



2015 IEEE Symposium on Product Compliance Engineering
18-20 May 2015
Hilton Rosemont Chicago O'Hare
5550 N. River Road, Rosemont, IL 60018
www.psessymposium.org

EXHIBITOR INFORMATION

To All Exhibitors:

Thank you for joining us for the 12th Annual ISPCE Symposium to take place, May 18-20 at the Hilton Rosemont Chicago O'Hare in Rosemont, IL.

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
2015 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 \$75 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 Doubletree 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

Hilton Rosemont/ Chicago O’Hare

Grand Ballroom

5550 N. River Road

Rosemont, IL 60018

San Jose, CA 95110

(847) 928-6178

Please be sure to have your shipment arrive at the hotel by Sat., May 16– for bag stuffing on Sun. May 17th. 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:

Hilton Rosemont/Chicago O’Hare

ATTN: Joan Anderson/ Sue Kingston

HOLD FOR:

Your Company Name & IEEE ISPCE

5550 N. River Road

Rosemont, IL 60018

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. Also, please fill out the attached form and return to Joan Anderson at the Hilton. This will help track your shipments when they arrive.

SET UP –Grand Ballroom

Set up may begin as early as 4:00 pm Sunday, May 17th.

Exhibits need to be set by 7:30 am Monday May 18th, 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.

(Note on Tuesday that the exhibits will be open early and include a continental breakfast)

EXHIBIT HOURS –

	Morning	Lunch	Afternoon	Evening
Monday	9:00 AM - 9:30 AM	11:30 AM -1:00 PM	3:00 AM - 3:30 PM	5:30 PM - 7:00 PM Reception
Tuesday	8:00-8:30 &10:00 AM - 10:30 AM	11:30 AM - 1:00 PM	3:00 AM – 4:30 pm	

The 2015 IEEE PSES Steering Committee encourages the Exhibitors to attend the technical sessions.

TEAR DOWN – Important Information

May 20th - We have changed the schedule for this year to allow more time for the Exhibitors and Attendees. On May 6th, Tuesday - Tear down may begin no earlier than 4:00 pm. However, we will allow additional time for Exhibitors until 5:45 pm. If you choose to stay longer you can wait until after 5:45 to begin tear down. For those who decide to tear down at 4:30, we request that you do so quietly since we will have some activities between 3:30 and 5:45 in the Exhibit area to draw attendees back for the Exhibitors and we don't want to disturb the activities or interactions with the Exhibitors who remain.

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

The 2015 PSES Symposium will not be responsible for arranging return shipments of any exhibitor materials following the show.