



Dear Exhibitor;

Welcome to the **Sensors Converge!** This year's exhibition is taking place Wednesday and Thursday September 22-23, 2021 at the McEnery Convention Center in San Jose, CA. Conference Sessions begin Tuesday, September 21<sup>st</sup>.

We are pleased to present you with your Exhibitor Service Kit which contains all the information you will need to successfully transport, set-up/tear-down, and equip your booth. All necessary forms from each "Official Show Vendors" are included and by reading and paying attention to order details and deadlines, you will save valuable time and money.

The "Official Show Decorator" is GES and their order forms and list of services can be found on the Sensors Converge 2021 website (<http://www.sensorexpo.com/>) in the "Exhibit" section under the "Exhibitor Resources" link. Other order forms for services such as Electrical, Telephone & Internet, Lead Retrieval, Computer Rental, Audio Visual and Floral, Marketing Services and General Information are also found on this website.

***Important Policies and Guidelines to note:***

- Due to COVID spacing restrictions we are capping the amount of booth staff to be two (2) people per 100 square feet.
- No one under the age of 18 (including infants) is allowed on the show floor at any time.
- All exhibitors must carry general liability and workman's compensation insurance and provide Show Management with the appropriate certificate of insurance.
- If you are using an outside contractor (EAC) to help set-up and dismantle your booth, you must notify Show Management by **September 3, 2021**.
- Refer to the Labor Jurisdiction and Exhibitor Guidelines sections for important planning information.
- Be sure to make your travel and hotel arrangements ASAP!

This year's event will obviously be a bit different from year's past. I encourage you to take a look at our [health and safety messaging](#) so you can be prepared for how business will be conducted on site. Also please refer to the document detailing the arrival process for entering the building on setup and show days.

If you have any questions, please feel free to call or email me at (617) 219-8367 or [kowen@questex.com](mailto:kowen@questex.com).

We are pleased you have chosen to participate in **Sensors Converge 2021** and look forward to a successful event on the West Coast!

Sincerely,

Keith Owen  
Group Operations Director  
Questex LLC