



Exhibitor's Guide

IEEE Long Island Microwave Symposium

www.ieee.li/microwave

Congratulations for exhibiting at the Long Island Microwave Symposium, the area's premier annual event that unites the local Microwave, Millimeter Wave & RF community.

- Setup is from 11:00 AM to 1:00 PM on the day of the symposium, April 5. Please arrive promptly so that you have plenty of time.
- Register yourself & ensure your colleagues are registered (no cost): <https://events.vtools.ieee.org/m/160799>
- Exhibitors are invited to enjoy the complimentary networking lunch from noon to 1:00 PM.
- Venue is the Hauppauge Radisson, 110 Motor Parkway, Hauppauge LI.
- Parking is free.
- Please park in either the rear of the hotel and use the rear Grand Ballroom entrance, or park on the west side of the hotel and use the side Grand Ballroom entrance.
- Tables are 2.5' x 8' and two chairs are provided per table.
- Tables will be covered in a black cloth with black skirts, but you are welcome to use your own covering.
- Additional signage may be placed directly behind table but please don't impinge on neighboring tables.
- Electrical power is available on request at no cost, but please bring your own AC power strips and extension cables.
- Exhibitors are invited to enjoy the complimentary networking dinner (with cash bar) from 6 to 8 PM.
- Please focus on your Microwave, Millimeter Wave & RF offerings. If you offer products/services in other areas, it is preferable not to highlight them at this event.
- Exhibit hall is open from 1:00 to 8:00 PM. You are encouraged to stay open during this entire time, as a continuous flow of attendees are expected throughout the entire event. Many folks are able to take a half day off to attend, while others will only be able to take a couple of hours or no time off. Thus we'll be seeing new faces from the start of the symposium, all the way to the early evening.
- Table locations will be assigned by the symposium staff. Every effort will be made to accommodate special requests.
- Exhibitors will be invited to provide 210 business cards and 210 giveaways for the swag bags given to the first approximately 200 registered attendees. Giveaway items can be pens, pads, memory sticks, USB lights, chap stick, etc. but please, no bulky items like mugs or water bottles.

Other questions, please contact:

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