


The ECTC logo is a white, bold, sans-serif font 'ECTC' centered within a dark grey diamond shape. The diamond is set against a background of glowing blue and white circuit traces on a dark blue surface.

The 2023 IEEE 73rd Electronic Components and Technology Conference

May 30 – June 2, 2023

2023 Exhibitor Manual

A photograph of the JW Marriott Orlando, Grande Lakes hotel at dusk. The building is a large, multi-story structure with many windows illuminated from within. The sky is a deep blue, and the foreground is filled with palm trees and other tropical vegetation, some of which are also lit up. The overall scene is a well-lit, modern hotel complex in a tropical setting.

JW Marriott Orlando, Grande Lakes
Orlando, Florida, USA

INTRODUCTION

We are happy to welcome all our exhibitors back to the ECTC 2023! This Exhibit Manual for the ECTC 2023 Conference contains the information necessary to assist you in preparing for your exhibit. Please read it carefully and pass on the appropriate information concerning registration and hotel reservations to all your exhibit personnel if you have not already done so. The manual contains a calendar with all the important dates of which you should be aware. We suggest that you make a copy and keep it handy.

ECTC will again be working with GES who will provide booth furnishings and shipping support for ECTC exhibitors. A link to our ECTC 2023 GES website is provided on page 3 under Service Contractor. The GES website link can also be found on the exhibits page of ECTC.net. The GES website also includes links to our other partners for any audio/visual needs you may want (through Presentation Technologies) and for any additional power requirements you may have beyond what is included in your exhibit booth package (Encore).

The GES website will be your one-stop for ordering and coordinating everything you need to outfit your exhibit booth for 2023.

EXHIBITOR PACKAGE

The following list outlines what is included from ECTC as part of your exhibit booth package. Anything you may need that is not listed below will need to be rented and purchased separately through GES or our other affiliated vendors.

Included with each ECTC booth:

- 10 ft. wide x 8 ft. deep booth space with 8 ft. high back wall and 3 ft. high sidewall
- One (1) 120V outlet, 5-amp limit. Please note that the outlet for your included power supply is a U.S. standard type.
- One (1) 24" x 36" company ID sign
- Each exhibit space is fully carpeted. Unless you want your own carpet color, you do not need to order carpet for your booth space.
- Internet access will be available throughout the exhibit hall.

This year, ECTC will be using the GES-proprietary Fit3 booth system instead of the customary pipe & drape. The Fit3 system is designed using prebuilt panels with fabric material which creates a seamless and overall cleaner look. Unlike pipe & drape, this new system provides exhibitors with the opportunity to add graphics, shelving and lighting as additional for-purchase options. More information is available within the GES website.

KEY CONTACTS & DETAILS

During the months preceding the Conference, occasions may arise when a quick answer or rule interpretation may be required. For your convenience, the following persons should be able to answer your questions or direct you to the appropriate contact:

EXHIBITS CHAIRMAN

Alan Huffman
Skywater Technology
+1 (336) 380-5124
alan.huffman@ieee.org

EXHIBITS & SPONSORSHIP SUPPORT

Megan Glenn
c/o Renzi & Company, Inc.
2023 ECTC Management Team
exhibits@ectc.net

CONFERENCE REGISTRAR

Pam Poole
c/o Renzi & Company, Inc.
2023 ECTC Management Team
registration@ectc.net

SERVICE CONTRACTOR

Global Experience Specialists, Inc. (GES)
Phone: (800) 801-7648*
International: +1 (702) 515-5970*

*Monday - Friday 6:00 AM - 4:00 PM PST / Mention "ECTC 2023 in Orlando"

[VISIT THE GES WEBSITE](#)

*If your company is not registered with GES, you can view a demo on their website to learn how to set up an account.

GENERAL INFORMATION

CONFERENCE & EXHIBITION LOCATION

JW Marriott Orlando, Grande Lakes
4040 Central Florida Pkwy / Orlando, FL 32837
+1 (407) 206-2300

MAKE A ROOM RESERVATION

EXHIBIT HALL HOURS

Wednesday, May 31 / 9:00 am–12:00 pm, 1:30–6:30 pm
Thursday, June 1 / 9:00 am–12:00 pm, 1:30–4:00 pm

Refreshment breaks will be held each day from 10:30 am–11:15 am and 3:00–3:45 pm in the Exhibit Hall (Coquina Ballroom).

DATE FOR MOVE IN / MOVE OUT

Move-in/set-up begins at 1:00 pm, Tuesday, May 30, 2023 and must be completed by 5:00 pm.

Move-out/dismantling is to start no earlier than 4:00 pm, Thursday, June 1, 2023. Dismantling prior to 4:00 pm is strictly forbidden and all exhibits must be promptly dismantled at close of the exhibition and removed by 7:00 pm.

GES EXHIBITOR MANUAL

Please use the GES website to place orders for booth fixture rentals, as well as AV and additional electric services.

SENDING ADVANCE SHIPMENTS TO GES WAREHOUSE

GES

Electronic Components & Technology Conference
(Exhibitor Company Name), Booth # _____
7945 Mandarin Drive / Orlando, FL 32819

***Shipments should arrive on or between business days Tues., May 2, 2023 - Wed., May 24, 2023**

SHIPMENTS DIRECT TO EXHIBIT SITE

The hotel does not offer storage for shipments sent to the hotel, so any shipments should be coordinated in advance through GES. Exhibitors can bring materials themselves if it is in a rolling container.

EXHIBITOR RECEPTION

A reception will be held in the Exhibit Hall (Coquina Ballroom) on Wed., May 31 from 5:30–6:30 pm.

INSTRUCTIONS FOR EXHIBITION VISITORS (NON-CONFERENCE REGISTRANTS)

Exhibitors may offer up to five Exhibition passes to customers or industry contacts who are not attending the conference. These Exhibition passes are \$50 per person and allow for entry to exhibits ONLY on both Wednesday and Thursday. A link will be emailed soon to each exhibitor contact with information on how your guests may register and pay for these passes.

EXHIBITOR LEAD RETRIEVAL

We provide our conference app (Whova) for lead retrieval functionality. We will provide a guide on how to set-up this functionality via email before the conference.

CONFERENCE REGISTRATION

Each exhibiting company receives at least one (1) complimentary full conference registration which includes conference proceedings, tickets for the luncheons and admission to all technical sessions. Instructions will be emailed to all primary exhibitor contacts detailing how to register conference attendees soon. Please follow these instructions to register as exhibitors and claim your complimentary registration(s).

ECTC will email unique codes to be used in processing complimentary registrations, which will be done through a special registration portal provided to exhibitors. Please do not register complimentary full conference attendees through the public registration portal. Badges should be picked up at ECTC Conference Registration. We recommend picking up badges on Monday or Tuesday to avoid a crowd on Wednesday morning. The desk will be open as follows for conference:

Monday, May 29 / 3:00 – 6:00 pm | Tuesday, May 30 / 6:45 am – 7:00 pm | Wednesday, May 31 / 6:45 am – 4:00 pm

You must have a conference badge to enter the exhibit hall for set up on Tuesday. On Wednesday or Thursday, you must have an Exhibitor ribbon or to enter the exhibit hall when it is closed to attendees.

BOOTH ATTENDANT REGISTRATION

Instructions will be emailed to all primary Exhibitor contacts detailing how to register booth attendants. Each exhibiting company is eligible for five (5) booth attendant registrations. We advise you to complete booth attendant registration online before the conference begins, using the special registration portal and codes you will be receiving in the coming weeks. Booth Attendant registrations DO NOT include luncheons (available as a separate purchase) or access to technical sessions.

LISTING IN CONFERENCE FINAL PROGRAM

You have already submitted your company information for the ECTC Final Program as a part of your exhibitor application. Any updates/changes must be received by Wednesday, March 15, 2023 for inclusion in the printed final program.

GUARD SERVICE

The conference will provide guard service from 5:00 pm, Tuesday through 4:00 pm Thursday to minimize access to the exhibit hall by unauthorized persons. Show Management does not insure nor accept responsibility for Exhibitors' property. It is recommended that each Exhibitor obtain insurance appropriate to his/her needs in the event of loss.

EXHIBITOR SURVEY

Post-conference, we provide a link to an online survey. We greatly appreciate and want to review your feedback and comments.

FUTURE ECTC CONFERENCES

2024 / Denver, CO / Monday, May 27 – Friday, May 31, 2024
Gaylord Rockies Resort & Convention Center / Aurora, CO

2025 / Dallas, TX / Monday, May 26 – Friday, May 30, 2025
Gaylord Texan Resort & Convention Center / Grapevine, TX

2026 / Orlando, FL / Monday, May 25 – Friday, May 29, 2026
JW Marriott Orlando, Grande Lakes / Orlando, FL

EXHIBITOR CALENDAR

WEDNESDAY, MARCH 15

Last day to submit changes to Exhibitor Profile listing

TUESDAY, MAY 2

Advance shipments may begin arriving at GES warehouse

WEDNESDAY, MAY 5

Last day for advance conference registration pricing

THURSDAY, MAY 6

First day for on-site conference registration rates

TUESDAY, MAY 9

Discount deadline for GES orders received with payment

WEDNESDAY, MAY 24 | 4 pm

Last day for advance shipments to arrive at the GES warehouse without surcharges*

MONDAY, MAY 29

On-site conference registration opens

TUESDAY, MAY 30

ECTC Professional Development Courses & Special Sessions

- Exhibition booth set-up begins at 1:00 pm
- Booth setup complete by 5:00 pm

WEDNESDAY, MAY 31

ECTC Technical Sessions begin

- 9:00 am / Exhibition opens
- 12:00 pm / Exhibition closes for luncheon
- 1:30 pm / Exhibition reopen
- 5:30 pm / Exhibitor Reception
- 6:30 pm / Exhibition close

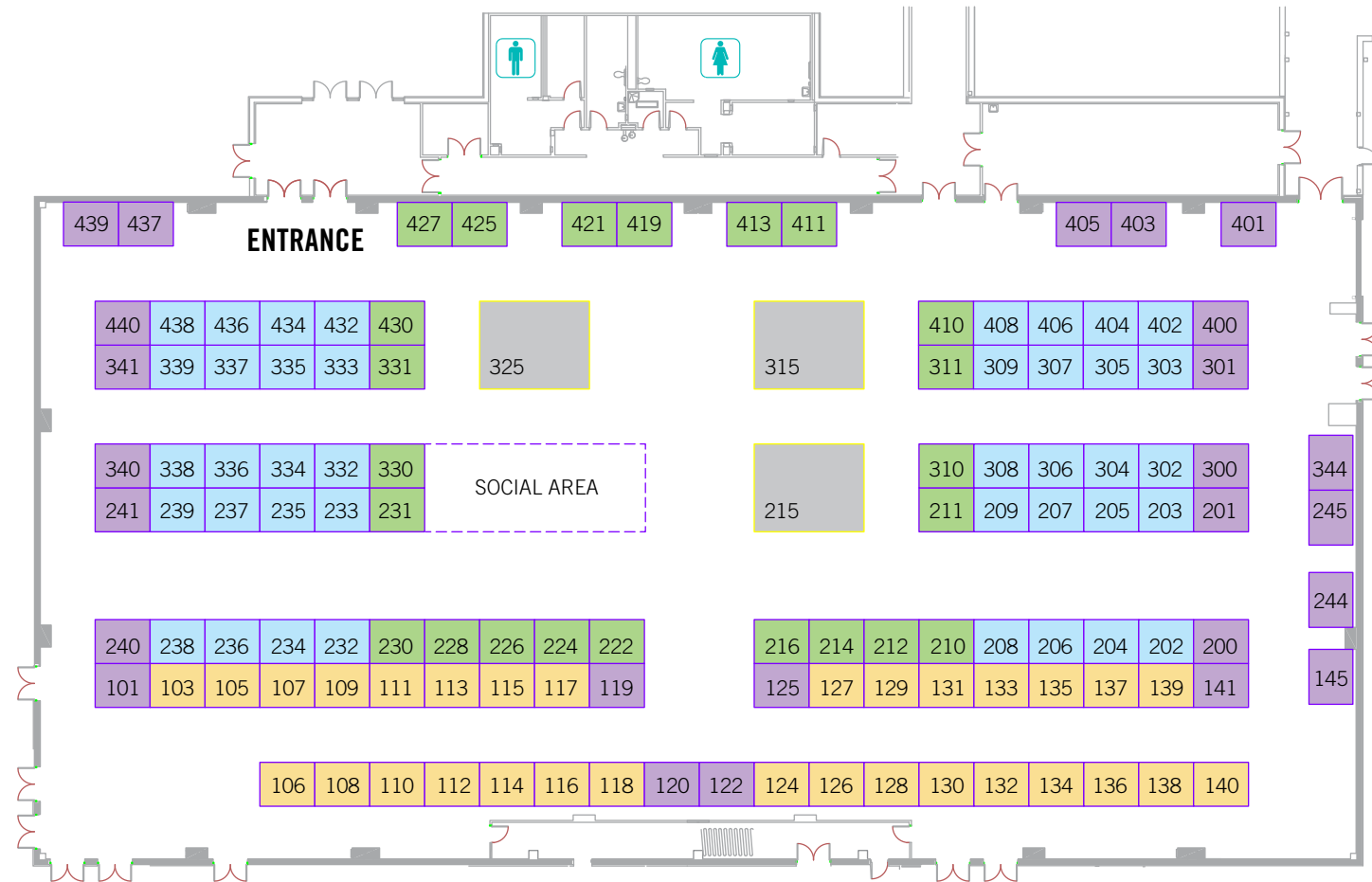
THURSDAY, JUNE 1

ECTC Technical Sessions continue

- 9:00 am / Exhibition opens
- 12:00 pm / Exhibition closes for luncheon
- 1:30 pm / Exhibition opens
- 4:00 pm / Exhibition closes for dismantling
- 5:00 pm / Carriers must be checked in
- 7:00 pm / All materials must be removed
- 6:30 pm / ECTC Gala Reception for all attendees

FRIDAY, JUNE 2

Last day of ECTC Technical Session



May 30 – June 2, 2023
JW Marriott Orlando, Grande Lakes
Orlando, Florida
Coquina Ballroom

TERMS AND CONDITIONS

Organized and Managed by Electronic Components & Technology Conference
IEEE/EPSC, 445 Hoes Lane, Piscataway, NJ 08854

Exhibit Space Assignment and Allocations

It is understood that the Electronic Components and Technology Conference (the "Exhibition Management") reserves the right, in the interests of optimum traffic control and exhibit exposure, to relocate those exhibits which may be affected by a change in the floor plan. Such change would not be made unless deemed absolutely necessary. Exhibition Management also agrees to advise exhibitors and service contractors if such change is necessary. Exhibition Management's determination with respect to assignment of exhibit space is to be binding on all parties.

Allocations and Cost

The cost of individual exhibits is indicated in this information document, the exhibit application, and will be reflected on the invoice provided to the exhibitor. Exhibition Management will assign exhibits according to seniority and sponsorship status, date application was received, and to applicant's sequence of choices in the event applicant's choice of exhibit spaces is not available. Exhibit management will assign other space, with the understanding that applicant may accept or refuse in writing this assignment immediately afterward. If desired, the applicant may provide Exhibition Management with a list of competitors whose assignments should not be near that of the applicant. Exhibition Management will observe such requests, within the bounds of reason.

Exhibitors

Exhibitors will be limited to those companies or other entities offering materials, products, or services of specific interest to registrants. Exhibition Management reserves the right to determine the eligibility of any product for display. Exhibiting manufacturer's representatives and/or distributors must list their participating principals as the exhibitors of record. Representatives of more than two principals per single booth (8' x 10') is expressly prohibited.

Admission

Exhibits will be open free of charge to all exhibitors and conference registrants. For others, a nominal registration fee may be charged at the discretion of Exhibit Management and/or Conference Management. Registration will be limited to those with a demonstrable specific interest in the main subject matter of the Exhibition. Exhibition Management reserves the right to refuse admission to any person(s) including children or exhibitors and visitors, in the interest of the safety and welfare of those persons and the exhibitors.

Personnel and Attire

Exhibition Management reserves the right to determine whether the character and/or attire of booth personnel is acceptable and in keeping with the best interests of exhibitors and the exhibition.

Employment Exhibits

Exhibits for the purpose of soliciting prospective employees, or employee-recruiting activity of any kind, are specifically prohibited.

Exhibits and Appliances

Common sense governs the kind of exhibits permitted at the Exhibition. Attractive, informative, and attention-getting exhibitions are encouraged. Exhibition dimensions shall generally conform to exhibit practices of the county in which the Exhibition is held, and specific dimensions and restrictions shall be specified in the Official Exhibitors Kit supplied by Exhibition Management. In no event, however, shall any exhibit interfere with any neighboring exhibit, in the judgment of Exhibition Management.

Labor

Exhibitors must employ union labor where required. Union labor, if required, will be made available.

Sound Level and Odors

Mechanical or electrical devices which produce sound and/or objectionable odors must be operated so as not to disturb other exhibitors. Exhibition Management reserves the right to determine the acceptable sound level and odors in all such instances.

Electrical and Decoration Services

Electrical wiring and decorator services are available only through the Official Electrician (as designated by Exhibition Management) and the Official Decorator (as designated by Exhibition Management). Further information will be issued prior to the exhibition and may vary from year to year at each venue.

Electrical Fittings and Electricity Supply

Lighting, lighting mains, power plugs, power mains, and motors are available at charges listed in the Exhibitor Manual provided prior to the Exhibition. The exhibitor may provide his own electrical fittings, and they shall be installed by the Official Contractors (as designated by Exhibition Management) at reasonable charges, an estimate of which shall be given to the exhibitor beforehand.

Photography

The photographic rights for the Exhibition are reserved to Exhibition Management, and photography in the Exhibition required by exhibitors can be farmed out at moderate charges by the Official Photographers (as designated by Exhibition Management) if desired. Exhibitors wishing to make their own arrangements for the photographing of their exhibit must apply to the Exhibition Management, whose permission shall not be unreasonably withheld.

Exhibit Cleaning

Exhibitors must make arrangements for their exhibit to be kept clean and free from accumulated rubbish, to the satisfaction of Exhibition Management. All materials for disposal of waste must be deposited in the gangway for clearance before the Exhibition opens.

Advertising Matter

The Exhibitor may, at his discretion, distribute hand bills or other printed advertising matter from his exhibit. In the event of any complaint resulting from such distribution, the matter shall be referred to Exhibition Management for disposition.

Cancellations

It is agreed that should the exhibitor wish to cancel their exhibit reservation prior to December 31 of the year prior to the conference, Exhibition Management shall have the right to retain \$100 as a cancellation fee from the amount paid by the exhibitor (and due from them) up to the time of cancellation, pursuant to the Exhibit Space Assignment and Payment information section of the application. Any cancellations on or after January 1 of the conference year shall be subject to a cancellation fee of 50% of the full exhibit booth cost for that year.

Exhibition Service Contractor

ECTC has partnered with GES (the "Official Exhibition Service Contractor") to provide all Exhibitors with their shipping, decorating, and comprehensive booth needs. Service forms for ordering furniture, decorations, labor, and so forth will be provided by Exhibition Management in an Exhibition Manual provided prior to the Exhibition each year. It is the responsibility of the Exhibitor to read the service forms carefully, to abide by the regulations and deadlines contained therein, and to make arrangements for services provided by GES in a timely manner.

Exhibition Management Responsibility

Exhibition Management agrees to render reasonable assistance to exhibitors, to keep them informed, to present a technically competent program of events, and to promote attendance of the Exhibition through accepted means of advertising, public relations, publicity, and direct-mail, etc.

Liability and Insurance

1. Security:

The Exhibition Management will provide guard service on an around-the-clock basis from the beginning of installation through the conclusion of dismantling, but the furnishing of such service shall not be construed as an assumption of obligation or duty with respect to the protection of exhibitors' property, which shall at all times remain in the sole possession and custody of each exhibitor.

2. Responsibility of the Exhibition Management, the Official Exhibition Service Contractor, and the Hotel:

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and hold harmless Exhibition Management, the Official Exhibition Services Contractor and the JW Marriott Grande Lakes (the "Hotel"), and each of their respective owners, managers, subsidiaries, affiliates, employees, and agents against all claims, losses, or damages to persons or property, governmental charges or fines and attorneys' fees arising out of or caused by the exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or part thereof, excluding any such liability caused by the gross negligence of the Exhibition Management, the Official Exhibition Service Contractor and the Hotel, or by acts of God, or by other events beyond the control of the Exhibition Management.

In addition, the client acknowledges that Exhibition Management, the Official Exhibition Service Contractor, and the Hotel do not maintain insurance covering the client's property and that it is the sole responsibility of the client to obtain business interruption and property damage insurance covering such losses by the client. A copy of the client certificate of insurance confirming a minimum coverage of \$1,000,000 aggregate and naming the Institute of Electrical and Electronics Engineers, Incorporated (IEEE) as an additional insured on insurance certificate may be required.

The Exhibition Management shall obtain and keep in force during the term of the installation and use of the exhibit premises policies of Comprehensive General Liability Insurance and Contractual Liability Insurance insuring and specifically referring to contractual liability set forth in the foregoing paragraph hereof, in an amount not less than \$1,000,000 Combined Single Limit for personal injury and property damage.

Electrical Safety

All wiring on displays or display fixtures must conform to the minimum standards established by various governmental agencies and standard fire inspection ordinances. All display wiring must exhibit the seal and or such other seals of official approving agencies as may be required at the site of the exhibition.

Safety and Fire Laws

All applicable fire and safety laws of the venue must be strictly observed by exhibitors. Cloth decorations must be flameproof. Wiring must comply with local Fire Department and Underwriters' Rules. Smoking in exhibits is forbidden. Crowding will be restricted. Aisles and fire exits may not be blocked by exhibits. No decorations of paper, pine boughs, leafy decorations or tree branches are allowed. Acetate and most rayon drapes are not flameproof, and may be prohibited. No storage behind exhibits is provided or permitted.

Losses

Exhibition Management cannot take responsibility for damage to exhibitor's property, or lost shipments either coming in or going out, nor for moving costs. Damage to inadequately packed property is exhibitor's own responsibility. If exhibit fails to arrive, exhibitor is nevertheless responsible for exhibit space rental. Exhibitors are advised to insure against these risks.

Termination and Force Majeure

In the event that the premises in which the Exhibition is or is to be conducted shall become, in the sole discretion of Exhibition Management, unfit for occupancy, or in the event the holding of the Exhibition or the performance of Exhibition Management under the application (of which these Rules and Regulations are a part) are substantially or materially interfered with by virtue of any cause or causes not reasonably within the control of Exhibition Management, said Application and/or the Exhibition or any part thereof, may be terminated by Exhibition Management. Exhibition Management shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause of causes not reasonably within the control of Exhibition (or any part thereof) as aforesaid, then Exhibition Management shall not be liable to the exhibitor other than for a prorated refund of such exhibitor's space price payment determined on the basis of the number of exhibit days remaining. For purposes hereof, the phrase "cause or causes not reasonably within the control of Exhibition Management" shall include, but not by way of limitation, fire, casualty, flood, epidemic, earthquake, explosion or accident, blockade, embargo, inclement weather, government restraints, restraints or orders of civil defense or military authorities, act of public enemy, not of civil disturbance, strike, lockout, boycott or other labor disturbance, inability to secure sufficient labor, technical, or other personnel failure, impairment or lack of adequate transportation facilities, inability to obtain, or condemnation, requisition or commandeering of necessary supplies or equipment, local, state, Federal law, ordinances, rule, order, decree or regulation, whether legislative, executive or judicial, and whether constitutional or unconstitutional, or Act of God.

Rejected Displays

The exhibitor agrees that his exhibit shall be admitted herein and shall remain from day to day solely in strict compliance with the rules and regulations herein laid out. Exhibition Management reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or any exhibitor or his representatives, with or without giving cause. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of the exhibit space price unearned based on the number of days of the exhibit remaining at the time of ejection. If an exhibit or exhibitor is ejected for violation of these rules and regulations or for any other stated reason, no return of exhibit space shall be made.

Right of Possession

During the term of this agreement and so long as the property of the contracted exhibitor is on the premises of the exhibition site, or its vicinity, the Electronic Components and Technology Conference shall have the right of possession to all goods, wares and merchandise on exhibition. Such right to possession shall be superior to that of any person other than the contracted exhibitor.

Sub-Leasing

Exhibitors may not permit other manufacturers to use their space, or any part thereof, without express written permission of Exhibition Management.

The logo for the Electronic Components and Technology Conference (ECTC) is a white diamond shape with the letters 'ECTC' inside, set against a dark blue background with glowing circuit board patterns.

The 2024 IEEE 74th Electronic Components and Technology Conference

May 28 – 31, 2024

ectc.net

Gaylord Rockies Resort & Convention Center
Denver, Colorado, USA

