

2008 GREAT LAKES CHAPTER VENDOR FAIR

Dear Great Lakes Chapter Sponsor

We are very happy and excited to invite you to participate in our 2008 Vendor Fair. It will be held at the "SHERATON DETROIT NOVI HOTEL" near 8 Mile and I-275.

Vendor's Reception Monday, April 21, 2008

Time: 5pm to 11pm
Place: St. Clair Room, Sheraton Detroit Novi Hotel

Vendor Fair Tuesday, April 22, 2008

Time: 8am to 3pm
Place: Ballrooms A, B, C & D, Sheraton Detroit Novi Hotel

Cable Games

Time: 8am to 2pm
Place: Second Floor, Sheraton Detroit Novi Hotel

Table Top Display Only

This is **not** the SCTE Cable-Tec Expo. Pre-engineered booths and floor type displays will **not** be allowed. If it cannot fit on or near an eight foot table, please do not bring it.

Table Set-Up Time

Tuesday, April 22nd, 7:00 AM to 8:00 AM (**Monday evening setup is not available!**)

Shipping and Receiving

Any materials shipped to the Sheraton Detroit Novi should not arrive earlier than five days prior to the function and may not remain on property longer than two days after the completion of the function or fees may be assessed. All materials must have the name of the group and be addressed to Jamal Nehmeh with shipping charges paid.

Please address packages to: Society of Cable Telecommunications Engineers (SCTE)

c/o: Jamal Nehmeh
Sheraton Detroit Novi
21111 Haggerty Road Novi, MI 48375

Hold For: (Your Name and company)

Name of Event: **SCTE GLC Vendor Fair**

Arrival Date: (Your date of arrival)

Parking

There is plenty of free parking adjacent to the hotel and ballroom entrance area.

Hotel Accommodations

“SHERATON DETROIT NOVI HOTEL”

21111 Haggerty Road, Novi, MI 48375--Slightly northwest of 8 Mile Rd and Interstate 275.

A block of 50 rooms is being held for those participants needing accommodations. The contract rate for these rooms will be \$129.00 per night plus taxes (currently 13%). Included in the room rate is an internet access coupon for **one** night. This rate will be honored for **two** days prior and **two** days after the vendor fair, subject to the availability of rooms at the time of reservation. Do not delay in making your reservations as their standard room rates vary from \$99 to \$109 on weekends (Friday night and Saturday night) and from \$189 to \$209 on weekdays (Sunday through Thursday nights).

Room Reservation Cut Off Date

Attendees will handle all reservations directly with the hotel by calling **1-866-837-4180**. The “cut-off date for accepting reservations into this room block is 4/6/2008 12:00 AM. Reservation requests received after the cut-off date will be accepted on a space availability and standard room rate basis.

Check-In and Check-Out

Check-In: 3:00 PM

Check-Out: 12:00 PM

Reservations not automatically guaranteed for Late Arrival:

All reservations will be held after 4:00 PM and guaranteed for late arrival **only** if accompanied by a first night room deposit **or** guaranteed to a major credit card!

Additional Information and Contacts

If you have further questions, please contact:

Paul Hales, Member of the Board of Directors and Chairman of the Vendor Fair Committee
810-603-0910, Paul.Hales@digitrace.com

Mary Gilliland, Chairman of the Board of Directors Great Lakes Chapter
586-726-6886, MaryG@commscope.com

Jamal Nehmeh, Convention Services Manager, Sheraton Detroit Novi Hotel
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