

IEEE Space Mission Challenges for Information Technology 2024

IEEE Space Computing Conference 2024

Sponsor Guide and Order Form

Sponsor Prospectus

The prospectus is located on the [SMC-IT / SCC website](#).

Exhibition Location and Facilities

The conference and trade show will be located in the Computer History Museum in Mountain View, CA. Gold and Platinum sponsors are welcome to participate in the exhibition and will be allocated sufficient space to locate a 6' x 10' booth. Access to 110V power will be provided. Coffee and refreshments during break times and lunch-time desserts will be located in the exhibition space, to encourage conference participants to visit the exhibition area.

Exhibition Dates and Times

Set up will be 8:00am to 10:00am on Tuesday, July 16, 2024.

Exhibition hours are expected to be as follows:

Tuesday, July 16, 2024: 10:00am to 5:00pm

Wednesday, July 17, 2024: 8:00am to 5:00pm

Thursday, July 18, 2024: 8:00am to 3:00pm

Tear down will be 3:00pm to 5:00pm on Thursday, July 18, 2024. All exhibition materials must be packed and ready for collection by shipping crews by 5:00pm.

Times are approximate and will be confirmed closer to the exhibition date.

Booth Materials, Shipping To and From the Exhibition

Exhibitors may ship materials direct to the Computer History Museum. The facility requests that materials arrive no earlier than July 12, 2024. Exhibitors are responsible for organizing shipping of their booth materials from the facility. Materials must be collected by the shipper no later than 5pm July 18 2024. Please email the [Exhibition Chair](#) if you have any additional questions.

Payment Terms

A completed Sponsorship Order Form must be submitted to the SMC-IT/SCC [Exhibition Chair](#) to secure sponsorship. This applies to all levels of sponsorship, including Silver sponsors which do not participate in the exhibition. Upon receipt of your completed and signed order form, an invoice for the total amount of your reservation will be sent to you. Please provide the exact billing address, email address

and phone number. Please provide your company logo so that it can be used in promotional materials and the SMC-IT/SCC website.

Payment method: IEEE will directly invoice sponsors.

Payment must be received within 30 days of receiving the invoice or by May 17, 2024, whichever occurs first. Failure to do so will result in loss of exhibition space.

Cancellation Policy

Cancellation requests must be sent by email to the SMC-IT/SCC [Exhibition Chair](#).

The following cancellation fees will apply:

Cancellations submitted prior to 11:59pm pacific time on May 17, 2024: 50% refund

Cancellations submitted on May 18, 2024 or later: no refund.

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Sponsorship Order Form

Company:	
Address (Line 1):	
Address (Line 2):	
City:	State:
Zip / Postal Code:	Country:
Contact Name of Exhibitor:	
Email Address of Exhibitor:	
Mobile Phone of Exhibitor: (please include country code if visiting from outside USA)	
Sponsorship Level: (check one)	Platinum (\$6,000) <input type="checkbox"/> Gold (\$4,000) <input type="checkbox"/> Silver (\$2,500) <input type="checkbox"/>
An Invoice will be sent to Accounts Payable at your company when this completed form is received. Payment must be received within 30 days of invoice or by May 17, 2024, whichever occurs first. Failure to do so will result in loss of exhibition space. Cancellation requests must be sent by email to the SMC-IT/SCC Exhibition Chair [koneill@amd.com]. Cancellations submitted on May 17 or earlier: 50% refund Cancellations submitted on May 18 or later: no refund.	
Signature:	Date:
Print Name of Signatory:	