

# May 12, 2022

## 2022 EMC Fest at the Embassy Suites, Livonia, Michigan

### Dear Vendor of EMC Related Products and/or Services:

We are pleased to inform you of a very special promotional opportunity, geared towards the EMI/EMC market. The Southeastern Michigan Chapter of the IEEE Electromagnetic Compatibility (EMC) Society has scheduled a one-day EMC Tutorial and Exhibition. This EMC event will be held on **May 12, 2022**.

#### A Tutorial and Exhibition

With Honored Speakers

**Dr. Bogdan Adamczyk, Jim Teune, Scott Mee**

We have rearranged the Vendor area for two reasons: to remove the trip hazards providing power to some vendor tables and to add additional tables because we were unable to accommodate the demand of vendors. Please review Section 9 on page 4 and detail your power usage when registering.

This one-day event presents a low cost way of effectively reaching many potential customers for your products and services. This EMC Tutorial and Exhibition will attract many local EMC laboratory managers and engineers, as most are unable to attend the National EMC Symposium. The registration fee for this event is very reasonable given the quality of the program, speaker and attendees Program, meals and a link to the tutorial PDF slides are included in the registration fee. The event is being advertised to over 1200 Southeastern Michigan Section engineers interested in EMC plus on social media.

This is a non-profit event sponsored by the Southeastern Michigan EMC Society Chapter. Registration fees and vendor promotional opportunity costs are minimal to encourage participation. The EMC Chapter recognizes the need to provide a low cost career enhancement opportunity and continuing education credits to its chapter members and others.

To be a part of this unique one-day event, it is important that you sign up early because tabletop space is limited and table locations will be assigned on a first paid basis. Please keep in mind that this event has sold out display table space for the past 19 years.

Sign up now by registering at the vendor website <https://events.vtools.ieee.org/m/221909>

There is a new **company name** box on the registration form. Checks are acceptable but recognize that the web registration reserves your space faster by using a credit card.

The public attendee web site is at <http://www.emcfest.org> (←DO NOT REGISTER HERE). Please use this site to promote the event and encourage attendees to the event. It contains information about the technical program as well as attendee registration information.

Additionally, we request some **door prizes** to give out to all participants and attendees. If your company has something to offer, please let Steve Tomba or Scott Lytle know so we can compile a list and make arrangements. Suggested items are personal electronic devices, USB Drives, Gas Cards, Gift Cards, etc.

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

Sincerely,

Steve Tomba  
[steve@emcsociety.org](mailto:steve@emcsociety.org)  
Vendor Registrar

Scott Lytle  
[scott@emcsociety.org](mailto:scott@emcsociety.org)  
Attendee Registrar

**PROMOTIONAL OPPORTUNITIES**  
**EMC Fest – May 12, 2022**  
**Embassy Suites, Livonia, Michigan**

**\$375.00**

**TABLE TOP DISPLAY**

Company listed as event sponsor on the slideshow.

Company has tabletop display (30"W x 72"L) during exhibit hours.

Company receives one complimentary EMC Fest event registration and one admission to the vendor – committee reception evening before the event but must separately pre-[register for the dinner event](#).

**\$500.00**

**TABLE TOP DISPLAY AND LUNCH SPONSOR**

Company listed as event sponsor on slide show.

Company has tabletop display (30"W x 72"L) during exhibit hours.

Company advertised with signage at event as sponsor of lunch.

Company receives one complimentary EMC Fest event registration and one admission to the vendor – committee reception evening before the event but must separately pre-[register for the dinner event](#).

**\$700.00**

**TABLE TOP DISPLAY AND LUNCH AND RECEPTION SPONSOR**

Company listed as event sponsor on slideshow.

Company has tabletop display (30"W x 72"L) during exhibit hours.

Company advertised with signage at event as sponsor of lunch and reception.

Company receives one complimentary EMC Fest registration and one admission to the vendor – committee reception evening before the event but must separately pre-[register for the dinner event](#).

**EXTRA STAFF**

**\$50.00 – BEFORE APRIL 1**

**\$100.00 – AFTER APRIL 1**

**\$129**

**Hotel Room Reservation Only**

Embassy Suites King Room per night.

Does not include event registration, table display or sponsorship.

Includes breakfast and evening welcome reception cocktails.

Please contact Embassy Suites Livonia, give dates and request “EMC Fest 2022” Rate

Registration Link: [EMC Fest 2022 \(hilton.com\)](#)

## **IMPORTANT NOTES:**

1. Space availability for vendor tabletop displays is limited. Most desirable table locations will be allocated based on the order of when the payment is received. Location of your table is on a **first paid** basis. If you desire not to be located near a competitor, please also indicate that in the remarks column.
2. Promotional opportunities may be secured by registering at the web site. **It is highly recommended that you pay by credit card via the website.** Checks are acceptable. Issue checks payable in full to "IEEE EMC Southeastern Michigan". Send them to Scott Lytle c/o Yazaki Testing Center, 6800 N. Haggerty Road, Canton, MI 48187, Phone 734-983-6012.
3. Tabletop displays will be open during morning event registration, lunch, all 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. We will allow free admission to the displays only after 3:00 PM, so please plan for someone to be at your table.
4. Each displaying company receives **one** complimentary EMC Fest registration and meals with their tabletop display reservation fee. Please identify who the complimentary registration person will be and their contact information. If additional vendor staff wish to participate, they must register at the **Vendor Registration Website** in advance and must pay a per person fee. This additional vendor staff person registration must be done by exiting the web site and returning once again to vendor registration web site and selecting "Extra Vendor Staff". **Each and every individual member of the vendor staff needs to be registered and each additional staff individual needs to be paid for.**
5. The EMC Fest organizing committee reserves the right to change or cancel the program at any time. In the event the program is canceled, refunds will be given. **No refunds will be given to vendors who cancel their participation after April 1, 2022.**
6. The host venue and the EMC Fest organizing committee are not responsible for damage or loss of vendor tabletop displays or any items left in hotel rooms.

### **7. Hotel Information**

**Embassy Suites Livonia** is offering a reduced room rate of \$129 for reservations. Special Room rates are available for a limited period of time. Internet, pool, exercise room, breakfast and a cocktail reception are free. You must mention "**Group ID: EMC Fest 2022**" to get this special rate and reserve your room. The Embassy Suites Livonia is located at 19252 Victor Parkway, Livonia, Michigan 48152.

[EMC Fest 2022 \(hilton.com\)](https://www.hilton.com) <- **Please use this hotel link**

There is no airport shuttle available. Please plan for transportation.

**SHIPPING:** The Embassy Suites Livonia will only accept deliveries of display equipment 2 days prior to the event. All deliveries must come through the front door because there is no loading dock or pallet handling so please plan your packaging accordingly. Delivery and pickup must be prearranged and paid for between the vendor/exhibitor and their carrier of choice.

The Embassy Suites will **not** accept COD deliveries. Please label your shipment with the name of the on site vendor and "EMC Fest" in bold type face. In order for the Embassy Suites to assist in shipping parcels back after

EMC Fest, exhibitors must label shipments and contact the carrier of their choice for pick up. The Embassy Suites will store parcels for one (1) day only after the event. All return shipments must be prepaid.

8. Please keep in mind that this is a "Table Top" show. Your 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 walls.

9. **ELECTRICAL POWER** – please provide us details if you have specific power requirements at your table. Since some equipment draws large amounts of power – we want to be prepared for your usage. This year we rearranged our floor plan layout to remove the trip hazards we had in the past. Vendors requiring larger amounts of power will be on the East and West sides of the area. There will be 8 tables with higher power. Lower power users will be along the South side of the area. There will be 10 low power tables available. The tables in the middle of the floor may have access to the floor outlets but these outlets are low amperage and tend to trip often.

10. **You may set up your table in advance between 6:00 PM and 9:00 PM on May 11th, 2022. Final table set up will occur the morning of the event from 6:00 AM to 8:00 AM.** Vendor table locations will be identified when you arrive by Steve Tomba. You may indicate a location preference in your registration, but assignments will be based upon order of receipt of paid registration. Table location floor plan is available at the event web site. Lunch and Reception sponsors will be given additional consideration for table location. Register EARLY because this show has sold out in prior years.

11. As a participant you, your company and its affiliates agree to defend, indemnify, and hold harmless Embassy Suites Detroit-Livonia/Novi and the IEEE Southeastern Michigan Section against all losses, damages, costs and expenses, including reasonable attorney fees, arising out any act by Embassy Suites Detroit-Livonia/Novi, IEEE Southeastern Michigan section or any of EMC Fest 2022 participant in their performance in conducting EMC Fest 2022 pursuant to the performance of each party's obligation for the event described herein.

Please use the "Address 2" field for your company name.

Please register each additional person from your company by exiting the Registration web site and returning to register each individual separately.

A "pre-event" cocktail and heavy hors d'oeuvres reception is scheduled for the evening prior to the event. Speakers, vendors, Southeastern Michigan EMC Chapter officers, and local EMC VIPs are coming to the reception. This is a unique opportunity to network and mix with other "movers and shakers" in the EMC community. The **EMC Fest reception will be held on Wednesday evening**, with a hosted bar reception at 6:00 pm, followed by dinner at 6:30 pm. Attire is business casual. The pre-event dinner is **NO CHARGE** for a pre-registered vendor table sponsor (one person per table). Extra vendor staff are invited to the reception provided they have registered and paid the attendance fee in advance. We feel badly when we have to refuse additional admittance because food is ordered in advance.

**You must register for the Wednesday evening reception. This is an additional registration and is not part of your Conference Table Exhibit Registration**

Reception registration: <https://events.vtools.ieee.org/m/221910>