



International Microwave Symposium
21 – 26 June 2020
Los Angeles, California



Dear Candi,

Happy New Year!

2020 is now upon us and planning for IMS begins to really pick up. The IMS2020 Steering Committee has been meeting on a regular basis to ensure the attendee experience is spot on. Now is a good time to dive-in and make sure you are on a path to success with IMS.

The [Exhibitor Services](#) page is available on the website. IMS2020 has contracted Freeman and named them the general service contractor provider. **Please pay close attention to all discount and deadline dates.** Each facility has [Labor Jurisdiction](#) guidelines specific to their city. Please review the information and contact exhibits@mpassociates.com should you have any questions.

Exhibitors may request function/meeting space at the Los Angeles Convention Center by submitting the [Event Request Form](#) to the IMS office for approval. Space is being allocated on a first-come, first-served basis. Requests must be authorized by IMS2020 prior to receiving a meeting room confirmation. Exhibitors requesting function/meeting space at any of the IMS participating hotels, please contact your preferred hotel directly.

If you or anyone within your company requires an invitation letter as a part of their visa application they will need to complete the [Visa Letter Form](#) on the IMS website. Applicants will receive an invitation letter as soon as the form is reviewed. Those needing visas are encouraged to apply as early as possible to avoid any problems with long processing times.

IMS2020 Marketing Opportunities: IMS offers a variety of options to suit your marketing budget. Whether it's an ad, event sponsorship, or lobby banner we have the right fit for your company. The sponsorship program is designed to gain visibility, create brand awareness and deliver attendees to your booth!

Contact Sales@mpassociates.com today to build a sponsorship/promotion package designed to help you achieve your IMS goals.

On behalf of the entire MP Associates team, we're pleased to have the opportunity to serve you and to provide you with all of the information you need for a successful event.

Please contact us if you have any questions:

Susie Horn, CEM, Director of Exhibit Operations – Susie@mpassociates.com

Candi Wooldridge, Exhibit Services Manager – Candi@mpassociates.com

Lee Wood, Exhibition Manager – Lee@mpassociates.com

Stacy DiLallo, Sales Manager – Stacy@mpassociates.com

Or, please give us a call at +1 303-530-4562