

9 February 2017

Dear Exhibitor:

We're pleased to inform you of a special promotional opportunity geared towards the IEEE Electromagnetic Compatibility (EMC) and Antennas and Propagation (AP) Societies. IEEE is a non-profit professional organization. Members come from a variety of backgrounds, including industry, government, and academia, as well as from many international countries and share an interest in radio frequency (RF), microwave, antenna as well as EMC test and measurement.

In Phoenix, these two Societies will combine to hold a Regional Colloquium and Exhibition on be held on **Wednesday, April 26, 2017 at the Embassy Suites Hotel in Tempe, Arizona.**

The event technical theme is "Advances in Antenna/EMC Test and Measurement." The speakers include:

- Professor Constantine Balanis of Arizona State University
- Mr. Daryl Gerke, Kimmel Gerke Associates
- Dr. Bill Young, National Institute of Standards and Technology (NIST)
- Mr. Harry Skinner, Intel
- Many other industry experts – see the [listing of speakers and topics here](#)


There will be a "tabletop" exhibition at the hotel in an area near where the technical program will take place. We encourage you to exhibit at this unique event. An exhibitor menu of promotional opportunities and exhibitor registration form are shown below for your reference. The advance program/registration form for attendees will be available shortly via the above link. Check it out to learn more information about the outstanding technical program as well as the schedule for the day. Please distribute it to your customers and colleagues to promote participation.

We expect 60-80 people to attend this event.

Sign up now by completing the following exhibitor registration form and mailing this with your check as indicated on the form. If you wish to participate, do sign up early as tabletop space is limited and space will be assigned on a first come, first served basis!

If you have any questions or need further assistance, please feel free to contact the undersigned.

Sincerely,



Janet O'Neil
IEEE EMC Society Regional Conference Coordinator
janet.oneil@ets-lindgren.com, 425-443-8106

EXHIBITOR MENU OF PROMOTIONAL OPPORTUNITIES

**IEEE Regional Colloquium and Exhibition
Embassy Suites Hotel – April 26, 2017**

\$375.00

TABLE TOP DISPLAY

Company listed as event sponsor in program
(including quarter page size color ad)
Company has table top display (30"W x 72"L) during exhibit hours
Company receives one complimentary registration

\$525.00

TABLE TOP DISPLAY AND LUNCH SPONSOR

Company listed as event sponsor in program
(including half page size color ad)
Company has table top display (30"W x 72"L) during exhibit hours
Company advertised with signage at event as sponsor of lunch
Company receives one complimentary registration

\$750.00

TABLE TOP DISPLAY AND RECEPTION SPONSOR

Company listed as event sponsor in program
(including full-page size ad)
Company has table top display (30"W x 72"L) during exhibit hours
Company advertised with signage at event as sponsor of reception
Company receives one complimentary registration

NOTES:

1. Space availability for exhibitor tabletop displays is limited. Space will be allocated in order received until space is no longer available.
2. All ¼ and ½ page ads must be good quality color, in PDF or Word format. **Ads are due no later than April 9.** Late ads will not be accepted! Ads should be sent as a PDF or Word document to janet.oneil@ets-lindgren.com by April 9.
3. Ads should be sized as follows for including in the program flash drive which will be distributed to all registrants.

| AD DESCRIPTION | MAXIMUM AD SIZE (Outside Dimensions) |
|----------------|--------------------------------------|
| Quarter Page | 5.25"H x 4"W |
| Half Page | 5.25"H x 8.5"W |
| Full Page | 11"H x 8.5"W |
4. Promotional opportunities may be secured by issuing a check payable in full to "IEEE Phoenix Chapter" and sending to: Janet O'Neil, 49 Prospect Ave, Long Beach, CA 90803. **Checks and ads must be received prior to April 19 in order for a company to be included in the Colloquium program.**
5. Tabletop displays will be open on April 26 during lunch, the morning and afternoon breaks and the reception following the technical presentations. It will be noted in the program that access to the tabletop displays is available during the presentations, but that the displays will not necessarily be staffed during that time.
6. Salespersons who are present to staff the tabletop displays only do not have to pay the registration fee. If a salesperson wishes to participate in the meals offered (continental breakfast, lunch, refreshment breaks and the reception), the "meals only" fee of \$75.00 per person must be paid in advance.
7. The Colloquium organizing committee reserves the right to change or cancel the program at any time. In the event the program is canceled, a refund of registration and tabletop fees only

will be given. **No refunds will be given to exhibitors who cancel their participation after April 1, 2017.**

8. The host hotel and the Colloquium organizing committee are not responsible for damage or loss of exhibitor tabletop displays or any items left in the hotel's function rooms.

9. **Guestroom reservations at the Embassy Suites Hotel** may be made by calling the hotel directly at 480-897-7444. **A limited number of guest rooms are being held for "IEEE" at the rate of \$140.00/night – includes wireless internet access**, plus tax, for single or double occupancy, and are available on a first come, first serve basis. Mention "IEEE EMC Society" to receive the reduced rate. [Click here](#) to make your hotel reservations on line. **These rooms are being held on a first come, first served basis until the block is sold out or the cut-off date of March 31, 2017 – whichever comes first.** There is no charge for parking at the hotel.

10. Please keep in mind that this is a "Table Top" show. Therefore, display material is limited to what may fit on the table. No equipment may be displayed on the floor near the table. Signage is limited to that which is freestanding on the table. The tables can support 60 pounds maximum weight. No signage may be posted to the hotel walls!

11. **The Hotel will only accept shipment of boxes 48 hours prior to the event date, i.e. between April 24-26.** Please label your boxes/shipments with your name, your company name, the date of this event, and "IEEE Phoenix Ballroom Event April 26" in bold type face. It is vital that this information be on all boxes in order to assure they are delivered to the appropriate meeting room. Note the Colloquium organizing committee is not responsible for paying any box, shipping, and/or handling fees incurred by exhibitors. In order for the Hotel to assist in shipping parcels back after the Colloquium, exhibitors must label parcels and contact the carrier of their choice for pick up. The Hotel will store parcels for two days only after the event. The Hotel will not accept COD deliveries nor add any carrier fees to guest room charges. All freight charges must be prearranged between the exhibitor and their carrier of choice. **Any parcels left after April 27, 2017 will be destroyed. All shipment handling and freight must be paid for by the participating exhibitor.**

12. _____ (name of exhibitor) assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel's premises, covenants not to sue and agrees to indemnify, defend and hold harmless the Hotel, and its parent corporation, as well as their respective trustees, directors officers, agents, servants, and employees from any and all such losses, damages and claims. Likewise, the IEEE AP and EMC Chapters, and the Colloquium Organizing Committee (including exhibitors and all participants in the Colloquium) each agree to defend, indemnify and hold harmless the other party from and against all claims, actions or causes of action, liabilities, including reasonable attorneys' fees, and costs arising from the defense of any claim, action, cause of action, or liabilities arising out of or resulting from any act taken or committed by IEEE (including exhibitors and all participants in the Colloquium) pursuant to the performance of each party's obligation for the event on April 26, 2017 described herein.

I have read and hereby agree to abide by the terms and conditions stated above:

Signature of Authorized Representative of Exhibitor

Date

(Please return this signed form with your check, exhibitor registration form as follows and keep one copy for your files.)

IEEE Regional Colloquium and Exhibition

Embassy Suites Hotel
Tempe, Arizona
April 26, 2017

Exhibitor Registration Form

PROMOTIONAL FEES

I wish to participate as follows (refer to Exhibitor Menu of Promotional Opportunities):

| | | | |
|--|---|----------|----|
| | Table Top Display (Limit two per exhibitor) | \$375.00 | |
| | Table Top Display and Lunch Sponsor | \$525.00 | |
| | Table Top Display and Reception Sponsor | \$750.00 | |
| | TOTAL PROMOTIONAL FEE | | \$ |

REGISTRATION FEES

Note: One full registration is included in each promotional fee listed above. Use the information below for additional full registrations. Registration fees below include access to the technical presentations, continental breakfast, lunch, refreshment breaks, reception, and Colloquium program. **EXHIBITORS MUST REGISTER USING THIS FORM TO SECURE THEIR TABLETOP SPACE AND SEND PAYMENT BY CHECK.**

| | | | |
|-------|---|-----------|----|
| \$100 | IEEE member received by March 15 | | |
| \$150 | IEEE member received March 15-April 15 | | |
| \$175 | IEEE member received after April 15 and at door | | |
| \$50 | Non IEEE member additional charge | | |
| N/C | Personnel for staffing table top display only (presentations, program, and <u>meals NOT included</u>) | No charge | |
| \$75 | Per person for personnel staffing table top displays only on April 26 with <u>ALL meals included</u> | \$ | |
| | TOTAL REGISTRATION FEES | | \$ |

GRAND TOTAL: PROMOTIONAL & REGISTRATION FEES

\$

Please make checks payable to: IEEE Phoenix EMC Chapter

Mail check with this completed form to:

Janet O'Neil
c/o ETS-Lindgren
49 Prospect Ave.
Long Beach, CA 90803

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COMPLIMENTARY REGISTRATION

For those organizations paying \$375.00 or more in promotional fees, please identify the individual who will receive the full complimentary registration:

| | | |
|---------------------|--------------|-------|
| Name (please print) | Company Name | Phone |
|---------------------|--------------|-------|

| | |
|----------------|-------|
| Street Address | Email |
|----------------|-------|

COMPANY INFORMATION

Please refer to our company name as follows in all promotional materials used at the Colloquium:

Please provide a brief (25 words or less) description of your company's products and/or services:

Please contact the following representative from our company with any questions or for further assistance pertaining to participation in this Colloquium:

| | |
|---------------------|-----------|
| Name (please print) | Telephone |
|---------------------|-----------|

| | |
|-----|------------------------|
| FAX | e-mail (print legibly) |
|-----|------------------------|

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REGISTRATIONS Please list below the names and contact information for each individual attending the Colloquium. Please copy this page if you have additional names for registration.

| | | |
|-------------------|---|---|
| Name | Company | |
| Title | IEEE Member # | |
| Address | | |
| | | |
| | | |
| Telephone | email | |
| | | |
| Full Registration | Staffing Table Top Display Only, NO meals | Staffing Table Top Display Only, WITH meals |

| | | |
|-------------------|---|---|
| Name | Company | |
| Title | IEEE Member # | |
| Address | | |
| | | |
| | | |
| Telephone | email | |
| | | |
| Full Registration | Staffing Table Top Display Only, NO meals | Staffing Table Top Display Only, WITH meals |

| | | |
|-------------------|---|---|
| Name | Company | |
| Title | IEEE Member # | |
| Address | | |
| | | |
| | | |
| Telephone | email | |
| | | |
| Full Registration | Staffing Table Top Display Only, NO meals | Staffing Table Top Display Only, WITH meals |

PLEASE NOTE: All three (3) pages of this exhibitor registration form, your check, and a signed Exhibitor Menu of Promotional Opportunities form **MUST** be returned in order to reserve exhibit space. Artwork for ads must be submitted no later than April 9.