



McCORMICK PLACE CHICAGO, ILLINOIS  
**POWERFORWARD**  
CONFERENCE : APRIL 20-23 | EXPOSITION : APRIL 21-23 2020

Round 2 of space selection for the the 2020 IEEE PES T&D Conference is just 1 week away! You have indicated that you are planning to reserve a booth between 900-2500 square feet and will be eligible to select space when Round 2 opens at **12:00 pm (Noon) Eastern Time on Tuesday, October 30, 2018.**

At this time, you may use the link below to update your company and contact information. Updating the information now, will speed up the booth reservation process. As space selection is first-come, first-served, I strongly recommend updating this information now! **The link to update contact information will only be valid until Sunday, October 28.**

[Update Company & Contact Information Now](#)

Password:

**Below are a couple of suggestions and details for your review prior to space selection:**

1. Review the [online floor plan](#) prior to space selection. I strongly recommend knowing your top choices before we open. Spaces will go quickly. This is also a way to help ensure that your computer browser will enable you to see the online floor plan. The system has been tested in Internet Explorer, Safari, Chrome and FireFox, but depending on your version there is always a chance of errors.
2. The IEEE PES T&D Conference is being held in the South building and the exhibit floor is located on level 3. The primary entrance to the exhibit hall is through the registration area which contains 3 entrances. However, there are also 3 additional entrance areas to access the exhibit floor.
  - o The two Escalators on the “top” side of the floorplan, behind aisle 300. These escalators service the meeting rooms located on Level 4 and 5, where the technical sessions and super sessions will occur.
  - o A third entrance is located on the “lower” side of the floor plan, “Down to Shuttles” behind aisle 4800. This entrance will be used to access the exhibitor meeting room area as well as the Poster Session and Reception on Wednesday. Attendees can also use this escalator to access the exhibit floor once the exhibits are open.
3. Booths are not reserved for your company until **AFTER you click on the SUBMIT button** as part of the contract. Then you will see either a confirmation page saying the booth has been reserved, **OR** you will be taken back to the contract saying that booth is not available. **If you see this message you must go back to the “Select a Booth” step in the online contract and choose another booth.**
4. **Exhibitors may only reserve 1 booth at a time.** Once you receive the confirmation screen, that particular booth has been reserved for your company and you are responsible for the applicable payments. If you want to contract for multiple booths you must reserve them one at a time, by completing a contract and then logging back in for a second booth.
5. The cost for exhibit space is, \$32 per square foot, (\$3200 per 100 SF).
6. The space contract is digital and you will sign the space contract when you submit your online booth reservation. Once the booth is reserved and confirmed you will have 30 days to submit your 50% deposit. **Booths may be canceled if deposit payment is not received within 30 days of reservation.**
7. Cancellation and Refunds: Any booths canceled or reduced by Sept. 2, 2019 are eligible to receive a 75% refund. Booths canceled or reduced after September 2, 2019 are not eligible for any refund.

Please feel free to contact me with any questions and I look forward to working with you on the 2020 IEEE PES Transmission and Distribution Conference and Exposition!

Sincerely,  
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IEEE PES Transmission & Distribution Conference & Exposition