

## GLEMS Vendors

Join us for the 32nd Annual Great Lakes Electric Meter School (GLEMS) at the Radisson Plaza Hotel in Kalamazoo, Michigan. GLEMS has continued to improve and expand programming, which has enhanced our reputation as one of the finest meter schools in the country. All vendors should be proud of this accomplishment and can look forward to returning to in-person learning **August 9-12<sup>th</sup>, 2021!**

### Vendor Fact Sheets

To increase the students' hands on involvement and student/vendor interaction, student projects are created for all tracks - except track 6. For track chairs to appropriately develop student projects, detailed information is required regarding the products and services each vendor provides. All vendors must complete a Vendor Fact Sheet as a reference guide for Track Chairs and GLEMS students. Please be sure to provide extensive detail that will assist GLEMS staff in developing student projects utilizing vendor products. Examples of correct and incorrect vendor fact sheets are provided.

All Vendor Fact Sheets are offered to each student for reference. This is an excellent opportunity to get your organization's name and products into each student's hand. **All Vendor Fact Sheets are [completed online](#) and due Friday, May 14th, 2021.**

### Registration – Apply as a Vendor ONLINE!

Online registration is available at [www.glems.org](http://www.glems.org) under the Vendor tab. Vendors must first “apply” by completing the Vendor Fact Sheet for review and approval. Upon approval, the main vendor contact will receive an email with a link to make registration selections and complete payment. Please note that confirmations will be delivered via email. All vendor fees must be received prior to attending and displaying at the school.

If a person from your organization or a sales representative is present in the vendor room for **any** part of the day, that person must be registered as an additional vendor for \$375.00. This registration fee is for the duration of the school and is not a one-day fee. NOTE: The only exception is if the person is teaching a class and attending only to instruct.

Registration	Description	Register By Friday, May 14th
<b>Schedule A Vendor</b>	Vendor Registration - one (1) representative & one (1) 8ft. table in vendor hall	\$500
<b>Schedule B Vendor</b>	One (1) additional vendor registration (representative)	\$375
<b>Schedule C Vendor</b>	One (1) Day Additional Vendor Registration (1 Representative for 1 Day)	\$100
<b>Additional Vendor Table</b>		\$195

### Don Sparks Memorial Golf Outing

Golfers are invited to participate in a four-person golf scramble on Sunday, August 8, 2021 prior to GLEMS. Play will take place at the Milham Park Golf Club in Kalamazoo, Michigan. Check-in time and lunch are at 12:00pm with tee-off time at 1:00pm. Teams for the 18-hole scramble will be drawn based on players handicaps. Online registration required, \$65.00 per person (includes 18 holes with cart and lunch).

### Vendor Door Prizes

There is no better way for manufacturers, sales and service representatives and distributors to effectively display or promote products than to participate in GLEMS. As in previous years, we will ask vendors to contribute door prizes as giveaways. Door prizes may be given out during the day within the classrooms or vendor display room. Students may bring a lotto prize drawing card to the vendor tables to obtain vendor initials. Those students that turn in a card will be entered into the drawing for prizes.

### Vendor Set-Up Requirements

Required display setup must be completed by 12:00pm Monday, August 9th and not taken down before 12:00pm Wednesday, August 12th. Early tear downs without prior approval of the GMO Chairperson will be subject to an additional fee of **\$300.00** and may affect your ability to attend future GLEMS events.

*Next: GMO Vendor Rules*

## GLEMS Manufacturers Organization Vendor Rules

1. The vendor display room will be open from 5:00pm – 7:00pm on Sunday, August 8th for anyone wishing to set-up. The venue will also be open by 6:00am on Monday, August 9th to accommodate your set-up needs.
2. All tables are assigned; review GLEMS program for specific assigned table layout. Do not change a table location without the approval of the GMO Chairperson.
3. All vendor displays will be set-up by 12:00pm on Monday, August 9th.
4. All vendor displays will remain set-up until 12:00pm on Wednesday, August 11th. This is important for our students to have time to access the displays. Early tear downs detract from the professionalism of our school and create distraction from our efforts. Early tear downs without prior approval of the GMO chairperson will be subject to an additional fee of \$300.00 and may affect your ability to attend future GLEMS as a Vendor. Also, please remember that the school continues for another day after the displays come down. Displays should be removed beginning at 12:00pm on Wednesday, August 11th. If you cannot take your display down beginning at 12:00pm on Wednesday, check with the GMO Chairperson for permission to remove your display at a different time.
5. Each year the GMO invites Metering Managers to visit the display room on Tuesday at 8:30am.
6. Each vendor is given one (1) free registration with the first display table purchased. Extra tables do not come with a free registration.
7. If your company has more than the one (1) person in the display area for any part of a display day, that additional person(s) must be registered using Schedule B at a cost of \$375.00 for each extra person. The \$375.00 fee covers all three (3) days of display and breakfast and lunch buffets. If an extra person is teaching a class and is only attending on the day of the class, the \$375.00 fee is waived for that person.
8. All vendors are expected to provide at least one (1) gift to be used as a door prize having a value of approximately \$20.00. In addition, at least four (4) other gifts to be used as door prizes such as hats, golf balls, and other items of lesser value would be appreciated. These items are given out in the classrooms and the display area to keep the students interested and attending. These gifts are to be left when you pick up your registration packet.
9. Vendors are expected to staff their displays during the daytime. All of the student breaks, which are staggered, are taken in the display room. This time is used by the students to talk to vendors and check out the products.
10. Breakfast, lunch and snacks are provided each day and are prepared by the Radisson Plaza Hotel & Suites. Students and vendors eat together and it is a great time to network and answer questions about your products.
11. An evening event for all participants of GLEMS (students, vendors, etc.) will be held on Tuesday upon the completion of classes. Entertainment and a robust meal are provided. We encourage you to purchase an event ticket

## VENDOR FACT SHEET SAMPLE

### Completing the Vendor Fact Sheet

To increase the student's "hands-on" involvement and student/vendor interaction, student projects are created for all tracks (with the exception of Track 6). In order for Track Chairs to appropriately develop student projects, detailed information is required regarding the products and services each vendor provides. All vendors must complete a Vendor Fact Sheet as a reference guide for Track Chairs and GLEMS students.

Please be sure to provide extensive detail that will assist the GLEMS staff in developing student projects utilizing vendor products.

Products being displayed at  
GLEMS: \*

Product or service provided: \*

#### Vendor Fact Sheet Example – Appropriate Information/Detail

*Example 1: ABC Multi-Function, X accuracy Revenue Meter, with X registers; load profile memory (X quantities of 15 minute intervals for X days); time of use; X Ethernet ports; X serial ports; modem port; WIFI port; DNP, Modbus protocols; transformer & line loss compensation; power quality measurements; WEB connectivity; IRIG-B synchronization; NERC CIP compliance.*

*Example 2: XYZ Portable Meter Site Analyzer; tests to ANSI requirements; tests with customer load; PT & CT ratio tests; PT & CT burden tests; display*

#### Vendor Fact Sheet Example – WITHOUT Sufficient Information/Detail

1. Meters
2. Metering Equipment
3. Meter Test Equipment
4. Meter Test Boards
5. Medium Voltage CTs
6. Instrument Transformers
7. Software
8. AMI Systems
9. A list of manufacture names
10. A list of product model numbers

**SAMPLE ONLY – [complete online](#)**

**GLEMS  
KALAMAZOO ROOM  
VENDOR TABLES 6' SPACING  
#49 8' TABLES (NO CHAIRS)**

**Kalamazoo Room**

