ECTC
The 2020 IEEE 70th Electronic Components and Technology Conference

May 26 - May 29, 2020
Walt Disney World Swan & Dolphin Resort
Lake Buena Vista, Florida

For more information, visit: www.ectc.net

Sponsored by:
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Introduction

This Exhibit Manual for the 2020 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.

As we have done in previous years, exhibitors are encouraged to invite their customers and other visitors who are not attending the full ECTC conference to the Technology Corner exhibit space. Any invitees should be directed to check in at the ECTC registration desk where they will be issued an Exhibits Visitor pass, which allows access to the exhibition floor. Please note that these passes cannot be used for entry into other conference events and will be monitored by conference personnel.

Once again this year, GES will be supporting ECTC exhibitors for all booth furniture and other exhibit space needs you may have. The link to the GES Exhibitor Order website can be found on the ECTC Exhibitor page (http://ectc.net/exhibitors/index.cfm) and it will also be sent via email to all exhibit contacts once it is active. Please note that the deadline for preferred pricing is May 5, 2020 so be sure to place your order before then to take advantage of that offer.

Please note that unless you want your own carpet color, you do not need to order carpet. The exhibit hall is fully carpeted. One 5 amp/500 watt electrical outlet is included in your booth package. If you have additional power requirements, there is a section in the GES website for those to be selected.

Internet access will be available throughout the exhibit hall via WiFi access at no additional charge to attendees.
Key Contacts

ECTC exhibits personnel are available to help answer any questions you may have before or during the conference. Over the course of the months leading up to the conference, exhibits personnel will be in contact on multiple occasions to pass along and request information to assist in the preparations for the exhibition. **PLEASE NOTE:** you may receive email or phone contact from persons who claim to be associated with ECTC exhibits requesting information or money for services. Be vigilant and double check the contact information of anyone claiming to be associated with ECTC exhibits BEFORE you provide any information or payments. We encourage you to contact the Exhibits Chairman directly if you have any questions or concerns about the validity of any contact not coming directly from the persons below.

Exhibits Chairman
Alan Huffman
Micross Advanced Interconnect Technology
Cell: 336-380-5124
Email: Alan.Huffman@micross.com

Exhibits & Registration Customer Service Manager
Jodi Towner
c/o Renzi & Company, Inc.
2020 ECTC Management Team
Phone: 505-259-3021
Registration Email: renziandco2@gmail.com / Exhibits Email: ectc.exhibits@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

CONFERECE AND EXHIBITION LOCATION: Walt Disney World Swan and Dolphin
1500 Epcot Resorts Blvd.
Lake Buena Vista, FL 32830
Reservations Phone 1-407-934-4000 | 1-407-934-4884

DATE FOR MOVE-IN: Move-in/set-up begins at 1:00 pm, Tuesday, May 26, 2020. Set up must be complete by 5:00 pm.

ADVANCE SHIPMENTS c/o GES TO GES WAREHOUSE: Electronic Components & Technology Conference
Exhibitor Company Name and Booth Number
7945 Mandarin Drive
Orlando, FL 32819, U.S.A.

Shipments should arrive on or between April 22 – May 21, 2020. Please Note: Shipments arriving before Wednesday, April 22, 2020 will incur a storage fee, and shipments arriving after Thursday, May 21, 2020 will incur a Late to Warehouse Fee.

SHIPMENTS DIRECT c/o GES TO EXHIBIT SITE: Electronic Components and Technology Conference
Exhibiting Company Name, Booth #
Walt Disney World Dolphin
1500 Epcot Resorts Blvd.
Lake Buena Vista, FL 32830-8428, U.S.A.

Tuesday, May 26, 2020, 1:00 PM To 5:00 PM. Please Note: Shipments not arriving on the above designated time frame, on a holiday, or on overtime will incur additional charges.

Exhibitors may bring their own exhibit material if it is in a rolling container.

DATE FOR MOVE-OUT: Dismantling is to start no earlier than 4:00 pm, Thursday, May 28, 2020
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 27 (Wednesday) 9:00 am – 12:00 pm
1:30 pm – 6:30 pm

May 28 (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.

EXHIBITOR RECEPTION: A reception will be held in the Exhibit Hall on Wednesday, May 27, 2020 from 5:30 pm to 6:30 pm.

REGISTRATION: Instructions have been e-mailed to all Exhibitor contacts on how to register Booth Attendants (up to 5 for each exhibitor) and the ONE complimentary full

2020 70th ECTC – Orlando, FL
Exhibit Manual
conference registration included with each exhibit space rental. Please be sure to follow these steps for registering to avoid confusion in submitting registrations. 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. Please note that booth attendant registrations DO NOT include luncheon tickets and these may be purchased separately through the registration portal.

Advance registration ends May 4, 2020. Badges should be picked up at the ECTC Registration Desk. The desk will be open as follows for Conference Registration:

- **Monday:** May 25, 2020: 3:00-5:00 pm
- **Tuesday:** May 26, 2020: 8:00-5:00 pm
- **Wednesday:** May 27, 2020: 6:45-4:00 pm

If at all possible, plan to pick up your badges on Monday or Tuesday to avoid the long lines that will form 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 Order website to order booth furnishings, cleaning, shipping, and labor services, etc. The link to this website will be posted on the ECTC Exhibits web page. One 110 volt, single phase, 5 amp, 500 watt outlet is included in your exhibit package. **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 Alan Huffman no later than March 20, 2020. An email will be sent providing the format before the week of March 9th.

**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.

**LEAD RETRIEVAL:**

KleerTech will be offering an optional lead retrieval service to interested exhibitors. Information on how to order this service will be provided through email and will be available through the GES Exhibit Order website through the Additional Show Services tab. Exhibitors who choose to take advantage of this will contract directly with KleerTech for this service; this is NOT included in your exhibitor package and is an optional service available to exhibitors.

**EXHIBITOR SURVEY FORM:**

Following the conference, please complete the survey form found later in this document and leave it at the Registration Desk or email it to the Exhibit Chair at Alan.Huffman@micross.com.
## Exhibitor Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>March 20, 2020</td>
<td>Last day to email Exhibitor Profile listing to Alan Huffman</td>
</tr>
<tr>
<td>April 22, 2020</td>
<td>Advance shipments may begin arriving at GES warehouse</td>
</tr>
<tr>
<td>May 4, 2020</td>
<td>Last day for advance conference registration</td>
</tr>
<tr>
<td>May 5, 2020</td>
<td>Last day for hotel reservations to obtain conference rate</td>
</tr>
<tr>
<td>May 5, 2020</td>
<td>Discount deadline for GES orders received with payment</td>
</tr>
<tr>
<td>May 20, 2020</td>
<td>Last day for advance shipments to arrive at the GES warehouse without surcharges</td>
</tr>
<tr>
<td>May 25, 2020</td>
<td>On site ECTC conference registration begins</td>
</tr>
<tr>
<td>May 26, 2020</td>
<td>ECTC Professional Development Courses</td>
</tr>
<tr>
<td></td>
<td>On site ECTC conference registration continues</td>
</tr>
<tr>
<td>May 26, 2020</td>
<td>Installation of booth contents begins</td>
</tr>
<tr>
<td>May 26, 2020</td>
<td>Booth setup must be completed</td>
</tr>
<tr>
<td>May 27, 2020</td>
<td>ECTC Technical Sessions begin</td>
</tr>
<tr>
<td></td>
<td>On site conference registration continues</td>
</tr>
<tr>
<td>May 27, 2020</td>
<td>Exhibits open</td>
</tr>
<tr>
<td>May 27, 2020</td>
<td>Exhibits close for luncheon</td>
</tr>
<tr>
<td>May 27, 2020</td>
<td>Exhibits open</td>
</tr>
<tr>
<td>May 27, 2020</td>
<td>Exhibitor Reception</td>
</tr>
<tr>
<td>May 27, 2020</td>
<td>Exhibits close</td>
</tr>
<tr>
<td>May 28, 2020</td>
<td>ECTC Technical Sessions continue</td>
</tr>
<tr>
<td></td>
<td>ECTC Technical Sessions continue</td>
</tr>
<tr>
<td>May 28, 2020</td>
<td>Exhibits open</td>
</tr>
<tr>
<td>May 28, 2020</td>
<td>Exhibits close for luncheon</td>
</tr>
<tr>
<td>May 28, 2020</td>
<td>Exhibits open</td>
</tr>
<tr>
<td>May 28, 2020</td>
<td>Exhibits close for dismantling</td>
</tr>
<tr>
<td>May 28, 2020</td>
<td>Carriers must be checked in</td>
</tr>
<tr>
<td>May 28, 2020</td>
<td>All materials must be removed</td>
</tr>
<tr>
<td>May 28, 2020</td>
<td>ECTC Gala reception for all attendees</td>
</tr>
<tr>
<td>May 29, 2020</td>
<td>Last day of ECTC Technical Sessions</td>
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2020 70th ECTC – Orlando, FL  
Exhibit Manual
Exhibit Hall Booth Layout
Walt Disney World Swan and Dolphin Resort
Lake Buena Vista, Florida, USA
Northern Hemisphere Ballroom
EXHIBITION RULES AND REGULATIONS

Exhibit Space Assignment and Allocations
It is 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 companies 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, distributors, 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 Exhibit.

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 work and decorations 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 Decorator (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 designated 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 garbage cleared 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 in the following circumstances: (1) the amount of his deposit (and due within thirty (30) days from the date of filing of the Notice of Cancellation with the Office of Exhibition Management); (2) 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 its customers, 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 prohibited. Rents and fire exists 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 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, constraints 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 subject 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 rejection. 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 in 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 FORM

This form is provided as a courtesy to exhibitors who wish to use it for recording booth visitor inquiry information.

Name: ____________________________________________

Company: ____________________________________________

Address: ____________________________________________

Tel: ____________________________ Ext __________ 

Fax: ____________________________

Email: ____________________________________________

Additional Remarks: ____________________________________________

BOOTH VISITOR INQUIRY REPORT

___ Send Literature ______________________

___ Data Sheets ______________________

___ Catalog/Brochure ______________________

___ Application Notes ______________________

___ Add to Mailing List ______________________

___ Schedule Sales Call ______________________

Booth Attendant

_________________________________________________
2020 ECTC Exhibitor Survey

Company Name: ____________________________________________________

Completed By: ______________________________________________________

We would appreciate your ratings and comments on the Technology Corner Exhibits and their benefit to your company. Please circle the rating number in each question below and enter any comments you have.

Very Dissatisfied  1
Somewhat Dissatisfied  2
Neutral  3
Somewhat Satisfied  4
Very Satisfied  5

1. Information provided by Exhibit Personnel prior to conference?  1  2  3  4  5
Comments ______________________________________________________________________

2. Services and facilities provided by GES
Prior to conference  1  2  3  4  5
During conference  1  2  3  4  5
Comments ______________________________________________________________________

3. Information/assistance provided by conference personnel during conference?  1  2  3  4  5
Comments ______________________________________________________________________

4. Did the exhibit hall and booth setup meet your expectations?  1  2  3  4  5
Comments ______________________________________________________________________

5. Quality of contacts with attendees, leads generated, etc.  1  2  3  4  5
Comments ______________________________________________________________________

6. Overall value to your company of exhibiting  1  2  3  4  5
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 2021 ECTC in San Diego, CA?   Yes _____ No _____ Undecided _____
If no, please comment ___________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Mark your conference exhibit calendar for future ECTC dates and locations:
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 Alan Huffman at Alan.Huffman@micross.com