

**From:** [Shawn Boon](#)  
**To:** [Shawn Boon](#)  
**Subject:** IEEE PES T&D Floorplan & Appointment Reminder  
**Date:** Wednesday, May 26, 2021 3:37:55 PM

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Dear Exhibitor,

The booth selection appointment for [COMPANY NAME] for the 2022 IEEE PES T&D Conference & Exposition is coming up. During this time, the [floorplan](#) will be live and updated automatically.

### Action Required:

You have three options on the format for your appointment. For T&D Exhibits to quickly and efficiently assist you with your booth selection you **must** complete the [Appointment Preference Form](#) to indicate which appointment format you prefer. This form is **required** to ensure we have the appropriate staffing available for your appointment, but don't worry, if your plans change, we will accommodate your request for any format.

#### Appointment Format Options:

1. **Online:** [Login and select booth online](#), company password required, see below:  
**\*\*Login link above will not allow you to access until your appointment time.**

Company Name: [COMPANY NAME]

Company Password: [PASSWORD]

2. **Call:** Provide your name and phone number and T&D Exhibits will call you for a consultation and assignment, you may also provide a link for online meeting/call if you prefer.
3. **Proxy:** T&D Exhibits team will reserve an available booth based on the criteria provided on your [Proxy Space Selection Form](#). Proxy requests should be submitted between 1 hours to 24 hours prior to your appointment time as booth availability will change.

### Booth Selection Appointment:

- **Date:** [Appointment Date]
- **Time:** [Appointment Time] Central Time

Should you miss the above appointment, and did not submit a booth space proxy, no booth will be assigned to your company. You will be able to select a booth of your choice at any time by clicking on the link in option 1 or contact T&D Exhibits for assistance. However, space selection will continue for other companies and your booth preferences may not be available.

**Booth Selection Tip – Review the online [floorplan](#) PRIOR to your appointment and reconfirm booth availability within 24 hours of your appointment.** It is strongly recommended that you know your top choices *before* your appointment. You will have **5 minutes** to reserve your booth, after which the next company will be able to select from any available booth.

Additional booth selection tips, best practices and other [general exhibitor FAQs](#) or [Space Selection FAQs](#) can be found on our website. Feel free to contact us with any questions and we look forward to working with you!

Thank you,

T&D Exhibits

Questions call (972) 521-9902 or email [tdexhibits@cemllc.com](mailto:tdexhibits@cemllc.com).