



## Exhibitor's Guide

*for the*

# 2024 IEEE LI Power Electronics Symposium

[www.ieee.li/pes](http://www.ieee.li/pes)

**Congratulations on your decision to exhibit at the 2024 Long Island Power Electronics Symposium, the area's premier annual event that unites the power electronics community.**

- Setup is from 10:00 AM to noon on the day of the symposium, November 7. Please arrive promptly so that you have plenty of time. Symposium staff will be there to guide you to your assigned table(s).
- Register yourself & ensure your colleagues are registered (no additional cost): <https://ieee.li/forms/power2024>
- 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.
- A table (2.5' x 8') and two chairs are provided per exhibit spot.
- 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 your table but please don't impinge on neighboring tables.
- Table locations will be assigned by the symposium staff. Every effort will be made to accommodate special requests.
- Electrical power is available on request at no cost, but please bring your own AC power strips and extension cables.
- Please focus on your power electronics offerings. If you offer products/services in other areas, please do not highlight them at this event.
- Exhibitors are invited to pick up their complimentary lunch from 11:30 to noon – please enjoy it at your table.
- **Please do not advertise open positions during the event.**
- Exhibit hall is open from noon to 8:00 PM. You are encouraged to stay open during this entire time, as a continuous flow of attendees are expected throughout the event. Folks at seminars that conclude at 6:00 PM will want to visit exhibit hall. Also many folks will arrive in the late afternoon due to work obligations. Thus we'll be seeing new faces from the symposium start, all the way to the early evening.
- Exhibitors can enjoy the complimentary cocktail-hour-like dinner (with cash bar) from 6 to 8 PM in the exhibit hall.
- Swag bags will be offered to the first 200 attendees. Exhibitors will be invited to provide 220 business cards and 220 giveaways to be pre-packed in the swag bags. Giveaway items can be pads, memory sticks, pens, rulers, USB lights, chap stick, etc. but please, **no bulky items like mugs or water bottles**. Any left-over items will be returned the morning of the event.

**For any questions regarding the exhibit hall, please contact:** Tom Wichert, 631-967-3001, [tom.wichert@tdk.com](mailto:tom.wichert@tdk.com)