



**2020 DETROIT SECTION PRODUCT SHOW
EXHIBITOR REGISTRATION INFORMATION**

THURSDAY APRIL 2, 2020

**BURTON MANOR
LIVONIA, MICHIGAN**

FOR A LINK TO THIS DOCUMENT AS WELL AS ADDITIONAL INFORMATION, PLEASE VISIT OUR WEBSITE:

[HTTPS://DETROIT.IES.ORG](https://DETROIT.IES.ORG)

It's time to start organizing for the **2020 IES Detroit Product Show**. As you already know, the product show is one of the best ways to display your lighting and related lines to the local lighting and electrical community.

We will be having hot and cold hors d'oeuvres served throughout the course of the show as well as several open bars. This format allows ample time for the attendees to see all the products displayed.

EXHIBITOR TABLES:

Again this year we will have two price categories for tables: **\$375.00** and **\$450.00**. The price difference only relates to location of the tables on the show floor. Please review the attached floor plan for the show to see where the **\$375.00** tables are located.

All tables include the following:

- 1 COMPLIMENTARY EVENT TICKET
- 8' SKIRTED TABLE
- ELECTRICAL RECEPTACLES
- ONE FULL PAGE ADVERTISEMENT (ONE PER TABLE)
- AN EXCELLENT VENUE OPEN TO THE PUBLIC FROM 3:00 p.m. to 8:00 p.m.
- WIFI INTERNET WILL BE AVAILABLE
- COFFE, BAGELS, AND DONUTS DURING SETUP
- BUFFET LUNCH DURING SETUP

As always, we strive to give all exhibitors the table of their first choosing. However, to accommodate all exhibitors, the final table assignments are made at the discretion the Product Show Committee. Tables are limited, so make sure to register early.

TO REGISTER FOR **TABLES**, PLEASE USE THE FOLLOWING LINK:

<https://tinyurl.com/IES-PRODUCTSHOW-2020-TABLES>

ATTENDEE TICKETS:

Additional tickets can be purchased at a discounted rate of \$30 until **March 27th**, or \$40 up to and including the day of the show. Everyone working in your booth must have a paid ticket to the event.

TO REGISTER FOR **ATTENDEE TICKETS**, PLEASE USE THE FOLLOWING LINK:

<https://tinyurl.com/IES-PRODUCTSHOW-2020-TICKETS>

2020 Product Show Important Dates

MONDAY, JANUARY 13th

- TABLE REGISTRATION AND TICKET SALES BEGIN

FRIDAY, MARCH 13th

- FINAL DAY FOR TABLE REGISTRATION
- ARTWORK FOR THE PROGRAM IS DUE
 - ARTWORK REQUIREMENTS ON THE NEXT PAGE
- FINAL DAY TO HAVE YOUR NAME INCLUDED IN THE PROGRAM AS A RAFFLE SPONSOR

FRIDAY, MARCH 27th

- LAST DAY OF EARLY BIRD PRICING FOR ATTENDEE TICKETS

THURSDAY, April 2nd

- DAY OF THE SHOW!
- DOORS OPEN AT 8AM FOR SET UP
- DOORS OPEN TO THE PUBLIC AT 3PM

2020 Product Show Directory

As a registered participant in the 2020 IESNA Product Show, you will also receive a complimentary full-page advertisement in the product show directory. Your advertisement will occupy a full **4-1/2" wide x 7-1/2" high** space.

Directory ads will be printed **black on white** paper stock and your ad copy or artwork must be photo ready for our printer to apply to their layouts. Typed copy and designs should be assembled on a single image which can be reduced or enlarged, if necessary, to fit the space. Remember, a quality ad copy will result in a quality ad in our directory. File formats should be **JPEG, PNG, or PDF**.

PLEASE SUBMIT IMAGE FILES BY MARCH 13th, 2020 TO*:

IESPRODUCTSHOW@GMAIL.COM

***FAILURE TO DO SO WILL RESULT IN A FORFEITURE OF YOUR AD SPACE.**

2020 Product Show Raffle

We will be conducting the popular raffle again this year. Please consider donating items that can be raffled off for attendees. This is a great incentive to get people in the door and stay late into the evening. To include the name of your firm as a sponsor of the raffle in the Product Show Directory, please send the Product Show Coordinator a list of items you intend to donate to be submitted by **March 13th, 2020**. Please bring your item(s) to the Product Show and turn them at the raffle table before the start of the show.

Great Raffle Ideas:

- Tickets to sporting events
- IES Handbook
- IPOD/MP3 player
- TV
- Gift Baskets
- Gift Certificates to local restaurants
- Light Fixtures / Light bulbs

All raffle items donated will be listed in the Product Show Directory with special thanks to the companies that donated.

Thank you for considering a raffle donation!

IMPORTANT INFORMATION REGARDING DISPLAYS

We request that each exhibitor limit their "displays" to 8' table tops and back displays of similar size. If you would like to discuss or have questions about your display, please call or email:

Geof Wright, Product Show Coordinator
email: IESProductShow@Gmail.com
(313) 442-8046

If you are planning on having the manufacturer shipping display materials directly to Burton Manor, the following form must be completed and returned prior to the day of delivery of the materials. The IES Michigan Section ***IS NOT*** responsible for the charges incurred from Burton Manor for Drayage/Freight Handling.

For any questions regarding this matter please contact:

Toni Caygill
Burton Manor
27777 Schoolcraft Road
Livonia, MI 48150
734-427-9110
email: toni@burtonmanor.net

Burton Manor

BANQUET AND CONFERENCE CENTER

Phone: (734) 427-9110

Fax (734) 427-9133

Drayage / Freight Handling

This form must be completed and returned prior to our receipt of any freight.

Payment must accompany this order form. Payments can be made by: check, cash or credit card.

All shipments must be addressed as follows:

Exhibiting Firm Name, Booth #

Show Name

C/O Burton Manor

27777 Schoolcraft Road

Livonia, MI 48150

Event Name: _____ Event Date: _____ Booth #: _____

Company Name: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____ E-Mail: _____

Ordered By: _____ Signature: _____ Date: _____

Inbound Service

Inbound Rate: \$.30 per pound, 200 lb. (\$60) minimum charge. Outbound and all other charges are separate. There is never any overtime rate. Service includes: receipt of prepaid shipments up to 30 days prior to move-in day, delivery of shipment to booth and removal of all boxes and storage during show.

_____ lbs. estimated/actual (circle one) inbound freight @ \$.30 per lb. or minimum of \$60 \$ _____

Please select which company you are using to ship your items:

{UPS {FedEx {Other Courier _____ {Air Freight _____ {Motor Carrier _____

Outbound Service

Outbound Rate: \$.30 per lb. 200 lb. (\$60) minimum charge. Vendor must make all arrangements for outbound service. It is not the responsibility of Burton Manor. Service includes: return of boxes to booth upon completion of show and removal of shipments from booth and reloading on an outbound carrier. Please have your on-site representative verify your outbound service arrangements with our service desk prior to his/her departure from the show.

_____ lbs. estimated/actual (circle one) outbound freight @ \$.30 per lb. or minimum of \$60 \$ _____

Please select which company you are using to ship your items:

{UPS {FedEx {Other Courier _____ {Air Freight _____ {Motor Carrier _____

Credit Card Information

NAME ON CREDIT CARD: _____

CARD NUMBER: _____ EXPIRATION: _____

SIGNATURE: _____ CSC _____

TOTAL: \$

2020 IES DETROIT PRODUCT SHOW TABLE MAP

All tables \$450 unless otherwise noted

