

July 2010

Dear Vendor of EMC Related Products and/or Services:

We are pleased to inform you of a special promotional opportunity geared towards the EMI/EMC market. The IEEE Electromagnetic Compatibility (EMC) Society Santa Clara Valley Chapter has scheduled a one-and-a-half day event "SCV EMC 2010 Mini Symposium" on September 23rd and 24th in San Jose, California. We will have guest speakers Dr. Todd Hubing with Clemson University and Dr. Tom Jerse with The Citadel. Vendor exhibits will be held on the first day, September 23rd only.

A vendor menu of promotional opportunities and vendor registration form are included below for your reference. The advance program/registration form for those who wish to attend the technical program is attached. Check it out to learn more information about the technical program as well as the schedule for the day. Copy it and distribute it to your customers and colleagues. Help us build attendance for this event!

As you know, if you have participated in these "tabletop" shows previously, these events present an ideal, low cost way of effectively reaching potential customers of your products or services! It is well known that only 20% of IEEE EMC Society members attend its annual EMC symposia. Thus, this EMC Colloquium and Exhibition will reach many of the local EMC engineers who were unable to attend the 2010 IEEE EMC Symposium in Florida, for example. The registration fee is a bargain given the quality of the program and speakers, not to mention the meals and tutorial record included in the registration fee. Over 80 engineers are expected to attend from the EMC industry. For reference, the event will be advertised to members of the IEEE in the San Francisco Bay area as well as in the IN Compliance Magazine.

This Colloquium and Exhibition is a non-profit event sponsored by the IEEE EMC Society. Registration fees and vendor promotional opportunity costs are minimal to encourage participation. The EMC Society recognizes the need to provide a low cost career enhancement opportunity to its chapter members and others. Be a part of this unique one-and-a-half day event! Sign up now by completing the following vendor registration form and mailing this with your check as indicated on the form. If you wish to participate, do sign up early as tabletop space is limited and space will be assigned on a first come, first served basis!

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

Sincerely,
Eriko Yamato
Tech-Dream, Inc.
Exhibits Chair
408-483-5413
eriko@tech-dream.com

VENDOR MENU OF PROMOTIONAL OPPORTUNITIES

“SCV EMC 2010 Mini Symposium”

Thursday, September 23rd, 2010

**Doubletree Hotel
2050 Gateway Place
San Jose, CA 95110
408-453-4000**

\$375.00

SILVER: TABLE TOP DISPLAY

Company listed as event sponsor in program (including full color logo ad)

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

Company receives one complimentary registration

GOLD: \$575.00

TABLE TOP DISPLAY AND LUNCH SPONSOR

Company listed as event sponsor in program (including full color logo and tag line ad)

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 registration

PLATINUM: \$775.00

TABLE TOP DISPLAY AND RECEPTION SPONSOR

Company listed as event sponsor in program (including full color logo and product description ad)

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

Company advertised with signage at event as sponsor of reception

Company receives one complimentary registration

ADDITIONAL PROMOTIONAL OPPORTUNITY

There will be a reception immediately following the afternoon session at 5:00 PM. If you would like more exposure, please contribute raffle prizes for the reception.

NOTES:

1. Space availability for vendor tabletop displays is limited. Space will be allocated in order received until space is no longer available.

2. Company advertisement will be included in the beginning of the speaker presentations which will be provided to all event participants.

SILVER: Company logo only

GOLD: Company logo and tag line

PLATINUM: Company logo and product description under 20 words.

Advertisements have to be provided in high resolution, 300 dpi. **Ads are due no later than Thursday,**

September 9th. Late ads will not be accepted! Ads should be emailed to Eriko Yamato, eriko@tech-dream.com.

Promotional opportunities may be secured by issuing a check payable in full to "**IEEE SCVS 636911 EMC Society Chapter**" and sending to:

Attn: Len Goldschmidt, Secretary
170 West Tasman Drive
San Jose, CA 95134-1706
E-mail: lgoldsch@cisco.com

If you wish to pay by credit card please fill out the below information. You may fax the form to 408-320-4025.

Name on Card _____

Billing Address _____

Credit Card Number _____

Credit Card Type ☐ MasterCard ☐ American Express ☐ Visa

Expiration Date _____

Signature  _____

Checks and ads must be received prior to Thursday, September 9th in order that a company is included in the program.

3. Tabletop displays will be open on September 23rd during registration (7:00 to 8:00 AM), lunch (12:00 to 1:30 PM), all breaks and the reception (5:00 to 6:00 PM) 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.
4. Salespersons that are present to staff the tabletop displays only do not have to pay the registration fee. If a salesperson also wishes to participate in the meals offered (continental breakfast, lunch, refreshment breaks and the reception), the meals only fee of \$75.00 per person must be paid in advance.
5. The "tabletop show" 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 September 9, 2010.**
6. The host venue (Doubletree Hotel San Jose) and the "tabletop show" organizing committee are not responsible for damage or loss of vendor tabletop displays or any items left in the center's function rooms.
7. Vendors can set up at the Doubletree Hotel San Jose Hotel from 7PM to midnight on September 22, 2010.
8. For those of you traveling from out of town, you can get a discounted rate of \$143 +tax at the Doubletree Hotel San Jose. Please use the promotional code "IEE" (only 2 "E"s)

9. Please keep in mind that this is a “tabletop” show. Therefore, **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 function room walls! Chairs will be provided. If you need power, remember to bring your own extension and power cords.
10. All exhibitors will get the full list of attendees. Please be considerate when sending emails and contacting symposium attendees.
11. You may ship your material in advance, however, **THERE IS A FEE** depending on the weight of the shipment for the hotel to receive deliveries. Please see below price chart. You must fill out the shipping form and **coordinate with the hotel directly**.

LBS:	DESCRIPTION:	IN & OUT CHARGES:	STORAGE CHARGES:
0 to 10	Small	NO CHARGE	Items may be stored 3 days prior and 1 day after an event at NO charge, based on limited available space.
10.01 to 50	Medium	\$5.00 each (in & out)	
50.01 to 100	Large	\$10.00 each (in & out)	Any additional storage prior to those 3 days or after 1 day of the completion of the event will be \$10.00 per piece/per day. There is a maximum charge of \$100.00 per day.
100.01 & over	Extra Large	\$15.00 each (in & out)	
	Pallet/Oversize	\$75.00 each (in & out)	
	Breaking Pallet	\$25.00 each pallet	
	Shipping Labels	\$6.50 Processing Fee	

12. We will validate your parking ticket so that you can get the discounted rate of \$10/per day without in & out privileges. For overnight guests, \$10/per day WITH in & out privileges.
13. Doubletree Hotel San Jose, the IEEE EMC Society, and the tabletop show organizing committee (including vendors/exhibitors and all participants in the tabletop show) each agree to defend, indemnify and hold harmless the other party from and against all claims, actions or causes of action, liabilities, including reasonable attorneys’ fees, and costs arising from the defense of any claim, action, cause of action, or liabilities arising out of or resulting from any act taken or committed by (including vendors/exhibitors and all participants in the tabletop show) pursuant to the performance of each party’s obligation for the event on September 23rd described herein.

I have read and hereby agree to abide by the terms and conditions stated above:

Signature of Authorized Representative of Vendor

Date

(Please return this signed form with your check, vendor registration form as follows, and keep one copy for your files.)

“SCV EMC 2010 Mini Symposium”

Thursday September 23, 2010

Vendor Registration Form

PROMOTIONAL FEES

I wish to participate as follows (refer to Vendor Menu of Promotional Opportunities):

	Table Top Display (Limit two per vendor)	\$375.00
	Table Top Display and Lunch Sponsor	\$575.00
	Table Top Display and Reception Sponsor	\$775.00
	TOTAL PROMOTIONAL FEE	\$

REGISTRATION FEES

Note: One full registration is included in each promotional fee listed above. Use the information below for additional full registrations. Registration fees below include access to the technical presentations, continental breakfast, lunch, refreshment breaks, reception, and tutorial program.

\$375	IEEE member postmark prior to August 23	\$
\$450	IEEE member postmark after August 24 (while space is available)	\$
\$50	Non-member additional charge	\$
\$150	Students and unemployed postmark prior to August 23	
\$225	Students and unemployed postmark after August 24	
N/C	Personnel for staffing table top display only (Presentations, program, and <u>meals NOT included</u>)	No charge
\$75	Per person for personnel staffing table top displays only with <u>ALL meals included</u>	\$
	TOTAL REGISTRATION FEES	\$

GRAND TOTAL: PROMOTIONAL & REGISTRATION FEES

\$

Please make checks payable to: IEEE SCVS 636911 EMC Society Chapter

Mail check with this form to: Len Goldschmidt, Secretar
170 West Tasman Drive
San Jose, CA 95134-1706

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COMPLIMENTARY REGISTRATION

For those organizations paying \$375.00 or more in promotional fees, please identify the individual who will receive the full complimentary registration:

Name (please print)

Company Name

Telephone/e-mail

Street Address

COMPANY INFORMATION

Please refer to our company name as follows in all promotional materials used at the tabletop show:

Please provide a brief (25 words or less) description of your company's products and/or services:

Please contact the following representative from our company with any questions or for further assistance pertaining to participation in this tabletop show:

Name (please print)

Telephone

FAX

E-mail

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REGISTRATIONS Please list below the names and contact information for each individual attending the tabletop show. Please copy this page if you have additional names for registration.

Name	Company
Title	IEEE Member #
Address	
Telephone	FAX

	Attending Show Technical Program		Staffing Tabletop Display Only, NO meals		Staffing Tabletop Display Only, WITH meals
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Name	Company
Title	IEEE Member #
Address	
Telephone	FAX

	Attending Show Technical Program		Staffing Tabletop Display Only, NO meals		Staffing Tabletop Display Only, WITH meals
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Name	Company
Title	IEEE Member #
Address	
Telephone	FAX

	Attending Show Technical Program		Staffing Tabletop Display Only, NO meals		Staffing Tabletop Display Only, WITH meals
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PLEASE NOTE: All three (3) pages of this registration form, your check, and a signed Vendor Menu of Promotional Opportunities form **MUST** be returned in order to reserve exhibit space. Artwork for ads must be submitted no later than September 9th. Please email artwork to Eriko Yamato, eriko@tech-dream.com

SPREAD THE WORD!

Please print out and distribute the advance program/registration form for this tabletop show to your customers and colleagues.

E-mail the advance program/registration form to your database of customers and colleagues!

Help us build attendance at the event!

SEE YOU THERE!