May 13, 2021
2021 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 13, 2021.

A Tutorial and Exhibition
With Honored Guest 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
Vendor Registrar

Scott Lytle
scott@emcsociety.org
Attendee Registrar
PROMOTIONAL OPPORTUNITIES
EMC Fest – May 13, 2021
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 slideshow.
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 event 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 13
$100.00 – AFTER APRIL 13

$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 2021” Rate
http://www.livoniaembassysuites.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 13, 2021.

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 2021” to get this special rate and reserve your room. The Embassy Suites Livonia is located at 19252 Victor Parkway, Livonia, Michigan 48152. (http://www.livoniaembassysuites.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 12th, 
2021. 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 2021 participant in their performance in conducting EMC Fest 2021 pursuant to the 
performance of each party's obligation for the event described herein.

Please include your company name on the registration form. 
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