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POINTS OF CONTACT

SMALL SATELLITE CONFERENCE WEBSITE
https://www.smallsat.org

EXHIBIT MANAGER
Candace Malmstrom
Small Satellite Conference
416 East Innovation Avenue
North Logan, Utah 84341
(435) 881-0193
candace.malmstrom@sdl.usu.edu

DECORATOR SERVICES
Modern Exposition Services
Customer Services
424 South 700 East
Salt Lake City, Utah 84102
(800) 666-4564
(801) 983-8160
expo@modernexpo.com
www.modernexpo.com

LODGING & TRAVEL INFORMATION
Lodging Reservations
Contact properties directly.
Property listing available at
www.smallsat.org/travel/lodging

Cache Valley Visitor’s Bureau
Toll Free: (800) 882-4433
Direct: (435) 755-1890
www.explorelogan.com

CONFERENCE ORGANIZING COMMITTEE

Pat Patterson
Chairman

Charles Swenson
Associate Chairman

Aaron Rogers
Technical Chair

Kerri Cahoy
Technical Chair
Pre-Conference Workshop

Stanley O. Kennedy, Jr.
Technical Chair
FJR Student Competition

Valerie Skarupa
Endowment Chair
FJR Student Competition

Marianne Sidwell
Conference Administrator

Candace Malmstrom
Exhibit Manager

Michelle Howa
Logistics Coordinator

Holly Gunther
Sponsorship & University Coordinator
DEADLINES AT A GLANCE

INFORMATION FOR CONFERENCE

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☐ Secure Overnight Storage p.4

DUE DATE
March 14, 2022
May 27, 2022
May 27, 2022
July 15, 2022
July 29, 2022
July 29, 2022

RETURN TO
Candace Malmstrom
Candace Malmstrom
Candace Malmstrom
Online
Online
Candace Malmstrom

FOR PRE-ORDER
DISCOUNT:
July 15, 2022

For Modern Exposition Services

☐ Exhibitor Designated Contractor Form
☐ General Information
☐ Payment Policy & Calculation
☐ Booth Furnishings
☐ Electrical Services
☐ Booth Cleaning
☐ Special Signs
☐ Floral
☐ Audio/Visual Equipment
☐ Computer Equipment
☐ Exhibit Systems
☐ Modular Exhibit Systems
☐ Sign Hanging Service
☐ Forklift
☐ Storage Service
☐ Material Handling
☐ Shipping Information
☐ Specialty Furnishings

FOR PRE-ORDER
DISCOUNT:
July 15, 2022

INFORMATION FOR CONFERENCE

☐ Advance Warehouse Shipping Deadline
☐ Direct Conference Shipping - NO EARLIER THAN

ARRIVAL BY
July 5-July 29, 2022
August 3, 2022

SHIP TO
Modern Exposition Services
Taggart Student Center
GENERAL CONFERENCE INFORMATION

The Small Satellite Conference is held in the Taggart Student Center (TSC) and the Fieldhouse buildings at Utah State University in Logan, Utah, USA. Technical oral presentations will take place in the Ballroom at the TSC. Poster Sessions, SmallSat Swifties, and Commercial Exhibits will take place in the Fieldhouse and Main Floor of the TSC. University Exhibits will be on the first floor of the TSC.

OFFICIAL CONFERENCE HOURS*

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNDAY, AUGUST 7, 2022</td>
<td>9:00 am</td>
<td>6:00 pm</td>
<td>Check-in/Set-up Required**</td>
</tr>
<tr>
<td>MONDAY, AUGUST 8, 2022</td>
<td>7:00 am</td>
<td>10:00 am</td>
<td>Set-up</td>
</tr>
<tr>
<td></td>
<td>11:00 am</td>
<td>5:00 pm</td>
<td>Exhibits Open</td>
</tr>
<tr>
<td>TUESDAY, AUGUST 9, 2022</td>
<td>9:00 am</td>
<td>5:00 pm</td>
<td>Exhibits Open</td>
</tr>
<tr>
<td>WEDNESDAY, AUGUST 10, 2022</td>
<td>9:00 am</td>
<td>5:00 pm</td>
<td>Exhibits Open</td>
</tr>
<tr>
<td>THURSDAY, AUGUST 11, 2022</td>
<td>9:00 am</td>
<td>12:00 pm</td>
<td>Exhibits Open</td>
</tr>
<tr>
<td></td>
<td>12:00 pm</td>
<td>8:00 pm</td>
<td>Take-down</td>
</tr>
<tr>
<td>FRIDAY, AUGUST 12, 2022</td>
<td>8:00 am</td>
<td>12:00 pm</td>
<td>Take-down</td>
</tr>
</tbody>
</table>

*Exhibits must be staffed during all Conference hours, with the exception of lunch.
**Check-in on TSC 2nd floor. Any organization arriving later than Sunday, August 7 at 2:00 P.M. must notify Conference Management by July 29, 2022.

CONFERENCE SET-UP & TAKE-DOWN

- Strict adherence to Conference set-up/take-down times is required
- Items ordered from or shipped through Modern Exposition Services will be placed in your exhibit booth for access upon arrival
- If any items are missing from your shipment or order, contact the on-site Modern Exposition Services representative immediately
- Take-down begins promptly at 12:00 P.M. on Thursday, August 11. Three credits will be deducted from any organization dismantling prior to the formal take-down time
- Exhibitors and/or hired contractors must have all exhibits dismantled and exit the exhibit area no later than 12:00 P.M. on Friday, August 12

ITEMS INCLUDED WITH EXHIBIT SPACE RENTAL

- Electronic copy of the pre-conference and exhibit participant lists, upon request before conference
- Final conference and exhibit participant lists emailed to all exhibit managers, exhibitors, and participants after the conference, upon request
- Participation in conference opening social held on Monday night
- Daily refreshment breaks
- Luncheons

ITEMS NOT INCLUDED WITH EXHIBIT SPACE RENTAL

- Booth carpeting
- Furniture, electricity, and/or wired Internet connections
- Labor, shipping, or any other exhibit services
- Entrance to conference technical sessions.
COPIES/FAXES

A copy center is available on the lower level of the Taggart Student Center for all copying and faxing needs. Any service provided by the copy center will be at the requesting organization’s expense.

 LODGING INFORMATION

For a current list of hotels, please visit www.smallsat.org/travel/lodging.

Hotels fill quickly and it is highly recommended that you make reservations as soon as possible. When making your reservation, notify the hotel staff that you are attending the Small Satellite Conference.

TRAVEL INFORMATION

Airport: Schedule flights to arrive at the Salt Lake City International Airport, located approximately 90 miles southwest of Logan, UT. For more information regarding air travel, please visit www.slcairport.com.

Transportation: Taxi service in Logan is limited; rental cars or the use of the Cache valley Transit District is recommended. For more travel and transportation information, please visit www.smallsat.org/travel.

Weather: Logan lies at an elevation of 4,500 feet. The summer season is delightful, usually offering warm days with slightly cooler evenings. The average high in August is 90°F, while the average low is 55°F.

INTERNET SERVICES

• Individual analog or data lines are priced at $100 per line
  • You will have an option to add a data line to your booth during your assigned booth selection time
  • Cancellations must be submitted by July 21, 2022
• Complimentary wireless Internet service is provided to all exhibitors and participants
  • Not all organizations allow VPN when using wireless Internet. It is highly recommended that you discuss this with your IT department to determine if wireless Internet fits your needs
• Consider a hard line if streaming video
  • Hard line connections are 1 gig

SECURITY AND INSURANCE

• There will be 24 hour security service throughout the entirety of the Conference
• A locked room is available for storage upon request
  • Contact Candace Malmstrom by July 29, 2022 to make arrangements
• Exhibitors are not allowed to enter the conference facility after hours without the consent of Conference Management
• Exhibitors must secure, at their own expense, appropriate liability/loss insurance and provide reasonable security for equipment and displays. The Small Satellite Conference or its affiliates will not be held responsible for loss, theft, or damage to exhibitor supplies and/or equipment during any part of the Conference
GENERAL DECORATOR SERVICES INFORMATION

Modern Exposition Services is the Conference decorator for the conference. They will manage all freight, electrical service, audiovisual service, carpeting, and furniture rental. A complete list of decorator services, furnishings, and equipment is included in this document.

Order forms for pre-order discounts from Modern Exposition Services are due **July 15, 2022**. All pre-ordered supplies, furnishings, and materials will be in your booth upon your arrival for exhibit set-up.

Any services and/or supplies ordered on-site are subject to availability.

Modern Exposition Services’ exhibitor service kit includes details on orders placed through their company.

ORDERING INFORMATION

All order forms regarding decorator services **must be returned directly** to Modern Exposition Services. Customer Service will email a username and password to the Exhibit Manager.

Customer Service  
(801)983-8160  
expo@modernexpo.com

Modern Exposition Services  
424 South 400 East  
Salt Lake City, Utah, 84102

Fax: (801)521-3040

www.modernexpo.com

INFORMATION FOR CONFERENCE

- Exhibitor Designated Contractor Form  
- General Information  
- Payment Policy and Calculation  
- Booth Furnishings  
- Electrical Services  
- Booth Cleaning  
- Special Signs  
- Floral  
- Audio/Visual Equipment  
- Computer Equipment  
- Exhibit Systems  
- Modular Exhibit Systems  
- Sign Hanging Service  
- Forklift  
- Storage Service  
- Material Handling  
- Shipping Information  
- Specialty Furnishings

DUE DATE

FOR PRE-ORDER DISCOUNT:  
**July 15, 2022**

RETURN TO

Modern Exposition Services


**SHIPPING INFORMATION**

### INFORMATION FOR CONFERENCE

- **Advance Warehouse Shipping Deadline**
- **Direct Conference Shipping Begins**

### ARRIVAL BY

- July 5 - July 29, 2022
- August 3, 2022

### SHIP TO

- Modern Exposition Services
- Taggart Student Center

### SAMPLE MAILING LABELS

All individual boxes or items, regardless of whether they are packed separately, shrink-wrapped, or palletized, must be fully labeled (as shown below).

**ADVANCE WAREHOUSE SHIPPING**

**Arrive Between June 20 - July 29, 2022**

**To:** Name of Exhibitor & Booth #
Small Satellite Conference 2020
C/O Modern Expo & Events
3370 West 500 South
Salt Lake City, UT 84104

**DIRECT CONFERENCE SHIPPING**

**Arrive No Earlier Than August 3, 2022**

**To:** Name of Exhibitor & Booth #
Small Satellite Conference 2020
C/O Modern Expo & Events
Taggart Student Center
650 North 800 East
Logan, UT 84322

Note: No shipping will be received July 24, 2022 (Holiday · Warehouse Closed)

Items shipped to addresses above will be delivered to your booth prior to Conference set-up.

### OUTBOUND FREIGHT

- Schedule pick up for:
  - **Thursday, August 11, 3:00 P.M. - 8:00 P.M.**
  - **or Friday, August 12, 8:00 A.M. - 12:00 P.M.**
- No carriers may enter the exhibit area without accompaniment of Modern Exposition Services personnel
- ALL outbound freight requires a Bill of Landing to be completed and on file with Modern Exposition Services prior to the close of the Conference. Bills of Landing may be obtained from the on-site Modern Exposition Services representative
- If your designated carrier arrives later than 2:00 P.M. on Friday, August 12, booth items will be forced out on UPS Freight

**Shipping or Drayage questions?**
Contact expo@modernexpo.com or (801)983-8160

Modern Exposition Services manages all exhibit shipping and storage.
CONFERENCE DESIGN & DISPLAY REQUIREMENTS

DISPLAY RESTRICTIONS

10’W X 8’D BOOTH SPACES (TAGGART STUDENT CENTER)
- Height Restriction: 10ft
  - Booths H7-H9 Height Restriction: 7 ft, 6in
- No canopies will be permitted to extend more than 4 ft. forward from the back wall
- Fixtures exceeding 4 ft. in height may not extend more than 4 ft. forward from the back wall
  - Restriction non-applicable to double booths, if fixture is more than 10ft. away from neighboring exhibits
- No signage, banners, or other items may be hung from the ceiling or conference facility walls

10’W X 10’D BOOTH SPACES (FIELDHOUSE)
- Height Restriction: 12 ft
  - If exhibit materials exceed 12 ft., exhibitors must secure permission from Conference Management
- No canopies will be permitted to extend more than 4 ft. forward from the back wall
- Fixtures exceeding 4 ft. in height may not extend more than 4 ft. forward from the back wall
  - Restriction non-applicable to double booths, if fixture is more than 10 ft. away from neighboring exhibits
- No signage, banners, or other items may be hung from the ceiling or conference facility walls

8’W X 2’D TABLETOP EXHIBIT SPACES
- Height Restriction: 5 ft from tabletop
- Includes an 8 ft. wide x 2 ft. deep, draped table
- Restricted to tabletop only
- No signage, banners, or other items may be hung from the ceiling or conference facility walls
BOOTH FLOORING

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>BOOTH NUMBERS</th>
<th>BOOTH FLOORING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taggart Student Center</td>
<td>1-9, 20-64, 74-81, 94-104</td>
<td>Carpet</td>
</tr>
<tr>
<td>Taggart Student Center</td>
<td>1-6, 9.5-19, 65-73, 82-86</td>
<td>Tile</td>
</tr>
<tr>
<td>Fieldhouse</td>
<td>104-232</td>
<td>Carpet</td>
</tr>
</tbody>
</table>

CARPETING

- Carpeting is available for rent from Modern Exposition Services
- For a layout of the exhibit areas, please visit www.smallsat.org/sponsors-exhibits/exhibit-layout

DEMONSTRATIONS

- Demonstrations must be placed strategically to contain the majority of the crowd within individual exhibit spaces
- Noise levels from any demonstrations or sound systems must not interfere with neighboring exhibits
- Any demonstrations not adhering to these policies must be adjusted or they will be eliminated, all decisions made by Conference Management regarding demonstrations within booths are final

Note: Exhibits must adhere to display specifications as detailed in the exhibitor kit, comply with ADA (American Disabilities Act) requirements, and maintain tasteful displays. Exhibits must comply with all fire laws, electrical codes, and all other rules, regulations, codes, statutes, or ordinances with respect to installation, conduct, and disassembly of exhibits. Exhibitors shall comply with all requests of Conference Management with respect to the installation, conduct, and disassembly of exhibits. Conference Management reserves the right to require adjustments to exhibit materials to ensure display compliance. Please ensure that all exhibit managers review the regulations before ordering decorator services or shipping exhibit materials. Any exhibiting organization planning to use a company other than Modern Exposition Services inside the exhibit hall before, during, or after the Conference must submit the Exhibitor Appointed Contractor form located in Modern Expo’s Exhibitor Service Kit.
**EXHIBITOR STAFF REGISTRATION**

**DEADLINE: July 29, 2022**

Exhibiting organizations will be issued a quantity of free exhibitor name badges based on booth type.

See table below.

- Exhibitor badges are intended for staff working in the exhibit booth
- All Exhibitor badges will be distributed at the time of check-in
- Exhibitor badges will be assigned to specific individuals and may not be transferred at any time
- Permanent substitutions may be made by the designated company representative only
- Badges will be printed with the exhibiting organization’s name
- Exhibitor badges must be worn while on-site and to any after-hour conference activities
- Exhibitor badges do not provide admission to the conference technical sessions
- Exhibitor badges include entry to all breaks, lunches, opening social, and industry parties

**EXHIBITOR STAFF REGISTRATION INSTRUCTIONS**

Order exhibitor badges using the registration link that will be sent on May 2, 2022. Contact candace.malmstrom@sdll.usu.edu if you need the link sent again. Conclude exhibitor badge registration before **July 29, 2022**.

You will be asked to provide:

- Company name
- Designated on-site representative -- name, email address, phone numbers
- Exhibit staff -- names, email addresses, phone numbers

Staff members registered for the full conference will not be counted toward the name badges allotted per booth.

We do not offer an exhibit-only pass for public use.

**WHAT ABOUT ADDITIONAL STAFF?**

All additional staff must register at the conference attendee registration fee; see [www.smallsat.org](http://www.smallsat.org) for rates.

Early registration is recommended.

**BOOTH TYPE** | **EXHIBITOR BADGES PROVIDED**
--- | ---
Single (8x10 or 10x10) | 3
Double (8x20 or 10x20) | 5
Tabletop | 2

Please indicate by checking the box online if you do NOT want your name, mailing address, phone number, and email printed on the participant list distributed to conference participants and exhibitors.

**Note:** The contact information provided online will appear on an exhibitor list distributed to all conference participants. The participant list is intended to provide conference attendees with the contact information of the companies, organizations, and individuals who attended the conference. The participant list may be used by conference attendees to share information with other participants about products, services, and professional events that are relevant to the conference. All other uses of the participant list are strictly prohibited. Specifically, it is not permitted to use the participant list in any manner that may be considered derogatory, slanderous, or damaging to the conference organizers, sponsors, exhibitors, or other participants.
RULES & REGULATIONS

EXHIBIT MANAGER CHECK-IN
Sunday, August 7, 2022
9:00 A.M. - 6:00 P.M.
Taggart Student Center 2nd Floor

LATE ARRIVAL NOTIFICATION DEADLINE
Friday, July 29, 2022
Candace Malmstrom
candace.malmstrom@sdl.usu.edu

CONFERENCE SET-UP/TAKE-DOWN

Shipping/Receiving: Modern Exposition Services, the Conference decorator, will receive and store crates, boxes, and skidded materials up to 30 days prior to the Conference. These items will be delivered to your booth prior to Conference set-up. Additionally, Modern Exposition Services will receive, process, and deliver items shipped directly to the Conference site. While every effort will be made to expedite delivery of these items to the exhibit booths, we recommend that exhibitors utilize the advance shipping option whenever possible.

The State of Utah is a right to work state. Exhibitors may set up and dismantle their own exhibits. Exhibitors may also carry items into and out of the conference venue as they deem necessary.

Conference Set-Up: Strict adherence to designated Conference set-up times is required. Items ordered from or shipped through Modern Exposition Services will be placed in your exhibit booth for your access upon arrival. If any items are missing from either your shipment or your order, please contact the on-site Modern Exposition Services representative immediately.

Conference Take-Down: Strict adherence to designated Conference take-down times is required. The Conference will close at 12:00 p.m. on Thursday, August 11, 2022 and take-down will begin promptly at 12:00 p.m. Exhibitors may not dismantle exhibits at any time prior to the formal take-down time. Any organization found non-compliant is subject to a deduction of 3 points.

Exhibitors and/or contractors must have all exhibits dismantled and exit the exhibit area no later than 12:00 p.m. Friday, August 12, 2022.

CANCELLATION OF SPACE

Cancellations of exhibit space will be refunded less a $250 cancellation fee. In order to be refunded (less the cancellation fee), exhibit managers must notify Conference Management in writing by May 27, 2022. Thereafter, no refunds will be provided for canceled reservations. In the event of Conference cancellation at any time, Conference Management liability is limited to a full refund of exhibitor application fees only. Conference Management assumes no responsibility for the inclusion or exclusion of the name of the canceled exhibitor or descriptions of products in the Conference directory, news releases, advertisements, or other materials.

Space may not be resold, sublet, or shared with any other company without express permission of Conference Management. Management reserves the right to require special liability agreements from proposed consortia prior to accepting booth registration.
OFFICIAL CONFERENCE RULES & REGULATIONS

I. Exhibitors may not resell, sublet, or share booth space with any other company without the express permission of Conference Management. Management reserves the right to require special liability agreements from proposed consortiums prior to accepting booth registration.

II. Exhibitors must check in at Conference Headquarters, located on the first floor of the Taggart Student Center, on Sunday, August 7, 2022, from 9:00 A.M. - 6:00 p.m. Any organization arriving later than 2:00 p.m. is required to notify Conference Management by July 29, 2022. Any organization that does not act in accordance will be considered a ‘no-show’ and booth space will be reassigned at the discretion of Conference Management.

III. Exhibits must be set by 10:00 A.M. on Monday morning. Any organization not in compliance is subject to a deduction of 3 credits.

IV. Exhibits must be completely set and remain set throughout the posted exhibit hours. A deduction of 3 credits per exhibit space will be applied to any organization that does not maintain a staffed booth during all stated exhibit hours, with the exception of lunch hour.

V. An organization will lose 3 credits for any violation of the Conference rules and regulations that cannot be remedied on-site. Examples include, but are not limited to:
   • Late set-up or early tear-down of an exhibit
   • Violation of height and space restrictions
   • Subletting an exhibit space

VI. Exhibiting organizations will be issued a quantity of free exhibitor badge registrations based on booth type.
   • Exhibitor names badges are intended for staff working in the exhibit booth.
   • Exhibitor name badges will be assigned to specific individuals and may not be transferred at any time.
   • Permanent substitutions may be made by the designated company representative only. Badges will be printed with the exhibiting organization’s name.
   • Exhibitor name badges do not provide admission to the conference technical sessions.

VII. Cancellations of exhibit space and/or sponsorship will be refunded less a $250 cancellation fee. To receive refund (less the cancellation fee), exhibit managers must notify Conference Management in writing by May 27, 2022. Thereafter, no refunds will be provided for canceled reservations. In the event of Conference cancellation at any time, Conference Management liability is limited to a refund of exhibitor registration fees only.

VIII. If an exhibiting company has not paid for their space by the payment deadline of April 4, 2022, Conference Management reserves the right to cancel their application and reassign the space.

IX. Exhibits must adhere to display specifications as detailed in the exhibitor kit, comply with ADA (American Disabilities Act) requirements, and maintain tasteful displays. Conference Management reserves the right to require adjustments to exhibit materials to ensure display compliance.

X. No signage, banners or other items are allowed outside of exhibit booth area and may not be hung from the ceiling or conference facility walls.

XI. Exhibits must comply with all fire laws, electrical codes, and all other rules, regulations, codes, statutes, or ordinances with respect to installation, conduct, and disassembly of exhibits. Exhibitors shall comply with all requests of the officials of the conference facility and Conference Management with respect to the installation, conduct, and disassembly of exhibits.

XII. Conference Management strongly suggests exhibitors secure, at their own expense, appropriate liability/loss insurance and provide reasonable security for equipment and displays. The conference and/or its affiliates will not be responsible for loss, theft, or damage to exhibitor-supplied equipment during any part of the exhibition.

XIII. Security will be provided throughout the Conference. Exhibitors may not distribute, duplicate, sell, or otherwise misuse conference participant lists provided to them.

XIV. Utah State University is a dry campus. Possessing, consuming, selling, distributing, manufacturing, and/or storing any alcoholic beverage on campus is strictly prohibited. Any exhibiting organization found non-compliant with the USU Alcohol Policy will be removed from the exhibit.

XVI. Gifts and giveaways must be professional in nature. Conference Management reserves the right to review giveaways and stop distribution of distasteful items.

XVII. It is the responsibility of the exhibiting organization to ensure display items and written materials are approved for public release and not controlled under ITAR or any other export control laws (applicable only to US-based organizations).

XVIII. Conference Management reserves the right to take action deemed to be in the best interest of the conference. This includes, but is not limited to, making changes to the exhibit layout, adjustments to location assignment, Conference schedule, and conference-related activities.

XIX. Conference Management reserves the right to cancel any exhibit space at any time for misrepresentation of products displayed or for noncompliance with any of the rules and regulations.
MARKETING & PROMOTION

EXHIBITOR DESCRIPTION - DEADLINE: March 14, 2022

• 150 words or less describing the organizations, including products and/or services
• This description must be submitted in paragraph form; no special formatting permitted
• Descriptions will be posted on the Small Satellite Conference website, listed in the conference proceedings online, and listed in the conference smart phone app
• Email descriptions to Candace Malmstrom at candace.malmstrom@sdl.usu.edu

SAMPLE EXHIBITOR DESCRIPTION

Utah State University Research Foundation
www.usurf.org
Candace Malmstrom
candace.malmstrom@sdl.usu.edu

The Utah State University Research Foundation was created in 1967 as a nonprofit corporation owned by Utah State University. Currently, the USU Research Foundation is a global leader in developing, characterizing, and deploying advanced sensing and imaging systems. The USU Research Foundation’s primary areas of expertise are in designing, manufacturing, calibrating, and testing military sensors and data visualization products, as well as Earth and atmospheric measurement sensor systems. In addition, the USU Research Foundation is becoming a prominent player in the renewable and clean energy systems arena. The USU Research Foundation is also making large strides in transformational technologies, such as wireless electric transportation, biofuel production, and systems that can sense room occupancy activity.

EXHIBITOR LOGO - DEADLINE: March 14, 2022

• Vector format (.eps or .ai) required. If unavailable, .jpg or .png with a minimum of 300 dpi @ 4’ x 4’ may be accepted
• Email to candace.malmstrom@sdl.usu.edu

MARKETING & NETWORKING OPPORTUNITIES

• Exhibiting organization will be listed on the Small Satellite Conference website
• Exhibiting organization will be listed in the smart phone app
• Access to pre-registered participant lists (upon request)
• All refreshment breaks will be held in exhibit areas

EXHIBITOR GIVEAWAYS

• Must be professional in nature
• Restricted to exhibiting organization’s booth area
• Food giveaways must be approved by Conference Management* by May 16, 2022
  • Consumable products that are not individually packaged must be ordered from the facility caterer, USU Catering, (435)797-1707
  • Management reserves the right to stop distribution of items that are deemed inappropriate

ATTENDEE/PARTICIPANT LIST DISTRIBUTION POLICY

• The list is for use by the conference participants and exhibitors only
• The list is not for resale or distribution
• Any emails sent using participant list must be conference or industry related and include an opt-out option
CREDITS

CREDIT SYSTEM
Companies with credits are placed according to the SmallSat exhibitor credit system. Credits are calculated cumulatively from years 1992-present.

An organization may earn credits through the following options:

- All Exhibit Spaces - 5 credits per year
- All Sponsorships - 2 credits per year
- Donation to Student Competition (Silver Level) - 2 credits per year
- Open Industry Party - 2 credits per year

CREDIT DEDUCTION
An organization will lose 3 credits for any violation of the Conference Rules and Regulations that cannot be remedied on-site.

Examples include, but are not limited to:

- Late set-up or early tear-down of booth
- Violation of height and space restrictions
- Subletting an exhibit space
- No-shows

Conference Management reserves the right to take action deemed to be in the best interest of the Conference. This includes, but is not limited to, making changes to the exhibit layout, Conference schedule, and Conference-related activities.
THANK YOU EXHIBITORS

We look forward to your participation in the 2022 Small Satellite Conference.

Please contact Candace Malmstrom regarding your exhibit questions:
candace.malmstrom@sdl.usu.edu
+1 (435) 881-0193