FRONTIERS IN EDUCATION CONFERENCE

2015 EXHIBITOR'S KIT

Camino Real Hotel and Convention Center
El Paso, Texas

October 21 – 24, 2015

Sponsored by

IEEE Computer Society
IEEE Education Society
ASEE Educational Research and Methods Division

EXHIBIT DATES AND HOURS

10/22/2015    Thursday    9:30 a.m. – 5:00 p.m.
10/23/2015    Friday      9:00 a.m. – 4:30 p.m.
GENERAL INFORMATION

The 45th annual Frontiers in Education Conference (FIE), sponsored by the IEEE Education Society, the IEEE Computer Society, and the ASEE Educational Research and Methods Division, will be held October 21st – 24th at the Camino Real Hotel and Convention Center in El Paso, Texas. The exhibit hall will be open to conference attendees on October 22nd from 9:30 a.m. – 5:00 p.m. and October 23rd from 9:00 a.m. – 4:30 p.m.

The Frontiers in Education Conference is a major international engineering education conferences offered every year. Over 500 academic and industry representatives are expected to attend. Participants will include college deans, department chairpersons, faculty in engineering, engineering technology, and computer science, as well as industry leaders from throughout the country and the world. The majority of the attendees, however, are computer science, engineering and engineering technology faculty.

The Frontiers in Education exhibits have become a very popular and rewarding tradition for both attendees and exhibitors. To insure maximum exposure, the exhibits and the refreshment breaks will be located in the same space. A special "Focus on Exhibits" session is planned for the afternoon of Friday, October 23rd.

In the past several years, booth space has been very popular, with a high percentage of exhibitors returning.

WHO SHOULD EXHIBIT

- Publishers – display your computer science, engineering, and engineering technology textbooks, engineering education related textbooks, and associated software on technical writing and new multimedia technologies.

- Computer Software and Hardware Companies – demonstrate your latest products to your most consistent users.

- Lab Equipment Companies – present your latest equipment for all engineering fields. Attendees will represent most engineering disciplines.

- Manufacturers and Consulting services – introduce state-of-the-art equipment, tools, and programs geared to educators.

- Professional Societies – provide assistance and offer new techniques in engineering and engineering education.

BOOTH RENTAL INFORMATION FIE

2015 will offer 10’ wide by 10’ deep exhibit areas.

The booth rental rates are in USD:

- Early Application (through June 30th, 2015): $1,600
- Late Application (after June 30th, 2015): $1,900

The booth rental fee includes:

- One draped exhibit table, one wastebasket, and two chairs.
- Complimentary power and wireless internet access.
- One full registration (this includes the program book, the proceedings, admission to the technical sessions, and a complete meal package)

Additional tables, chairs, risers, etc. can be arranged with the show decorator, who will contact you prior to the conference. For additional personnel working in the booth, individual registrations can be purchased for $350. (This includes a name badge, access to the exhibit hall, technical sessions, meals and breaks).

To reserve a booth or for other general information concerning exhibiting, contact the FIE 2015 Exhibits Chair:

<table>
<thead>
<tr>
<th>Prof. Robert J. Hofinger</th>
<th>Dr. Michael DeAntonio</th>
<th>Kevin Curry</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIE 2015 Exhibits Chair</td>
<td>FIE 2015 General Chair</td>
<td>Assistant to the General Chair</td>
</tr>
<tr>
<td><a href="mailto:rhofinge@purdue.edu">rhofinge@purdue.edu</a></td>
<td><a href="mailto:mdeanton@nmsu.edu">mdeanton@nmsu.edu</a></td>
<td><a href="mailto:Kevin.Curry@ku.edu">Kevin.Curry@ku.edu</a></td>
</tr>
</tbody>
</table>

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FOCUS ON EXHIBITS

Attendees and participants will be encouraged to visit the exhibit area throughout the conference. In order to provide full exposure for the exhibits, a special "Focus on Exhibits" session is planned for the afternoon of Friday, October 23rd, during which time there will be no technical sessions scheduled. For additional exposure during the “Focus on Exhibits” session, please consider donating one of your company’s products to be given away as a door prize.

EXHIBITOR SHOWCASE

Again this year, FIE will offer an “Exhibitor Showcase” that provides companies a longer block of time for demonstrations or presentations. This is an excellent opportunity to invite faculty members who are using your product to explain their applications to other educators. A list of the Exhibitor Showcase sessions will be distributed to conference attendees as part of the registration packet and posted in the exhibit area.

The Exhibitors Showcases will be held on Thursday, October 22nd and Friday, October 23rd in a meeting space within the conference building. Up to six (6) 1½ hour sessions will be available this year. If you are interested in participating in the Exhibitor Showcase, please contact Robert Hofinger. There will be a $200 charge for each Exhibitor Showcase to cover the cost of room set up and the audio/visual equipment (a data projector and a screen).

SPONSORSHIPS

For even more exposure, consider becoming a Corporate Affiliate. Affiliate monies in the past have funded conference events such as plenary speakers, breaks, lunches, receptions, and the rental of audio/visual equipment. Another option is to donate give-away items (with your company logo) for inclusion in the registration packet or as a door prize for the “Focus on Exhibits” session. Appropriate recognition will be given on the FIE web site, in conference publications, and signage at the conference. Corporate Affiliates also will be recognized during the conference luncheons.

If you are interested in a larger or customized sponsorship, please call the assistant to the General Chair, Kevin Curry (+1 913-897-8761 or Kevin.Curry@ku.edu) to discuss available opportunities.

EXHIBITOR APPLICATION AND REGISTRATION

Exhibitors must register using the EXHIBIT SPACE APPLICATION AND CONTRACT. Contracts are available from the Exhibits Chair or on the FIE 2015 website. Receipt of your signed contract, accompanied by a check for the full amount, constitutes a valid contract for exhibit space. All fees are payable in U.S. Dollars. We also accept all major credit cards. Exhibitors will be able to pick up their conference materials at the registration desk during normal registration hours.

HOTEL RESERVATIONS

Your hotel reservation can be made directly with the hotel. We will supply you with more information about registration as the conference approaches.

SET UP

The exhibits will be ready for set up on Wednesday, October 21st, 2015 between 1:30 p.m. and 6:00 p.m. Exhibits must be set up by 6:00 p.m.

DISMANTLING

Exhibits may not be dismantled or removed before the scheduled end of Exhibition on the afternoon of Friday, October 23rd, 2015. Exhibits should be dismantled immediately following the end of Exhibition and within a two hour time period.

ASSIGNMENT OF SPACE

There will be a limited number of booths available, and they will be assigned on a first-come, first-served basis. However, companies committed to exhibiting prior to this mailing and Corporate Affiliates will have priority. See the prior information about becoming an FIE Corporate Affiliate.

SHIPPING INFORMATION

We are contracting with a local shipping company for advance shipment and return of booth materials. They will provide information on their service fees and forms. Additional information will become available upon registration.
MISCELLANEOUS USE OF SPACE

Reassignment, subletting or sharing any part of allotted booth (or room) space is prohibited. Solicitations and distribution of printed advertising must be confined to the booth space only. Operation of objectionable material and sound devices will not be allowed. Aisles must be kept clear. The Exhibits Chair reserves the right to transfer booth locations in order to solve competitive conditions, avoid similarity in firm names, or to effect a more uniform distribution of space.

Exhibitors must use materials that will pass local fire inspection regulations. Drapes and curtains must be flameproof. Volatile liquids, gases, or combustible substances may **NOT** be present. All electrical work must be arranged through the show decorator or the Camino Real Hotel personnel, in order to insure compliance with local regulations.

All of the rules and regulations mentioned are to be construed as a part of the space rental contract. The Exhibits Chair reserves the right to interpret them, as well as make final decisions on points these rules do not cover.

LIMITATION OF LIABILITY

Neither the sponsors, (ASEE, IEEE) nor the Camino Real Hotel nor any of their officers, agents, employees, or other representatives shall be held liable, and they are hereby released from liability, for any damage, loss, harm, or injury to the person or property of the Exhibitor or any of its officers, agents, employees, or other representatives, resulting from theft, fire, water, accident, or any other cause. The Exhibitor shall hold the Camino Real Hotel harmless from, any and all claims, demands, suits, liability, damages, loss, attorney's fees, and expenses of whatever kind or nature, which might result from or arise out of any action or failure to act on the part of the Exhibitor or any of its officers, agents, employees, or other representatives. It is suggested that all Exhibitors provide for their own floater insurance coverage, protecting themselves against damage, loss or theft.

SECURITY

The exhibit area will have a security guard in attendance when the reception area is not open. For your own security, the conference recommends that exhibitors should keep an attendant in their booth(s) during the hours the exhibits are open and remove valuable equipment when the exhibits are closed.

REFUNDS/CANCELLATIONS

Exhibit space assigned and confirmed may be cancelled without penalty through August 10, 2015. Exhibit space cancelled after August 10, 2015 and until September 21, 2015 will be subject to a 25% cancellation fee. After September 21, 2015 no refunds will be made. A $30 fee also will be charged for returned checks. KU Continuing Education reserves the right to cancel the FIE conference and return all fees in the event of insufficient registration. The liability of the University of Kansas is limited to the registration fee. The University of Kansas will not be responsible for any losses incurred by registrants, including but not limited to airline cancellation charges or hotel deposits.

PROGRAM ACCESSIBILITY

We can accommodate persons with disabilities. Please call +1 (785) 864-5823 and a representative from KU Continuing Education, the logistics provider for the conference, will contact you to discuss your needs. To ensure proper accommodations, please register with your needs at least two weeks before the start of the conference.

The University of Kansas is committed to providing programs and activities to all persons, regardless of race, religion, color, national origin, ancestry, sex, age disability, and veteran status. In addition, university policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.

*For up to date conference information, a conference program, or for ideas about providing additional support for an event by becoming a "Corporate Affiliate," please call Kevin Curry at +1 (913) 897-8761 or at http://fie2015.org*
We hereby apply for exhibit space in the 2015 FRONTIERS IN EDUCATION CONFERENCE Exhibition and Display. In making this application, we agree to conform to the Exhibit Regulation for the 2015 FRONTIERS IN EDUCATION CONFERENCE as noted in the EXHIBITOR’S KIT. It is mutually agreed that all of said regulations shall be interpreted by the Exhibits Chair, and that the parties hereto shall be bound by such interpretation. Acceptance of this application by the Exhibits Chair shall be converted into a full contract for exhibits. Due to space limitations and other factors, application does not necessarily mean acceptance.

Please Print

Exhibitor name ____________________________
Name of officer authorized to sign ____________________________
Authorized signature ____________________________
Date ____________________________
City ____________________________
Address ____________________________
State ____________________________ ZIP ____________________________
E-mail ____________________________
Telephone ____________________________
Fax ____________________________
Company Web site ____________________________

Exhibitor Rates - All fees are in USD.

☐ Early Booth Application (by June 30, 2015): $1600
☐ Late Booth Application (after June 30, 2015): $1900
☐ Special Registration for Universities: $700
☐ Additional Booth Personnel Registrations: $350
☐ Exhibitor Showcase Presentation Session: $200
☐ My company would like to be a Corporate Affiliate.

Please list names of registering personnel:
Exhibitor Personnel: (One included in registration package)
1 Additional Booth Personnel: ____________________________
($350 each)

☐ Check enclosed, payable to The University of Kansas.

Payment Options

Registrations will be processed until payment is received. Payment for early bird registrations must be received on or before the early bird deadline.

Check which form of payment you wish to use:
☐ Check enclosed, payable to The University of Kansas.

Do not send credit card numbers by email. Fax form to 785-864-4871.

☐ Credit card company ____________________________
Card # ____________________________ Exp. ____________________________
Name on card (print) ____________________________
Cardholder’s phone # ____________________________

TOTAL $__________

Contact Person(s)

Please list the name(s) of others who should receive conference material:

Name ____________________________ Phone ____________________________
Address ____________________________
City ____________________________ State ____________________________
ZIP ____________________________
E-mail ____________________________
Fax ____________________________

Mail ____________________________
Name ____________________________ Phone ____________________________
Address ____________________________
City ____________________________ State ____________________________
ZIP ____________________________
E-mail ____________________________
Fax ____________________________

Refund and Cancellation Policy

Exhibit space assigned and confirmed may be cancelled without penalty through August 9, 2015. Exhibit space cancelled after August 9, 2015 and until September 19, 2015 will be subject to a 25% cancellation fee. After September 19, 2015 no refunds will be made. KU Continuing Education reserves the right to cancel the FIE conference and return all fees in the event of insufficient registration. The University of Kansas is limited to the registration fee. The University of Kansas will not be responsible for any losses incurred by registrants, including but not limited to airline cancellation charges or hotel deposits.

Easy Ways to Register

Mail Complete the registration form and mail with payment to:
The University of Kansas
Continuing Education
Registrations
1515 Saint Andrews Drive
Lawrence, Kansas 66047-1619
Phone Toll-free 877-404-5823 or 785-864-5823
Fax 785-864-4871

☐ Special Accommodation

If you will need special accommodation, please mark the box above, and a member of the Continuing Education staff will contact you.

Privacy Policy

KU Continuing Education does not share, sell, or rent its mailing lists. You have our assurance that any information you provide will be held in confidence by KU Continuing Education. We occasionally use mailing lists that we have leased. If you receive unwanted communication from KUCE, it is because your name appears on a list we have acquired from another source. In this case, please accept our apologies.

Nondiscrimination Policy

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University’s programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of the Office of Institutional Opportunity and Access, IOA@ku.edu, 1246 W. Campus Road, Room 153A, Lawrence, KS, (785)864-6414, 711 TTY.

Program Accessibility

We accommodate persons with disabilities. Please call 785-864-5823 or mark the box above, and a member of the Continuing Education representative will contact you to discuss your needs. To ensure accommodation, please register at least two weeks before the start of the conference. See the nondiscrimination policy above.

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