



2016 IEEE Symposium on Product Compliance Engineering
16-18 May 2016
Hyatt Regency Orange
Garden Grove, CA
www.psessymposium.org

EXHIBITOR INFORMATION

To All Exhibitors:

Thank you for joining us for the 13th Annual ISPCE Symposium to take place, May 16-18, 2016 at the Hyatt Regency Orange in Garden Grove, CA

We want this to be a good exhibiting experience for you. The following information on shipping, registering, hotel reservations, exhibit hours, electrical, set up and tear down will be critical to your success at the show.

Please call if there is any other information that you need.

Sue Kingston
2016 IEEE PSES
(310) 937-1006
(310) 699-2609 (cell)
Email: skingston@conferencecatalysts.com

EXHIBITOR INFORMATION

REGISTERING FOR BADGES

As an exhibitor, you receive one full conference registration for each tabletop. Please use the form attached to register this person.

Additional booth staff must register individually. Additional registrations for booth staff are \$100 per person for Monday which includes lunch, breaks and reception and \$50 per person for Tuesday which includes lunch and breaks.

Registration forms for additional personnel are also attached and can be found on the website as well.

HOTEL RESERVATIONS

Online reservations for the Hyatt Regency can be made through the link on the PSES website at www.psessymposium.org.

MATERIALS FOR THE TOTE BAG

If you qualified for the Early Bird Special and are putting an item into the Tote Bag, please ship them **separately** from any booth materials and address as follows:

**IEEE Symposium On Product Compliance Engineering
FOR TOTE BAG STUFFING – attn: Sue Kingston
Your Company Name
Hyatt Regency Orange – mgr. Shannon Swanson
11999 Harbor Blvd., Garden Grove, CA 92840
714 750 1234**

Please be sure to have your shipment arrive at the hotel by Sat., May 14th for bag stuffing on Sun. May 15th. Please let me know the tracking numbers, number of boxes and contents. This will make it easier to find on site.

SHIPPING TO THE HOTEL

Any booth materials being shipped to the hotel need to be clearly labeled as follows:

**Hyatt Regency Orange
ATTN: Shannon Swanson/ Sue Kingston
HOLD FOR:
Your Company Name & IEEE ISPCE
11999 Harbor Blvd.
Garden Grove, CA 92840**

The hotel will accept shipments three days in advance of the Conference. Any earlier than that will incur charges.

There are also charges for incoming freight which will be charged to the exhibitor.

SET UP –Royal Ballroom

Set up may begin as early as 4:00 pm Sunday, May 15th.

Exhibits need to be set by 7:30 am Monday May 16th, prior to the beginning of the Opening Plenary Session.

ELECTRICAL SERVICE – Each Tabletop will have access to power. There will be a charge for extra power strips and extension cords so bring your own to avoid it.

Remember this is a tabletop exhibit.

EXHIBITOR BREAKFAST

Exhibitors are invited to breakfast both Monday and Tuesday from 8:15 AM– 9:00 AM in the Speaker Room.

EXHIBIT HOURS - Preliminary schedule

	Morning	Lunch	Afternoon	Evening
Monday	7:30 AM – 8:00 AM	11:30 AM -1:00 PM	3:15 PM - 3:45 PM	6:00 PM - 7:30 PM Reception
Tuesday	7:30 AM – 8:00 AM &10:00 AM - 10:30 AM (Awards Ceremony)	11:30 AM - 1:00 PM	3:15 PM – 3:45 PM	

The 2016 IEEE PSES Steering Committee encourages the Exhibitors to attend the technical sessions.

TEAR DOWN

May 17th – Tear down may start at 4:00 pm

You must make the necessary arrangements to have your shipment picked up at the hotel by the logistics company you are using.

The 2016 PSES Symposium will not be responsible for arranging return shipments of any exhibitor materials following the show.