

2024 EMC Fest
May 16, 2024
Embassy Suites, Livonia, Michigan

2024 Speakers

Doug Smith
Ken Wyatt

The Southeastern Michigan Chapter of the IEEE Electromagnetic Compatibility (EMC) Society has scheduled a one-day EMI/EMC Tutorial and Exhibition.

This one-day event presents a low-cost way of effectively reaching many potential customers for your products and services. This EMI/EMC Tutorial and Exhibition will attract many local EMC laboratory managers and engineers. The registration fee for this event is very reasonable given the quality of the program, the speakers and attendees. Program, meals and an attendee registration list are included in the registration fee.

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 20+ years.

Sign up now by registering at the vendor website <https://events.vtools.ieee.org/m/400966>
Please include your COMPANY NAME in the Company field when registering. Payment with credit card is preferred. **Please include your power requirements as well, or you are not guaranteed AC power.**

You can use the following link to promote the event and encourage attendance <http://www.emcfest.org>

We are requesting **door prizes** to give out to the attendees. If your company has items to offer, please let Steve Tomba or Scott Lytle know. We will announce the companies that provide gift items. Suggested items include: personal electronic devices, 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
Vendor Registrar

Scott Lytle
scott@emcsociety.org
Attendee Registrar

PROMOTIONAL OPPORTUNITIES

\$500.00

TABLE TOP DISPLAY

Company listed as event sponsor on the slideshow.

Have a 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 preregister – <https://events.vtools.ieee.org/m/403057>

\$600.00

TABLE TOP DISPLAY AND LUNCH SPONSOR

Company listed as event sponsor on slide show.

Have a 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 preregister – <https://events.vtools.ieee.org/m/403057>

\$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 preregister – <https://events.vtools.ieee.org/m/403057>

EXTRA STAFF

\$75.00 – BEFORE APRIL 15

\$125.00 – AFTER APRIL 15

\$150.00 – Register at the Door

Hotel Room Reservation Only \$129.00

Embassy Suites Livonia - 19252 Victor Parkway, Livonia, Michigan 48152

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 2024” Rate

Hotel Registration Link: <https://www.hilton.com/en/attend-my-event/dtllies-xem-75565725-aaba-43c0-b0ec-5d0e1d60a9a4/>

Embassy Suites Livonia is offering a reduced room rate. 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 2024" to get this special rate. There is no airport shuttle. Please plan for transportation.

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 or want to be located close to other vendors, please indicate that in the remark's column.
2. Promotional opportunities (Vendor Tables) may be secured by registering at the web site. Please pay by credit card via the website. Please provide your Company Name when registering.
3. 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.
For additional vendor staff:
 - a. They must register at the Vendor Registration Website in advance and must pay a per person fee.
 - b. The 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.
4. 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 others in the EMC community. The EMC Fest reception will be held on Wednesday evening, with a hosted bar reception at 5:300 pm, followed by dinner at 6:00 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. 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/403057>
5. Table Set Up - You may set up your table in advance between 6:00 PM and 9:00 PM on May 15th, 2024. 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
6. 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.
7. 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.

8. 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. **If you do not provide your power requirements in advance, you will not have AC power at your table.**

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.

9. Shipping: The Embassy Suites will only accept deliveries of display equipment two (2) days prior to the event. All deliveries must come through the front door. There are no loading docks or pallet handling. Deliveries and pickups must be prearranged and paid for between the vendor/exhibitor and their carrier. No COD deliveries. Please label your shipment with the name of the on-site vendor and “EMC FEST” in bold type on label. In order for the Embassy Suites to assist in return parcel back after the event, exhibitors must label shipments and contact their carrier for pick up. Embassy Suites will store parcels for one (1) day after the event. All return shipments must be prepaid.

10. 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, 2024.

11. The host venue and the EMC Fest organizing committee are not responsible for damage or loss of vendor tabletop displays or any items left at the hotel.
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 2024 participant in their performance in conducting EMC Fest 2024 pursuant to the performance of each party's obligation for the event described herein.

12. 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/403057>