

EXHIBIT MANUAL

THE
COSMOPOLITAN



ECTC

The 2019 IEEE 69th Electronic Components
and Technology Conference

May 28 - May 31, 2019

The Cosmopolitan of Las Vegas
Las Vegas, Nevada, USA

For more information, visit: www.ectc.net



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INTRODUCTION

This Exhibit Manual for the 2019 ECTC Conference contains the information necessary to assist you in preparing for your exhibit. Please read it carefully and pass on the appropriate information concerning registration and hotel reservations to all of your exhibit personnel if you have not already done so. The manual contains a calendar with all of the important dates of which you should be aware. We suggest that you make a copy and keep it handy.

We will provide you with a master for complimentary tickets to provide your customers or prospects that can be exchanged at the ECTC registration desk for an 'Exhibits Only' badge for access to the Technology Corner exhibits.

The GES Section of the manual is on the internet. The link will be on the Exhibits page of the ECTC website at www.ectc.net. You have also been provided the link in an email. The GES manual contains all the information you need to order furniture and other equipment that you may need for your booth.

Please note, unless you want your own carpet color, you do not need to order carpet. The exhibit hall is fully carpeted. One 500 watt electrical outlet is included in your booth package. You do not need to order the outlet unless you need something special.

Internet access will be available throughout the exhibit hall.

KEY CONTACTS

During the months preceding the Conference, occasions may arise when a quick answer or rule interpretation may be required. For your convenience, the following persons should be able to answer your questions or steer you to the right person:

Exhibits Chairman

Joe Gisler
Vector Associates.
410 Woodhill Dr.
Price, UT 84501
Phone: 480-288-6660
Cell: 480-206-4999
Email: gisler.h.dr@ieee.org

Conference Registrar

Jodi Towner
c/o Renzi & Company, Inc.
2019 ECTC Management Team
Phone: 703-863-2223
Email: renziandco2@gmail.com

Service Contractor

Global Experience Specialists, Inc. (GES)
7000 Lindell Rd.
Las Vegas, NV 89118
Phone: 800-475-2098 (US)
Fax: 866-329-1437 (US)
International Calls: +1-702-515-5970
International Fax: +1-702-263-1520
Email: servicenter@ges.com
Contact online: www.ges.com/chat

If your company is not registered with GES, you can view a demo on their web site for setting up an account.

GENERAL INFORMATION

CONFERENCE AND EXHIBITION LOCATION:

The Cosmopolitan of Las Vegas
3708 S. Las Vegas Blvd.
Las Vegas, NV 89109
Reservations Phone 1-702-798-7000

DATE FOR MOVE-IN:

Move-in/set-up begins at 1:00 pm, Tuesday, May 28, 2019. Set up must be complete by 5:00 pm.

ADVANCE SHIPMENTS TO GES WAREHOUSE

c/o GES
Electronic Components & Technology Conference
Exhibitor Company Name and Booth Number
7000 Lindell Rd.
Las Vegas, NV 89118

Shipments should arrive on or between April 24 – May 22, 2019

SHIPMENTS DIRECT TO EXHIBIT SITE

The hotel **does not have** storage room for shipments direct to the hotel. **You can bring the exhibit material yourself if it is in a rolling Container.**

DATE FOR MOVE-OUT:

Dismantling is to start no earlier than 4:00 pm, Thursday, May 30, 2019
Dismantling prior to 4:00 pm is strictly forbidden.
All exhibits must be promptly dismantled at close of the exhibition and removed by 9:00 pm.

EXHIBIT HOURS:

May 29 (Wednesday)	9:00 am – 12:00 pm 1:30 pm – 6:30 pm
May 30 (Thursday)	9:00 am – 12:00 pm 1:30 pm – 4:00 pm

Refreshment breaks will be held each day from 9:15 to 10:00 am and 2:45 to 3:30 pm in the Exhibit Hall.

Interactive Presentation Sessions will be held outside the entrance to the exhibit hall on Wednesday and Thursday mornings and afternoons.

EXHIBITOR RECEPTION

A reception will be held in the Exhibit Hall on Wednesday, May 29, 2019 from 5:30 pm to 6:30 pm.

REGISTRATION

Instructions have been e-mailed to all Exhibitor contacts on how to register Conference Exhibitors and Booth Attendants. Please be sure to follow these steps for registering as exhibitors get special privileges for registration. Each Exhibitor will receive one complimentary full conference registration. The full conference registration includes a USB Drive with proceedings, tickets for the luncheons on Wed., Thurs., and Fri., and admission to all technical sessions.

Advance registration ends May 4, 2019. Badges should be picked up at the ECTC Registration Desk. The desk will be open as follows for Conference Registration:

Monday	May 27, 2019: 3:00-5:00 pm
Tuesday	May 28, 2019: 8:00-5:00 pm
Wednesday	May 29, 2019: 6:45-4:00 pm

If at all possible pick up your badges on Monday or Tuesday to avoid the crunch on Wednesday morning. You must have a badge to get into the exhibit hall to set up your exhibit on Tuesday. On Wednesday or Thursday you must have an Exhibitor ribbon to get into the exhibit hall when it is not open to the attendees.

- GES EXHIBITOR MANUAL: Please refer to the GES online Exhibitor Manual to order booth furnishings, cleaning and labor services, etc. One 110 volt, single phase, 500 watt outlet will be available free of charge. You do not have to order it. **The exhibit hall is fully carpeted. You do not need to order carpet unless you want a special color for your booth.**
- LISTING IN FINAL PROGRAM: You should provide the information for your listing in the ECTC Final Program via e-mail to Joe Gisler no later than March 22, 2019. An email will be sent providing the format before the week of March 11th.
- GUARD SERVICE: The Conference will provide guard service from 5:00 pm, Tuesday through 4:00 pm Thursday to minimize access to the exhibit hall by unauthorized persons. Show Management does not insure nor accept responsibility for Exhibitors' property. It is recommended that each Exhibitor obtain insurance appropriate to his/her needs in the event of loss.
- MESSAGE CENTER: An information and message center will be maintained at the ECTC Registration Area during Conference hours. This service is for the benefit of visitors and Exhibitors alike. **MESSAGES CANNOT BE DELIVERED TO BOOTHS NOR WILL PUBLIC ADDRESS PAGING BE AVAILABLE.**
- Conference rules prohibit the display of posters, employment opportunities or invitations. Such postings are considered out-of-keeping with the general professional nature of the Conference.
- BOOTH VISITOR INQUIRY FORMS: ***ECTC is evaluating the use of electronic lead retrieval systems and will provide an update on this ahead of the conference if a system is implemented. Such a system would be optional for exhibitors to utilize and offered through a third-party contractor.*** Absent a lead retrieval system we will provide 100 copies of an inquiry form for your use (sample follows in this manual).
- EXHIBITOR SURVEY FORM:: Following the conference, please complete the survey form that will be provided at the conference and leave it at the Registration Desk or email it to the Exhibit Chair at gisler.h.dr@ieee.org. A sample of the survey form follows in the manual.

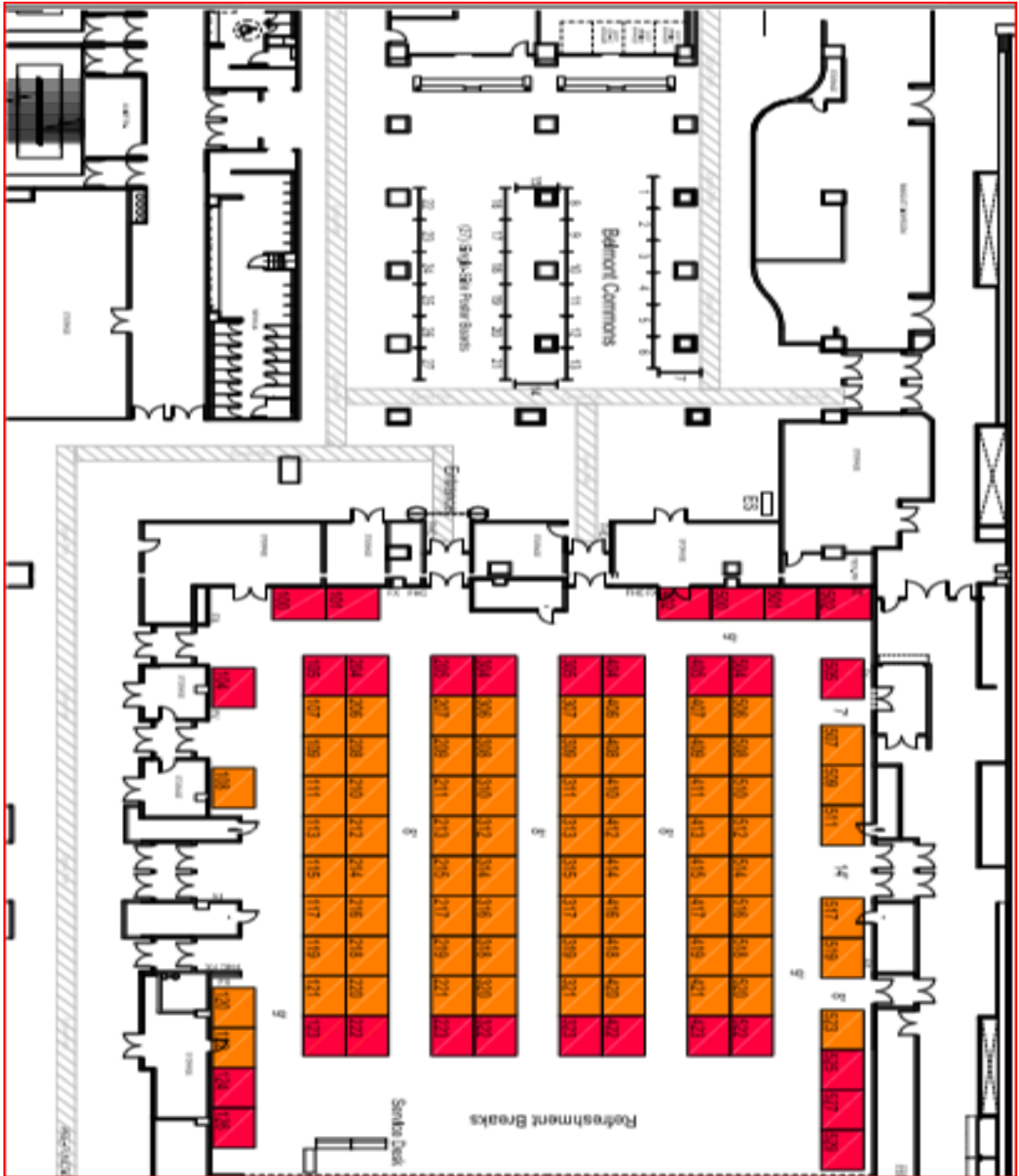
EXHIBITOR CALENDAR

March 22, 2019		Last day to email Exhibitor Profile listing to Joe Gisler
April 24, 2019		Advance shipments may begin arriving at GES warehouse
May 7, 2019		Last day for hotel reservations to obtain conference rate
May 7, 2019		Discount deadline for GES orders received with payment
May 5, 2019		Last day for advance conference registration
May 22, 2019		Last day for advance shipments to arrive at the GES warehouse without surcharges
May 27, 2019		On site ECTC conference registration begins
May 28, 2019		ECTC Professional Development Courses
		On site ECTC conference registration continues
May 28, 2019	1:00 pm	Installation of booth contents begins
May 28, 2019	5:00 pm	Booth setup must be completed
May 29, 2019		ECTC Technical Sessions begin
		On site conference registration continues
May 29, 2019	9:00 am	Exhibits open
May 29, 2019	12:00 pm	Exhibits close for luncheon
May 29, 2019	1:30 pm	Exhibits open
May 29, 2019	5:30 pm	Exhibitor Reception
May 29, 2019	6:30 pm	Exhibits close
May 30, 2019		ECTC Technical Sessions continue
May 30, 2019	9:00 am	Exhibits open
May 30, 2019	12:00 pm	Exhibits close for luncheon
May 30, 2019	1:30 pm	Exhibits open
May 30, 2019	4:00 pm	Exhibits close for dismantling
May 30, 2019	5:00 pm	Carriers must be checked in**
May 30, 2019	7:00 pm	All materials must be removed
May 30, 2019	7:30 pm	ECTC Gala reception for all attendees
May 31, 2019		Last day of ECTC Technical Sessions

** CARRIER CHECK-IN DATES

May 30, 2019		Time 4:00-7:00pm
May 30, 2019	4:15 pm	Empty carriers returned to Exhibit Floor
May 30, 2019	7:00 pm	All materials removed
June 3, 2019		Warehouse pickup Begins
June 10, 2019		Warehouse pickup Last Day

Booth Layout



Electronic Components and Technology Conference

May 28-31, 2019

The Cosmopolitan of Las Vegas

Level 4 - Belmont Ballroom 1,2,5,6

EXHIBITION RULES AND REGULATIONS

Exhibit Space Assignment and Allocations

It is also understood that Exhibition Management reserves the right, in the interests of optimum traffic control and exhibit exposure, to relocate those exhibits which may be affected by a change in the floor plan. Such change would not be made unless deemed absolutely necessary. Exhibition Management also agrees to advise Exhibitors and service contractors if such change is necessary. Exhibition Management's determination with respect to assignment of exhibit space is to be binding on all parties.

Allocations and Cost

The cost of individual exhibits is indicated on the contract. Exhibition Management will assign exhibits according to date application was received and to applicant's sequence of choices in the event applicant's choice of exhibit spaces is not available. Exhibit management will assign other space, with the understanding that applicant may accept or refuse in writing this assignment immediately afterward. If desired, the applicant may provide Exhibition Management with a list of competitors whose assignments should not be near that of the applicant. Exhibition Management will observe such requests, within the bounds of reason.

Exhibitors

Exhibitors will be limited to those companies or other entities offering materials, products, or services of specific interest to registrants. Exhibition Management reserves the right to determine the eligibility of any product for display. Exhibiting manufacturers' representatives and/or distributors must list their participating principals as the Exhibitors of record.

Admission

Exhibits will be open free of charge to all Exhibitors, Exhibitor guests and Conference registrants. For others, a nominal registration fee will be charged. Registration will be limited to those with a demonstrable specific interest in the main subject matter of the Exhibition. Exhibition Management reserves the right to refuse admission to any person(s) including children of Exhibitors and visitors, in the interest of the safety and welfare of those persons and the Exhibitors.

Personnel and Attire

Exhibition Management reserves the right to determine whether the character and/or attire of booth personnel is acceptable and in keeping with the best interests of Exhibitors and the exhibition. Further, Exhibitors expressly agree that they and their personnel will not entertain in their private rooms in the official hotel during business hours of the conference and exhibition.

Employment Exhibits

Exhibits for the purpose of soliciting prospective employees, or employee-recruiting activity of any kind, are specifically prohibited.

Exhibits and Appliances

Common sense governs the kind of exhibits permitted at the Exhibition. Attractive, informative and attention-getting exhibitions are encouraged. Exhibition dimensions shall generally conform to exhibit practices of the county in which the Exhibition is held, and specific dimensions and restrictions shall be specified in the Official Exhibitors Kit supplied by Exhibition Management. In no event however, shall any exhibit interfere with any neighboring exhibit, in the judgment of Exhibition Management. The Exhibitor shall not display in his exhibit any products not described on the Application for exhibit space.

Labor

Exhibitors must employ union labor where required. Union labor, if required, will be made available.

Sound Level and Odors

Mechanical or electrical devices which produce sound and/or objectionable odors must be operated so as not to prove disturbing to other Exhibitors. Exhibition Management reserves the right to determine the acceptable sound level and odors in all such instances.

Electrical and Decoration Services

Electrical wiring and decorator services are available only through the Official Electrician (as designed by Exhibition Management) and the Official Decorator (as designated by Exhibition Management.)

Electrical Fittings and Electricity Supply

Lighting, lighting mains, power plugs, power mains and motors are available at charges listed. The Exhibitor may provide his own electrical fittings, and they shall be installed by the Official Contractors (as designated by Exhibition Management) at reasonable charges, an estimate of which shall be given to the Exhibitor beforehand.

Photography

The photographic rights for the Exhibition are reserved to Exhibition Management, and photography in the Exhibition required by Exhibitors can be farmed out at moderate charges by the Official Photographers (as designed by Exhibition Management) if desired. Exhibitors wishing to make their own arrangements for the photographing of their exhibit must apply to the Exhibition Management, whose permission shall not be unreasonably withheld.

Exhibit Cleaning

Exhibitors must make arrangements for their exhibit to be kept clean and free from accumulated rubbish, to the satisfaction of Exhibition Management. All materials for disposal of waste must be deposited in the gangway for clearance before the Exhibition opens.

Advertising Matter

The Exhibitor may, at his discretion, distribute hand bills or other printed advertising matter from his exhibit. In the event of any complaint resulting from such distribution, the matter shall be referred to Exhibition Management for disposition.

Cancellations

It is agreed that in event of cancellation, Exhibition Management shall have the right to retain as a cancellation fee all amounts then paid by Exhibitor (and due from him) up to the time of cancellation pursuant to the "Billing and Schedule of Payments" section of the Application for Exhibit Space.

Shell Scheme or Rental Display Cancellations

In the event of a cancellation for the construction of a shell scheme structure or rental display, full refund of any monies paid for such construction shall be made, provided the cancellation is filed with Exhibition Management at least ten (10) business days prior to the first day of the Exhibition.

Exhibition Management Responsibility

Exhibition Management agrees to render reasonable assistance to Exhibitors', to keep them informed, to provide them with available promotion material for their own use, including complimentary exhibit passes, to present a technically competent program of events, and to promote attendance of the Exhibition through accepted means of advertising, public relations, publicity, direct-mail, etc

Liability

Exhibition Management, and all organizations and individuals who are employed by or associated with it in connection with this Exhibition will not be responsible and shall be held harmless by all Exhibitors for damage or loss resulting from fire, theft, or any other cause whatsoever, including accident or injury to Exhibitors, their employees and agents, the public and others. The Exhibitor agrees to pay promptly for any and all damage to the exhibition building or its equipment incurred through carelessness, or otherwise, of Exhibitor of his employees or agents.

Electrical Safety

All wiring on displays or display fixtures must conform to the minimum standards established by various governmental agencies and standard fire inspection ordinances. All display wiring must exhibit the seal and or such other seals of official approving agencies as may be required at the site of the exhibition.

Safety and Fire Laws

All applicable fire and safety laws of the venue must be strictly observed by Exhibitors. Cloth decorations must be flameproof. Wiring must comply with local Fire Department and Underwriters' Rules. Smoking in exhibits is forbidden. Crowding will be restricted. Aisles and fire exits may not be blocked by exhibits. No decorations of paper, pine boughs, leafy decorations or tree branches are allowed. Acetate and most rayon drapes are not flameproof, and may be prohibited. No storage behind exhibits is provided or permitted.

Losses

Exhibition Management cannot take responsibility for damage to Exhibitors' property, or lost shipments either coming in or going out, nor for moving costs. Damage to inadequately packed property is Exhibitor's own responsibility. If exhibit fails to arrive, Exhibitor is nevertheless responsible for exhibit space rental. Exhibitors are advised to insure against these risks.

Termination and Exhibition

In the event that the premises in which the Exhibition is or is to be conducted shall become, in the sole discretion of Exhibition Management, unfit for occupancy, or in the event the holding of the Exhibition or the performance of Exhibition Management under the application (of which these Rules and Regulations are a part) are substantially or materially interfered with by virtue of any cause or causes not reasonably within the control of Exhibition Management, said Application and/or the Exhibition or any part thereof, may be terminated by Exhibition Management. Exhibition Management shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of Exhibition (or any part thereof) as aforesaid, then Exhibition Management shall not be liable to the Exhibitor other than for a prorated refund of such Exhibitor's space price payment determined on the basis of the number of exhibit days remaining. For purposes hereof, the phrase "cause or causes not reasonably within the control of Exhibition Management" shall include, but not by way of limitation, fire casualty, flood, epidemic, earthquake, explosion or accident, blockade, embargo, inclement weather, government restraints, restraints or orders of civil defense or military authorities, act of public enemy, not of civil disturbance, strike, lockout, boycott or other labor disturbance, inability to secure sufficient labor, technical, or other personnel failure, impairment or lack of adequate transportation facilities, inability to obtain, or condemnation, requisition or commandeering of necessary supplies or equipment, local, state or Federal law, ordinances, rule, order, decree or regulation, whether legislative, executive or judicial, and whether constitutional or unconstitutional, or Act of God.

Rejected Displays

The Exhibitor agrees that his exhibit shall be admitted herein and shall remain from day to day solely in strict compliance with the rules and regulations herein laid down. Exhibition Management reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any Exhibitor or his representatives, with or without giving cause. If cause is not given, liability shall not exceed the return to the Exhibitor of the amount of the exhibit space price unearned based on the number of days of the exhibit remaining at the time of ejection. If an exhibit or Exhibitor is ejected for violation of these rules and regulations or for any other stated reason, no return of exhibit space shall be made.

Insurance

Exhibitors are advised to see that their regular company insurance includes extra-territorial coverage, that they have their own theft, public liability and property damage insurance. Exhibition Management and all organizations and individuals who are employed by or associated with it in connection with the Exhibition will not be responsible for injury or damage that may occur to an Exhibitor or his employees or agents nor to the safety of any exhibit or other property against robbery, fire, accident, or any other destructive causes.

Right of Possession

During the term of this agreement and so long as the property of the contracted Exhibitor is on the premises of the exhibition site, or its vicinity, the Electronic Components and Technology Conference shall have the right of possession to all goods, wares and merchandise on exhibition. Such right to possession shall be superior to that of any person other than the contracted Exhibitor.

Sub-Leasing

Exhibitors may not permit other manufacturers to use their space, or any part thereof, without express written permission of Exhibition Management.

BOOTH VISITOR INQUIRY FORMS

Name _____

BOOTH VISITOR INQUIRY REPORT

Company _____

___ Send Literature _____

Address _____

___ Data Sheets _____

___ Catalog/Brochure _____

Tel: _____ Ext _____

___ Application Notes _____

Fax: _____

___ Add to Mailing List _____

Email: _____

___ Schedule Sales Call _____

Additional Remarks: _____

Booth Attendant

2019 ECTC Exhibitor Survey

Company Name: _____

Completed By: _____

We would appreciate your comments on the Technology Corner Exhibits and their benefit to your company.

- Very Satisfied
- Somewhat Satisfied
- Somewhat Dissatisfied
- Very Dissatisfied
- Neutral

1. Information provided by Exhibit Chairman prior to conference
Comments _____

2. Service provided by GES
Prior to conference
During conference
Comments _____

3. Information/assistance provided by conference personnel during conference
Comments _____

4. Did the exhibit hall and booth setup meet your expectations?
Comments _____

5. Quality of contacts with attendees, leads generated, etc.
Comments _____

6. Overall value to your company of exhibiting
Comments _____

7. Please provide any general comments on how we can improve the Technology Corner in the future _____

8. Do you plan to exhibit at the 2020 ECTC in Orlando, FL? Yes No Undecided
If no, please comment _____

Mark your conference exhibit calendar for future ECTC dates and locations:
2020 May 26 – May 29 Walt Disney World Swan and Dolphin Hotel, Orlando, FL
2021 May 25 – May 28 Sheraton San Diego Hotel and Marina, San Diego, CA
Please leave the completed form at the registration desk or email it to Joe Gisler at gisler.h.dr@ieee.org