Exhibit Hours	Wednesday, 17 April 2024	9:00am - 4:00pm
Exhibit Hours	Thursday, 18 April 2024	9:00am - 4:00pm
Exhibitor Move Out	Thursday, 18 April 2024	4:00pm

EXHIBITOR AND SPONSOR PACKAGES

IEEE SiPhotonics Conference offers the following exhibitor and sponsor packages:

The benefits of each package are summarized here.

	Booth Only	Bronze Level	Silver Level	Gold Level
Full Attendee Conference Registration(s)	1	1	2	3
One 6’ table, draped, 2 chairs, wastebasket, identification sign	✓	✓	✓	✓
Company logo, contact information and web link on conference website	✓	✓	✓	✓
Listed as exhibitor on conference mobile app	✓	✓	✓	✓
Listed as sponsor on website and conference mobile app		✓	✓	✓
Additional booth staff badge(s)		1	1	2
Company logo listed on conference signage		✓	✓	✓
One page ad to be distributed with conference materials			✓	✓
	\$1,500 USD	\$2,500 USD	\$5,000 USD	\$7,500 USD

ADDITIONAL SPONSORSHIP OPPORTUNITIES

Your company will be recognized on signage on-site at the specific event you sponsor.

- Lanyard (\$1,200 USD) *\*exclusive sponsorship and production included*
- WIFI Sponsor (\$2,500 USD)
- Welcome Reception Sponsor (\$5,000 USD)
- Coffee Break Sponsor (\$2,500 USD)
- One Page Ad (\$1,000 USD) *\*production not included*

For sponsorship details and/or to become an exhibitor at  
IEEE SiPhotonics, please email Alicia Ortore, [a.ortore@ieee.org](mailto:a.ortore@ieee.org)

[www.ieee-siphotonics.org](http://www.ieee-siphotonics.org)



## EXHIBIT SPACE / SPONSOR APPLICATION / CONTRACT

1. Please read this contract carefully and print or type all information requested.
2. Complete, sign and send to: **IEEE Photonics Society**

445 Hoes Lane, Piscataway, NJ 08854  
TEL +1 732 981 3408  
a.ortore@ieee.org

Booth license charge is \$1,500 USD per 6' table space. Additional booth badges are \$100. Make checks payable to: IEEE SiPhotonics Conference 2024. \* Prices in US Dollars.

**Sponsorship:**      **Exhibit Booth Only \$1,500**      **Bronze \$2,500**      **Silver \$5,000**      **Gold \$7,500**

**Additional Sponsorship** \_\_\_\_\_

## COMPANY INFORMATION

Company Name \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Web Address \_\_\_\_\_

I have read and agree to the terms and conditions of this contract.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

## CONTACT INFORMATION (will be advertised on the conference website; you will be contacted for your company description)

Contact Name \_\_\_\_\_ Email Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address (If different from above) \_\_\_\_\_

## ADDITIONAL BOOTH STAFF (additional booth staff are \$100 per person)

Contact Name \_\_\_\_\_ Email Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Email Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Email Address \_\_\_\_\_

## PAYMENT INFORMATION

Check      Credit Card      Wire Transfer

## TERMS & CONDITIONS

### 1. Contract

This application, properly executed by Applicant (Exhibitor) shall upon written acceptance and notification of booths assigned by the IEEE SiPhotonics Conference 2024 management 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 date and time received. The IEEE SiPhotonics Conference 2024 will continue to receive applications and assign space, as it remains available, until shortly before the show opening date. In all cases, total booth payments must be received prior to show opening. The IEEE SiPhotonics Conference 2024 management reserves the right to reassign Exhibitor space in order to modify floor plan for overall benefit of the show.

### 3. Exhibit Rental Space Rate

Exhibit space rental includes materials and services described herein. Show price per 6' table top space contracted at \$1,500 USD.

- 1 - full conference attendee registration
- 1 - 6' table, draped
- 2 - chairs
- 1 - wastebasket
- Exhibitor identification sign
- Company logo, contact information and web link on the website

### 4. Payment Requirements & Cancellation Charges

Payment in full is required with submission of contract application. All cancellations must be made in writing prior to 4 March 2024. Refunds requested after 4 March 2024 cannot be guaranteed.

### 5. Exhibit Hours

A representative should man exhibit space during all times when Exhibition is officially open. Exhibit space must be maintained in a neat and orderly manner throughout the Exhibition. Exhibitors are responsible for removal of all materials used in their display. For specific hours of the exhibit, please refer to the exhibit schedule listed in the Exhibitor Prospectus and the conference website.

### 6. Losses or Damage

Exhibitor agrees that the IEEE SiPhotonics Conference 2024 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, the IEEE SiPhotonics Conference 2024 from all liability whatsoever, on account of any such damage, or injury, whether or not caused by negligence of or breach of an obligation by Exhibitor or its employees or representatives. Exhibitor will be 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.

### 7. Exhibitor Registration

Each exhibiting company will receive one complimentary full conference attendee registration for each booth rental, access to the all technical sessions and social events. Additional Exhibit Booth Staff badges are \$100 USD. The exhibit booth staff will have access to the exhibit floor only.

### 8. Electricity

Any electrical needs for your exhibit booth will be the financial responsibility of each individual exhibitor.

### 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. Policy

It is further agreed that the Exhibitor will abide by and comply with rules and regulations concerning local customs that may apply, having agreements with the Show Facility or with authorized contractors employed by the IEEE SiPhotonics Conference 2024.

## PREVIOUS SPONSORS AND EXHIBITORS INCLUDE

