



## FRONTIERS IN EDUCATION CONFERENCE

### 2018 EXHIBITORS' KIT

**San Jose Marriott  
San Jose, California**

**October 3 – 6, 2018**

Sponsored by

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

#### EXHIBIT DATES AND HOURS (SUBJECT TO CHANGE)

10/4/2018	Thursday	10:00 a.m. – 5:00 p.m.
10/5/2018	Friday	9:30 a.m. – 4:30 p.m.

---



## GENERAL INFORMATION

**FIE:** The 48th annual Frontiers in Education Conference (FIE)

Sponsored by the IEEE Education Society, the IEEE Computer Society, and the ASEE Educational Research and Methods Division, this year's conference will be held October 3rd – 6th at the San Jose Marriott. The exhibit area will be open to conference attendees on October 4th from 10:00 a.m. – 5:00 p.m. and October 5th from 9:30 a.m. – 4:30 p.m.

The Frontiers in Education Conference is a major international conference focusing on educational innovations and research in engineering and computing education. Over 600 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 5th.

## 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 2018 will offer 10' wide by 10' deep booths.

**The booth rental rates are in USD:**

### **Rates for Thursday and Friday Exhibition:**

- |   |                |
|---|----------------|
| • <b>Early Application (through July 30th, 2018):</b> | <b>\$1,600</b> |
| • <b>Late Application (after July 30th, 2018):</b>    | <b>\$1,900</b> |
| • <b>Academic Institutions &amp; Departments</b>      | <b>\$700</b>   |

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 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 2018 Exhibits Chair:

FIE 2018 Exhibits Chair Robert J. Hofinger rhofinge@purdue.edu	FIE 2018 General Chair Jinny Rhee jinny.rhee@sjsu.edu	Assistant to the General Chair Kevin Curry Kevin.Curry@ku.edu
--	---	---

## 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 5th 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 4th and Friday, October 5th 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 \$250 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 Conference Sponsor**. Sponsorship 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 contact 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 2018 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 3rd, 2018 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 5th, 2018. Exhibits should be dismantled immediately following the end of Exhibition and within a two hour time period.

## **ASSIGNMENT OF SPACE**

Approximately 20 booths will be 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.

## **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 convention center 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 San Jose Marriott 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 San Jose Marriott 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 13, 2018. Exhibit space cancelled after August 13, 2018 and until September 5, 2018 will be subject to a 25% cancellation fee. After September 5, 2018 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 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. Retaliation is also prohibited by university policy.

# FIE Exhibitor Application and Contract

October 18 - 21, 2018 San Jose, California

PC19230F

We hereby apply for exhibit space in the 2018 FRONTIERS IN EDUCATION CONFERENCE Exhibition and Display. In making this application, we agree to conform to the Exhibit Regulation for the 2018 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.

## 1 Please Print

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

## 2 Exhibitor Rates - All fees are in USD.

- Early Booth Application (by July 30, 2018): @ \$1600 \$ \_\_\_\_\_  
 Late Booth Application (after July 30, 2018): @ \$1900 \$ \_\_\_\_\_  
 Additional Booth Personnel Registrations: @ \$350 \$ \_\_\_\_\_  
 Exhibitor Showcase Presentation Session: @ \$250 \$ \_\_\_\_\_  
 Academic Institutions @ \$700 \$ \_\_\_\_\_

Please list names of registering personnel:

Exhibitor Personnel: (One included in registration package) <sup>1</sup> \_\_\_\_\_

Additional Booth Personnel: \_\_\_\_\_  
(\$350 each)

- My company would like to be a Sponsor.  
(Please see Web site for options, or contact Kevin Curry at +1 913-897-8761 or at Kevin.Curry@ku.edu)

TOTAL \$ \_\_\_\_\_

## 3 Payment Options

Registrations will not be processed until payment is received. Payment for early bird registrations must be received on or before the early bird deadline.

- Check enclosed, payable to **The University of Kansas.**

To pay by credit card, call toll-free 877-404-5823 or 785-864-5823 or register online, using the link at <http://fie2018.org/registration>.

**Do not send credit card information by email.**

## 4 Contact Person(s)

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

## 5 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 space on the registration form, and a KU 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.

## Refund and Cancellation Policy

Exhibit space assigned and confirmed may be cancelled without penalty through August 13, 2018. Exhibit space cancelled after August 13, 2018 and until September 5, 2018 will be subject to a 25% cancellation fee. After September 5, 2018 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.