



**2018 IEEE Symposium on Product Compliance Engineering
14-16 May 2018
Doubletree by Hilton San Jose
San Jose, CA
www.psessymposium.org**

EXHIBITOR INFORMATION

To All Exhibitors:

Thank you for joining us for the 15th Annual ISPC E Symposium to take place, May 14-16, 2018 at the Doubletree San Jose in San Jose, CA.

We want this to be a good exhibiting experience for you. The following information on shipping, registering, hotel reservations, exhibit hours, electrical, set up and tear down will be critical to your success at the show.

Please call if there is any other information that you need.

**Cynda Covert
2018 IEEE PSES
(850) 491-5161 (cell)
Email: ccover@conferencecatalysts.com**

EXHIBITOR INFORMATION

REGISTERING FOR BADGES

As an exhibitor, you receive one full conference registration for each tabletop. Please use the form attached to register this person.

Additional booth staff must register individually. Additional registrations for booth staff are \$100 per person for Monday which includes lunch, breaks and reception and \$50 per person for Tuesday which includes lunch and breaks.

Additional personnel can also be registered using the attached form or the form on the website as well.

HOTEL RESERVATIONS

Online reservations for the DoubleTree can be made through the link on the PSES website at www.psessymposium.org.

The cut-off date is April 20th.

MATERIALS FOR THE TOTE BAG

To ensure your materials get into the tote bags, please ship them **separately** from any booth materials and address as follows:

IEEE Symposium On Product Compliance Engineering

FOR TOTE BAG STUFFING – attn: Cynda Covert

Doubletree by Hilton San Jose

Sierra Ballroom

2050 Gateway Place

San Jose, CA 95110

(408) 453-4000

Your Company Name

Please be sure to have your shipment arrive at the hotel by Sat., May 12th– for bag stuffing on Sun. May 13th. Please let me know the tracking numbers, number of boxes and contents.

This will make it easier to find on site.

SHIPPING TO THE HOTEL

Any booth materials being shipped to the hotel need to be clearly labeled as follows:

2018 IEEE ISPCE – May 14-16, 2018

Attn: Gerri Titch, Convention Services

Cynda Covert – Group Contact

Doubletree by Hilton San Jose

2050 Gateway Place

San Jose, CA 95110

For: Your Company Name & IEEE ISPCE – Donner Ballroom

The hotel will accept shipments three days in advance of the Conference. Any earlier than that will incur charges.

There are also charges for incoming freight which will be charged to the exhibitor.

RAFFLE ITEMS

We will again be having some raffle items given away throughout the conference at coffee breaks, lunch and at the reception. In addition to some great prizes we already have lined up, we want to give you the opportunity to also give away a raffle prize. Let me know if you want to donate a prize. You will be able to announce the winner and put in a “plug” for your company.

SET UP –Donner/Siskiyou/Cascade Ballroom

Set up may begin as early as 4:00 pm Sunday, May 13th.

Exhibits need to be set by 8:15 am Monday May 14th, prior to the beginning of the Opening Plenary Session.

ELECTRICAL SERVICE – Each Tabletop will have access to power. There will be a charge for extra power strips and extension cords so bring your own to avoid it.

Remember this is a tabletop exhibit.

EXHIBITOR BREAKFAST

Exhibitors are invited to breakfast both Monday and Tuesday from 8:15 AM– 9:00 AM in the Speaker Room.

EXHIBIT HOURS -

Preliminary schedule – This is subject to change if there are Conference adjustments.

	Morning	Lunch	Afternoon	Evening
Monday	7:30 AM – 8:00 AM	11:30 AM -1:00 PM	3:15 PM - 3:45 PM	6:00 PM - 7:30 PM Reception
Tuesday	7:30 AM – 8:00 AM &10:00 AM - 10:30 AM (Awards Ceremony)	11:30 AM - 1:00 PM	3:15 PM – 3:45 PM	

The 2018 IEEE PSES Steering Committee invites and encourages the Exhibitors to attend the technical sessions.

TEAR DOWN

Tuesday, May 15th – Tear down may start at 4:00 pm

You must make the necessary arrangements to have your shipment picked up at the hotel by the logistics company you are using.

The 2018 PSES Symposium will not be responsible for arranging return shipments of any exhibitor materials following the show.

ATTENDANCE

And as always, we can use your help in getting the word out to potential attendees. Add ISPCE to your website calendar, send out personal invites, etc. There is a newsletter on the website which can be used.

GUESTS

If you are interested in bringing clients to the show to see the exhibit hall, please let me know. The committee is gathering information on how best to serve our exhibitors and their guests.



Additional EXHIBITOR Booth Personnel REGISTRATION FORM Please print clearly in uppercase! All blanks must be filled out!

Name: _____

Company/Affiliation: _____

E-Mail Address: _____

Mailing Address: _____ Phone: _____

City: _____ Mailing State/Province: _____

Country: _____ Mailing Postal Code: _____

Items Purchased	Amount	Qty	Subtotal
Exhibitor Registration- Monday	\$100		
Exhibitor Registration- Tuesday	\$50		
Extra Items			
Additional Reception Ticket	\$50		
Additional Lunch Ticket	\$30		
		Total:	

Credit Card Type: Visa Mastercard American Express Bank Transfer Check

Name on Credit Card: _____ Credit Card Number: _____

Expiration Date: _____ Verification Code: _____

Signature: _____

Return completed form to: Cynda Covert – ccovert@conferencecatalysts.com -

fax: 352-872-5545

