

CONFERS

FOSTERING THE SATELLITE SERVICING INDUSTRY

7TH ANNUAL

G S S F & E

November 13 - 14, 2024

*The space sector's premier in-space
infrastructure and operations event*

The Westin Arlington Gateway | Arlington, VA

**TABLE-TOP EXHIBITION
PROSPECTUS &
AGREEMENT**

GSSF&E Table-Top Exhibition

CONFERS 7th Annual Global Satellite Servicing Forum & Exhibition (GSSF&E) offers companies, academic institutions and government agencies supplying products and services to the satellite servicing industry (*including, but not limited to* maintenance, repair, assembly, manufacturing, and inspection within the space domain extending from low-Earth orbit (LEO) to cislunar orbit and beyond) the opportunity to enhance their corporate brand and product and service recognition with a GSSF&E table-top exhibit.

Exhibiting at CONFERS 7th Annual GSSF&E will give your company terrific exposure to all conference attendees in the heavily trafficked Fitzgerald Ballroom Foyer - the location for registration, receptions, morning and afternoon breaks, and food and beverage service. A table-top exhibit is an effective way to showcase your products and services to satellite servicing industry stakeholders.

TABLE-TOP EXHIBIT FEES & AMENITIES

Member Type	Table-top Exhibit Pricing
CONFERS Member	\$1,500
Non-Member	\$2,000

TABLE-TOP EXHIBITOR BENEFITS

- One (1) 6' skirted table, identification sign, two (2) chairs and one (1) wastebasket in the Fitzgerald Ballroom Foyer
- One (1) complimentary attendee registration to the GSSF&E
- Company name and logo recognition on the CONFERS website; in meeting materials; on signage; in the on-site program; and, in the walk-in slide presentation to attendees; and, an exhibitor ribbon for all exhibiting company attendees.
- Logo on the Table-Top Exhibit Bingo Card
- Complimentary business card-size (3.25" x 2") full-color ad in the on-site program
- Seven hours of total combined exhibit time

EXHIBIT SCHEDULE*

Tuesday, November 12, 2024

2:00 PM - 7:00 PM Exhibit tables set-up

Wednesday, November 13, 2024

6:00 AM - 7:00 AM Exhibit tables set-up
7:30 AM - 8:30 AM: Exhibits viewing during networking breakfast
10:15 AM - 10:45 AM: Exhibits viewing during the morning networking break
12:05 PM - 1:05 PM: Exhibits viewing during the networking lunch service
2:50 PM - 3:20 PM: Exhibits viewing during the afternoon networking break
5:20 PM - 6:30 PM: Exhibits viewing during the evening networking reception

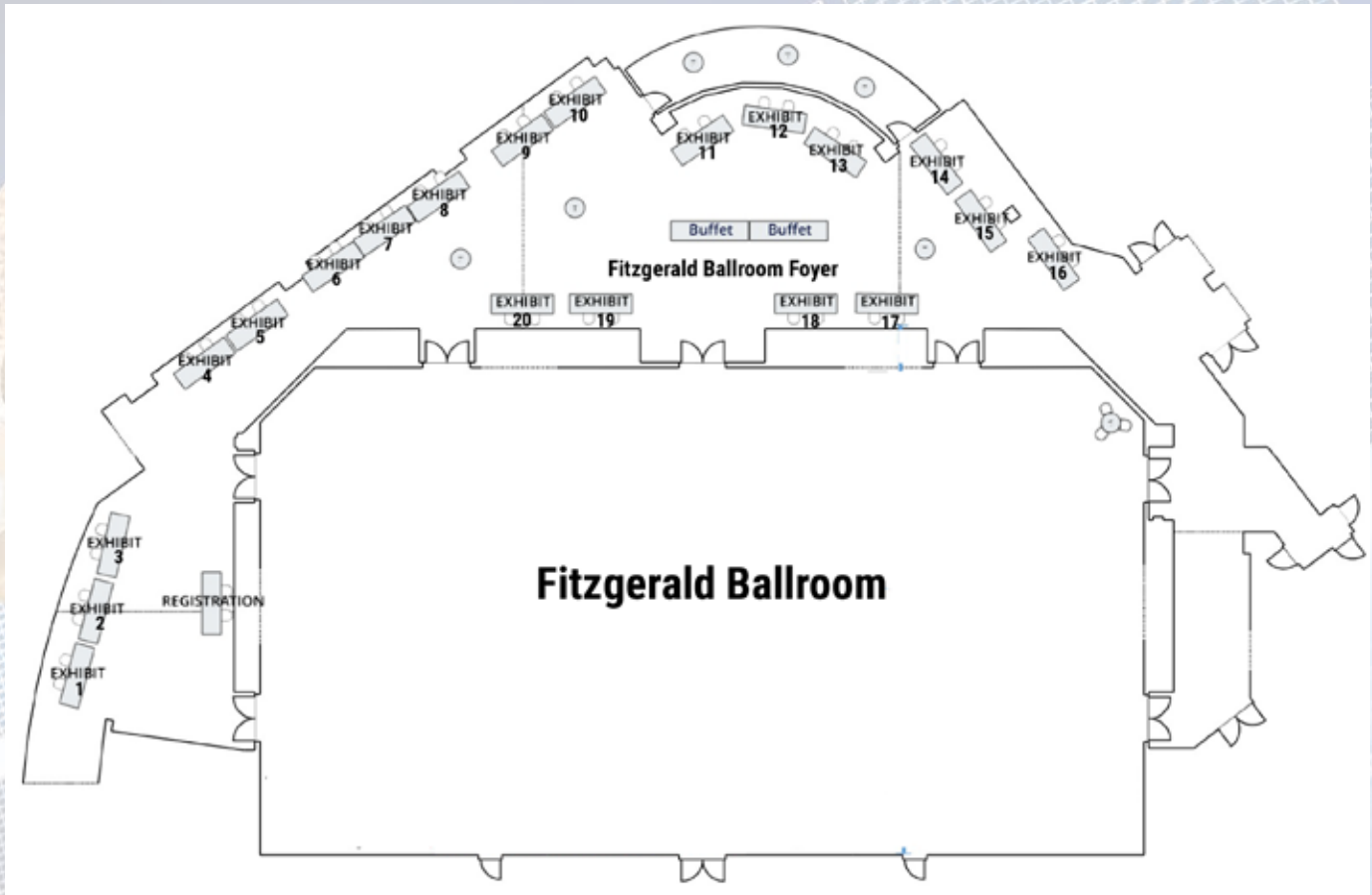
Thursday, November 14, 2024

7:30 AM - 8:30 AM: Exhibits viewing during networking breakfast
9:55 AM - 10:25 AM: Exhibits viewing during the morning networking break
12:10 PM - 1:10 PM: Exhibits viewing during the networking lunch service
2:35 PM - 3:05 PM: Exhibits viewing during the afternoon networking break
From 3:05 PM - 5:00 PM: Exhibitors may dismantle their table-top exhibits

**Subject to change*

GSSF&E Table-Top Exhibition

TABLE-TOP EXHIBIT FLOOR PLAN**



**Subject to modifications

TABLE-TOP EXHIBITOR DEADLINES

- Table-top Exhibit reservation deadline: August 31, 2024
- Table-top Exhibit payment deadline (if requesting an invoice): within 30 days of invoice date, but not later than August 31, 2024
- Complimentary ad artwork submission deadline: September 30, 2024
- Company logo submission deadline: September 30, 2024

ARTWORK

- Complimentary business card ad size is 3.25" x 2"
- The best format for artwork is a high quality print-ready PDF. Choose **Press Quality** if in doubt.
- Minimum of 300 dpi
- Embed all fonts or convert to outlines
- Must be CMYK for print

Return completed Table-top Exhibit Reservation Form with payment and artwork to:

Via USPS:

CONFERS
8 The Green
Suite 14865
Dover, DE 19901

Via Email:

brian@satelliteconfers.org

Via Fax (Reservation Form Only):

+(703) 971-9683

GSSF&E Table-top Exhibition Reservation Form & Agreement

COMPANY INFORMATION FOR INCLUSION IN THE ON-SITE PROGRAM

Company Name: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Country: _____ Telephone: _____ Website: _____

Company or Product Description:



CONTACT INFORMATION FOR EXHIBIT CORRESPONDANCE

Name: _____ Title: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Country: _____ Phone: _____ E-mail: _____

Cell Phone (for on-site contact only): _____

COMPLIMENTARY ATTENDEE REGISTRATION

Name: _____ Title: _____

Nickname: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Country: _____ Phone: _____ E-mail: _____

Cell Phone (for on-site contact only): _____

Dietary or ADA Accommodations:

SIGNATURE OF AUTHORIZED REPRESENTATIVE

I, the duly authorized representative of the company, on behalf of the company listed above, with the full power and authority to sign and deliver a contract, which includes authorizing payment to CONFERS, agree to all the terms and conditions contained in this GSSF&E Table-top Exhibit Prospectus and Reservation Form & Agreement.

Acknowledged and Accepted by:

Authorized Signature: _____ Date: _____

Name: _____ Title: _____

Member Type

CONFERS Member

Non-Member

Table-top Exhibit Pricing

\$1,500 per table-top exhibit

\$2,000 per table-top exhibit

_____ table-top exhibits x \$ _____ = \$ _____

TABLE-TOP LOCATION SELECTION

Booth Number Preferences (reference the Floor Plan on page 2):

Choice #1: _____ Choice # 2: _____ Choice #3: _____

Choice #4: _____ Choice #5: _____ Choice #6: _____

List firms you do not want to be adjacent to or across from (CONFERS will make every attempt to accommodate, but cannot guarantee your request): _____

CANCELLATION

If an exhibitor cancels the table-top exhibit space contracted for, the exhibitor must do so in writing to CONFERS, and will be obligated to pay CONFERS fees based on the following schedule:

Cancel by May 1, 2024: 0% of table-top exhibit space rental due

Cancel between May 2, 2024 and August 31, 2024: 50% of exhibit space rental due

Cancel after September 1, 2024: 100% of exhibit space rental due

Forfeited payments or payments due for canceled table-top exhibit space **MAY** be used toward sponsorships or advertising in the conference on-site program **IF** the cancelled space is resold by September 30, 2024.

PAYMENT - full payment is required on all sponsorship commitments.

Enclosed is the total table-top exhibit payment in the amount of \$ _____

Payment Methods:

Send an invoice via email (Billing contact email if different from Contact, above): _____

Check enclosed #: _____ Credit Card: American Express MasterCard Visa

Credit Card Number: _____ Expiration Date: _____

Signature: _____

Questions about exhibiting? Contact Brian Lagana, CONFERS Executive Director at brian@satelliteconfers.org or call +(571) 431-8199