



2024 IEEE MTT-S INTERNATIONAL MICROWAVE SYMPOSIUM
Conference: 16-21 June 2024 ★ Exhibition: 18-20 June 2024
Walter E. Washington Convention Center | 801 Mt Vernon Pl NW Washington, DC 20001



Dear IMS Exhibitor:

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 map guide. The guidelines for participation are as follows:

1. Qualified exhibitors are allowed two secondary listings per 10x10 booth space rented at \$500.00 per listing. Each secondary listing is entitled to be listed as an exhibitor on the IMS website, mobile app, program book/exhibition catalog, and map guide plus the ability to post information in the exhibitor console.
2. Participating companies must present evidence of either ownership or manufacturer's rep agreement, along with the order form, no later than 12 April 2024. Please note: as the primary exhibitor contact, you will need to provide complete information and submit the Secondary Listing Order Form.

Secondary listings allow participating companies access to:

- Promotional listings on the IMS website
- A listing on the mobile app
- Listing in the program book/exhibition catalog, and map guide
- Access to an exhibitor console
- Access to promotional opportunities
- Hotel accommodations, including hospitality suites and function space in the convention center and IMS participating hotels
- Booth Staff badges with secondary company name listed

Please fill out a separate form for each company participating in your booth as a secondary listing. Once the qualifications are met, IMS will provide the secondary listing company a link to set up a user ID and password for their exhibitor console.

Thanks for participating in this program and please let me know if you have any questions.

Sincerely,
Kristen Anderson
Exhibition Coordinator
Tel: 781-856-4766



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IMS Secondary Listing Order Form

This form is to secure a secondary listing. Please complete this form and return one copy per secondary listing to exhibits@horizonhouse.com no later than 12 April 2024.

Primary Company Name*: _____
Company that contracted for IMS exhibit space

Contact Name*: _____
Contact that contracted for IMS exhibit space

Secondary Company Name: _____

Secondary Contact Name: _____

Secondary Contact Email Address: _____

Secondary Address: _____

Secondary Telephone: _____

Secondary Company URL: _____

The charge for each IMS2024 listing is \$500 and limited to two per 10x10 booth space rented.

Signature: _____ **Date:** _____
Primary Exhibitor Authorization

By signing my name above, I represent that I am an authorized agent for the Primary Exhibitor, and that I am aware of the fee of \$500.00 per listing.