



General Information

IMS2025 Exhibit Team Contacts

Questions? Contact any member of the Exhibit Management team:

Dave Weil	Group Show Director	dweil@heiexpo.com
Tina Vickery	Exhibit Operations	tvickery@heiexpo.com
Jeff Naccarato	Exhibit & Sponsorship Sales Director	jnaccarato@heiexpo.com
Penny McQuality	Sponsorship Deliverables	pmcquality@heiexpo.com
Fred Champagne	Exhibits Coordinator	fchampagne@heiexpo.com
Julianne McCaffray	Exhibitor Registration	jmccaffray@heiexpo.com

Location

The Moscone Center
747 Howard Street
San Francisco, CA 94103

Exhibition Hours

Tuesday, 17 June 2025	09:30 to 17:00
Wednesday, 18 June 2025	09:30 to 18:00
	<i>Industry-Hosted Reception, 17:00 to 18:00</i>
Thursday, 19 June 2025	09:30 to 15:00



On-Site Registration & Badge Pickup

On-site registration for all IMS events is located in the South Lobby of The Moscone Center.

Saturday, 14 June 2025	08:00 to 17:00
Sunday, 15 June 2025	07:00 to 18:00
Monday, 16 June 2025	07:00 to 18:00
Tuesday, 17 June 2025	07:00 to 18:00
Wednesday, 18 June 2025	07:00 to 18:00
Thursday, 19 June 2025	07:00 to 16:00
Friday, 20 June 2025	07:00 to 10:00

Exhibitor Move-In/Move-Out

Move-In Dates

Saturday, 14 June 2025	08:00 to 17:00 - Islands 400 sq. ft. and up
Sunday, 15 June 2025	08:00 to 17:00 - All booths
Monday, 16 June 2025	08:00 to 17:00 - All booths

All exhibits must be fully installed by 17:00 on Monday, 16 June.

Move-Out Dates

Thursday, 19 June 2025	15:00 to 18:00 - All booths; exhibitors may work as late as needed but must remain in the hall. <i>After 18:00, there will be no reentry.</i>
Friday, 20 June 2025	08:00 to 13:00 - All booths

These dates and times are accurate as of printing.



General Information

Exhibitor Lounge

The exhibitor lounge, located in the exhibit hall in booth 2363, is for the exclusive use of all IMS2025 exhibitors. Stop by to take a break and enjoy a quiet moment to relax.

Tuesday, 17 June 2025	09:00 to 17:00
Wednesday, 18 June 2025	09:00 to 17:00
Thursday, 19 June 2025	09:00 to 15:00

Hotel Information

Blocks of rooms at hotels have been reserved for IMS attendees and exhibitors. Take advantage of discounted rates by booking through onPeak, the official IMS Housing Bureau. [Book your hotel room by 24 May 2025.](#)

Convention Center Parking and Directions

The Moscone Center does not have on-site parking. Visit <https://www.moscone.com/directions-and-parking-moscone-center> for directions to The Moscone Center.

Child Policy

No one under the age of 14, including infants, will be admitted to the exhibit hall or seminars at any time unless pre-authorized by event management. This policy will be strictly enforced.

Booth Setup and Production

Labor Information

The Moscone Center has specific guidelines that exhibitors are encouraged to become familiar with – [click here to review the Exhibitor Guidelines](#), including union jurisdictions.

Rules & Regulations

Have questions about what is allowed as part of your booth? Please refer to the [rules and regulations](#) governing the exhibition.

Shipping Information

Advance Warehouse Shipment

We strongly recommend that you ship to the warehouse to ensure your freight is at your booth when you arrive. Freeman will accept crated, boxed or skidded material beginning **15 May 2025**. Material arriving after **9 June 2025** will be received at the warehouse with an additional after-deadline charge.

Warehouse shipping address

Exhibiting Company Name/Booth number
IMS2025
c/o PDS/Freeman
365 E. Grand Ave., Unit C South
San Francisco, CA 94080





General Information

Shipping Information (continued)

Direct Show Site Shipment

Shipments will not be accepted at The Moscone Center prior to **14 June 2025**.

Show site shipping address

Exhibiting Company Name/Booth number
IMS2025
c/o Freeman
747 Howard St.
San Francisco, CA 94103

Exhibitor Services

Freeman is the General Services Contractor for IMS2025. Information you'll need to plan for a successful event is available on the [Exhibitor Services](#) page of the IMS website. All show orders can be placed through the Exhibitor Services Manual housed in the Freeman Online platform, which will be available in March. For information and helpful hints on procedures, move-in and move-out, please go to <https://www.freemanco.com/store/faqs>.

You may receive emails and/or calls from vendors not listed on the [Exhibitor Services](#) page of the IMS website. Note: Such solicitations are NOT authorized by IMS2025. The official and recommended service contractors were selected for their ability to deliver quality services at competitive rates.

Save money by taking advantage of the discount deadlines

Check back soon for additional information on discount deadlines.

Exhibitor Appointed Contractor (EAC) Information

An exhibitor appointed contractor is any company other than one of the designated official contractors which an exhibitor wants to employ inside the exhibit hall before, during (by special pass and/or wristband), or after the show (union rules and regulations apply). IMS exhibitors wishing to use an EAC must fill out the [EAC form](#) and notify your EAC that a valid certificate of insurance is required. You can review a sample certificate of EAC insurance [here](#). Please ensure your EAC form is completed by 15 May 2025.

Meeting Rooms/Event Request Form

Exhibitors may request function/meeting space at The Moscone Center and the San Francisco Marriott Marquis Hotel. A limited number of meeting rooms are also available on the exhibit floor during exhibit hours. All meeting room requests must be authorized by IMS2025 prior to meeting room confirmation. Submit your event request form online for approval. Meeting rooms will be allocated on a first-come, first-served basis. Deadline: 9 May 2025 (meeting requests received after 9 May will not be accepted). [Click here for more information and to complete the Request Form](#).

Food and Beverage

SAVOR San Francisco has exclusive catering, concession and liquor privileges at The Moscone Center. It is not permissible for exhibitors to bring outside food and beverages. [Click here for in-booth catering options, order form and contacts](#).

The Industry Hosted Reception will be held in the exhibit hall from 17:00-18:00 on Wednesday, 18 June 2025. Exhibitors who order food and/or beverage by 5 May for service in their booth during this reception will receive recognition in marketing efforts promoting the reception. [Click here for details](#).



IMS

IEEE MTT-S INTERNATIONAL MICROWAVE SYMPOSIUM

15-20 JUNE 2025 | SAN FRANCISCO, CA

Exhibitor Promotion

Company Listing

[Click here to view your current company listing online.](#) Log in to the [Exhibitor Portal](#) to update your company listing, including company name, logo and description as well as select products and services. Include social media links, and add product images, brochures and video links. [Click here for complete listing update instructions.](#)

Exhibitor Promotion Toolkit

Get the word out to your customers that you'll be at IMS2025! Research has shown that exhibitors can maximize their experience and ROI on site by inviting their customers and prospects. We're making it easy for you to market your presence with this toolkit full of assets. Find branding information, the logo, social graphics, an email signature and web banner assets in the 2025 [Exhibitor Promotion Toolkit](#).

Press Room

IMS offers a press room for all registered press and analysts. Exhibitors are invited to provide notices about press conferences, event invitations and new product announcements. The press room also offers a private meeting space for one-on-one press meetings. The room number will be posted on signage and communicated to registered members of the press via email. [Click here for more information.](#)

Monday, 16 June 2025	13:00 to 17:00
Tuesday, 17 June 2025	08:00 to 17:00
Wednesday, 18 June 2025	08:00 to 17:00
Thursday, 19 June 2025	08:00 to 14:00

Sponsorship Opportunities

Still trying to find the right IMS sponsorship opportunity for your company at the right price? There are many ways to enhance your company's presence at IMS2025. View the full list and details of the sponsorship opportunities in the [Sponsorship Guide](#).

Secondary Company Listing

The IMS secondary listing program is designed to accommodate manufacturers' representatives and companies with wholly owned subsidiaries that need to represent those principals and subsidiaries in their booths. Secondary listings are meant to be a mechanism that allows participating companies access to promotional listings on the IMS website, mobile app, program book/exhibition catalog and/or map guide. The deadline to request a secondary listing is 11 April 2025. Listings are \$500 each, with a limit of 2 per 10x10 booth space rented. [Click here for the secondary company listing order form.](#)





Registration

Booth Personnel

Exhibitors receive 8 complimentary badges per 10x10 booth space rented. Additional badges beyond the booth allotment are \$30 each. Badges will read “Exhibitor” and allow access to the exhibit floor during setup, before, during and after exhibit hours and during teardown. Each person working in the booth must be registered. The Exhibitor badge also allows access to the IMS plenary session and the Welcome Reception on Monday, 16 June 2025. The main exhibitor contact registers all booth staff through the [Exhibitor Registration Dashboard](#). An Exhibitor Password Email has been sent to the key contact with the login to the Exhibitor Registration Dashboard. Please note that the key exhibitor contact is not automatically registered for a badge. That person must register to attend.

Exhibitor Staff Conference Passes

You have the opportunity to upgrade your booth staff registration to IMS Conference Passes at a discounted rate with the following allotment:

- \$145 to upgrade 1 per 10x10 booth
- \$560 to upgrade 2 per 10x10 booth

The conference pass includes access to all IMS2025 sessions and proceedings, which take place on Tuesday, Wednesday and Thursday. RFIC, ARFTG, workshops, technical lectures, boot camps and industry workshops can be added to an Exhibitor IMS Conference Pass for an additional fee. Log into the [Exhibitor Registration Dashboard](#) and select “Upgrade to Conference,” or click on the link provided in your Exhibitor Registration Confirmation. Once you have selected “Upgrade to Conference,” enter one of the discount codes previously provided to your main booth contact.

Exhibitor Conference Pass Cancellation Policy

Written requests for Exhibitor IMS Conference Pass cancellations must be received in writing and should be submitted via email to ims@csreg.zohodesk by 16 May 2025. All cancellations will incur a \$75 processing fee which will be deducted from the refund. Cancellations received after 16 May 2025 will NOT be honored and all registration fees will be forfeited.

Visa Letter

Visa support letters are provided for exhibitors upon request. You can request a visa letter through the [Exhibitor Registration Dashboard](#) after you have registered. Follow the steps shown below:

1. Upon completion of your registration, click “Return to Exhibitor Dashboard.”
2. Select “View Registration Information” and click “Registration” within your registration record.
3. Select “Yes – I need a Visa Invitation” and complete the process from there. You then will be able to download your visa letter from your Exhibitor Registration Dashboard.

If you have already registered, you can request a visa letter by clicking on the link found within your Exhibitor Registration Confirmation. This will bring you to your individual registration dashboard where you will select, “Yes – I need a Visa Invitation” and follow the process from there. Upon completion, you will be able to download your visa letter from your dashboard. Please contact ims@csreg.zohodesk.com with any questions.

Exhibit-Only Invitations

Invite an unlimited number of customers and prospects to attend the exhibition using the Invite a Customer tool within your [Exhibitor Registration Dashboard](#). Customers can register for the complimentary Exhibit-Only Pass (\$30-\$50 value) via the link provided in the email that you send through Invite a Customer. If you prefer to email them directly, you can send them the registration link and your Invite a Customer code provided in your [Exhibitor Registration Dashboard](#) within the Invite a Customer section. **Exhibit-Only invitations should be used exclusively to invite customers to attend the exhibition and NOT to register booth personnel.*