

Sept. 27-28, 2017
 Georgia World Congress Center
 Atlanta, GA
 www.energycongress.com

Exhibitor Contract Terms

As an Exhibitor in the show, we hereby agree to conduct business in a professional manner, to observe the regular hours of the exposition, and to the following terms and conditions:

- Exhibitors will indemnify, defend, and hold the Association of Energy Engineers (AEE), Show Management and its contractors, show hosts, sponsors, and cosponsors, and Georgia World Congress Center harmless from any claims, losses, expenses, (including attorneys' fees) and liability arising in connection with the "Association's" meeting being held at the Georgia World Congress Center, Atlanta, GA, September 25-29, 2017. Exhibitor agrees to make no claims whatsoever for loss, theft, damage, destruction of goods; nor for any injury to himself or employees while in the exposition quarters; nor for any damage of any nature, including damage to his business, nor for any loss resulting from labor disputes, acts of God or nature, or any action of any nature of AEE and Show Management. Force Majeure: In the event the Exhibit Hall or any part of the exhibit area thereof is unavailable whether for the entire event, or a portion of the event as a result of wind, fire, flood, tempest, act of God or nature, or any other such cause or as a result of governmental intervention, malicious damage, acts of war, acts of terrorism, strike, lockout, labor dispute, riot or any other cause or agency over which Show Management has no control, or should Management decide that because of any such cause it is necessary to cancel, postpone, or resite this show, AEE, Show Management, Host, and Sponsors shall not be liable to indemnify or reimburse the Exhibitor in any respect of any damage or loss, direct or indirect, arising as a result thereof.
- Upon submitting booth contract we understand booth space is non-cancelable and we agree to adhere to the cancellation policy terms (No. 8). If we cancel, we will be charged a minimum 50% of the published booth fee for the number of spaces we have contracted. Use of space: Exhibitors shall not assign, share or sublet any space without written consent of AEE Exhibit Programs.
- Exhibitors are advised to carry floater insurance to cover their exhibit material against damage and loss and public liability insurance to cover against injury to the Exhibitor, its staff, and to injury to others. All property of Exhibitor is understood to remain under its custody and control in transit to and from and within the confines of the exhibit area and Exhibitor shall maintain insurance covering Exhibitor's property. Exhibitor shall also carry comprehensive general liability and property damage liability and statutory Workmen's Compensation with employers' liability. Appropriate Certificates of Insurance shall be furnished by Exhibitor upon request by Show Management or its contractors. Obtaining insurance and amount of insurance remains solely the responsibility of the Exhibitor.
- In island spaces with aisles on all four sides, overhead panels or "bridge type" construction may be permitted. No exhibit shall be permitted to interfere with a neighboring exhibit. Island exhibits must not include a back wall that blocks visibility of neighboring booths. In-line booth side-dividers of a height in excess of 36" must not extend further than three (3) feet out from the back wall. Booth walls or equipment displayed must not exceed eight (8) feet in height. Any exceptions must first be approved by Exhibition Management. Exposed/unightly portions of booth may be ordered "masked" by Show Management — the expense for which is the sole responsibility of the Exhibitor. Carpeting of exhibit space is required. AEE retains the right to change the expo floorplan and Exhibitor's booth location without prior notice.
- Internet advertising is available to current Exhibitors who have submitted at least a 50% booth deposit. Special exhibit/package rate reflects a significant discount off of regular Internet advertising rates and may not be combined with any other offers. The Association of Energy Engineers reserves the right to reject advertising for any reason whatsoever.
- All exhibits must be set up by 5:00 pm the evening prior to the opening of the show. Booth space not set up and claimed by the evening prior to the show opening will be forfeited and may be reassigned by Show Management at its discretion. AEE reserves the right to force set an exhibitor's booth if freight has been delivered or remove freight from the floor prior to show opening. All charges will be applied to the exhibitor's account.
- Regulations and Compliance: No explosives, fuel, combustibles, or hazardous materials, decorative materials not fireproof nor flameproof, or any materials or substances deemed hazardous under applicable fire regulations may be brought into the Exhibit Hall. Exhibitor must observe all union regulations in force in the Exhibit Hall and use qualified personnel for services. All Exhibitor's electrical, pneumatic, and hydraulic equipment must meet requirements of all applicable electrical and safety codes.
- Cancellation, change of space, change of Exhibitor information, and refund policy:
 - Exhibitor agrees to notify Show Management in writing if it needs to change its booth size, change its company show.
 - Written cancellation received by Exhibit Manager more than 120 days prior to the opening date of the show, cancellation fee of 50% of total booth cost (internet and directory ads are non-refundable) will be assessed.
 - Written cancellation received within 60 to 120 days prior to the opening date of the show, cancellation/ penalty fee of full amount of booth cost (internet and directory ads are non refundable) will be assessed regardless of cancellation notification, and no refund will be made.
 - Written cancellation received less than 60 days prior to the opening date of the show, total payment for the booth space (internet and directory ads are non-refundable) is due regardless of cancellation notification, and no refunds will be made.
 - If an Exhibitor decreases its booth size from the original contract, it will be deemed a cancellation for the booths decreased, and the show's cancellation schedule will apply. Exhibitor agrees to immediately notify AEE Show Management in writing prior to the show of any changes in company profile. Upon submitting the reservation/contract form, exhibiting company is liable for payment for applicable booth space fee. No refunds or transfers of Exhibitor funds are permitted. In case of a dispute, the governing laws of Georgia will apply. Any legal or collection-related costs incurred by Show Management resulting from delinquent payment by Exhibitor will be paid by Exhibitor.

Exhibitor Space Reservation

YES, please reserve exhibit space for our use at WEEC 2017, Sept 27-28, 2017, to be held at the Georgia World Congress Center, Atlanta, GA. I agree to the terms and conditions and understand booth space is available in multiples of 10'x10' at a cost of \$3,300.

Number of 10'x10' spaces desired: _____ = amount due: \$ _____

YES, also please reserve our:

List link and logo on energycongress.com @ \$150= amount due: \$ _____

Your web address: www. _____

Note: logo should be sent in Adobe Illustrator .eps format.

Link and logo on website + on mobile app @ \$325 = amount due: \$ _____

Social media links on show website @ \$95 = amount due: \$ _____

Buyer's Guide listing @ discounted rate of \$195 = amount due: \$ _____

Enhanced Buyer's Guide listing (includes product photo) @ discounted rate of \$295 = amount due: \$ _____

Exhibit Hall Directory Advertising

(Check ad size below - Official directory distributed to show attendees)

\$395 Business Card Ad \$850 Quarter Page Ad

\$1350 Half Page Ad \$2600 Full Page Ad

= amount due: \$ _____

Total Amount Due: \$ _____

Booth space(s) preferred:

1st Choice _____ 2nd Choice _____ 3rd Choice _____

We will display these products or services: _____

Indicate up to 3 competitors whose booths you prefer not to be adjacent to*

*We will try to accommodate but cannot guarantee to meet your request.

1 _____ 2 _____ 3 _____

Name _____

Title _____

Company/Organization _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Authorized Signature (applicant) X: _____

Payment _____ **Date** _____

Full Payment Enclosed: \$ _____

50% Payment Enclosed: \$ _____

Check enclosed (Payable to AEE Exhibit Programs) Bill company (P.O.-if used-must be attached)

Bill credit card in the amount of \$ _____

VISA MasterCard American Express Discover

Credit card number _____ CSV _____

X _____

Authorized Signature of Cardholder (required) _____ **Expiration Date** _____

Name on Card (Print) _____

Credit Card Billing Address (Where credit card bill is sent)

Street Address _____

City _____ State _____ Zip _____



Key Exhibitor Info...

Location

- ▶ Sept. 27-28, 2017
- ▶ Georgia World Congress Center
- ▶ Building A, Hall A1
- ▶ Atlanta, GA

Show Days:

- ▶ Wednesday, Sept. 27th from 10am-6pm
- ▶ Thursday, Sept. 28th from 10am-4pm

Booth Costs

- ▶ \$3,300 per 10'x10' booth space

Booth Height Restrictions

- ▶ In-line standard booths may not exceed 8' in height.
- ▶ Island displays larger than 10x10' may exceed 8' in height.

Your Exhibit Includes

- ▶ One complimentary conference registrations.
- ▶ Unlimited Free Expo passes imprinted with your company name, saving guests the \$95 show admission fee. Available in printed and digital format.
- ▶ 20 reduced fee conference registrations.
- ▶ Personalized exhibitor badges for all booth personnel.
- ▶ 8' curtained backdrop and 3' standard side drape.
- ▶ 7"x44" standard company ID sign.
- ▶ Booth Carpeting is NOT included, but is required.
- ▶ Logo in Preshow News (Deadline June 12, 2017).
- ▶ Exhibitor service kit for planning all your onsite needs. Exhibit hall services provided by Freeman.

Available Booth Sizes

Other booth variations and sizes available upon request and availability

Island 20'x20'	10'x20'	10'x10'
	10'x30'	

For More Information or to Exhibit, Please Contact...

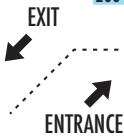
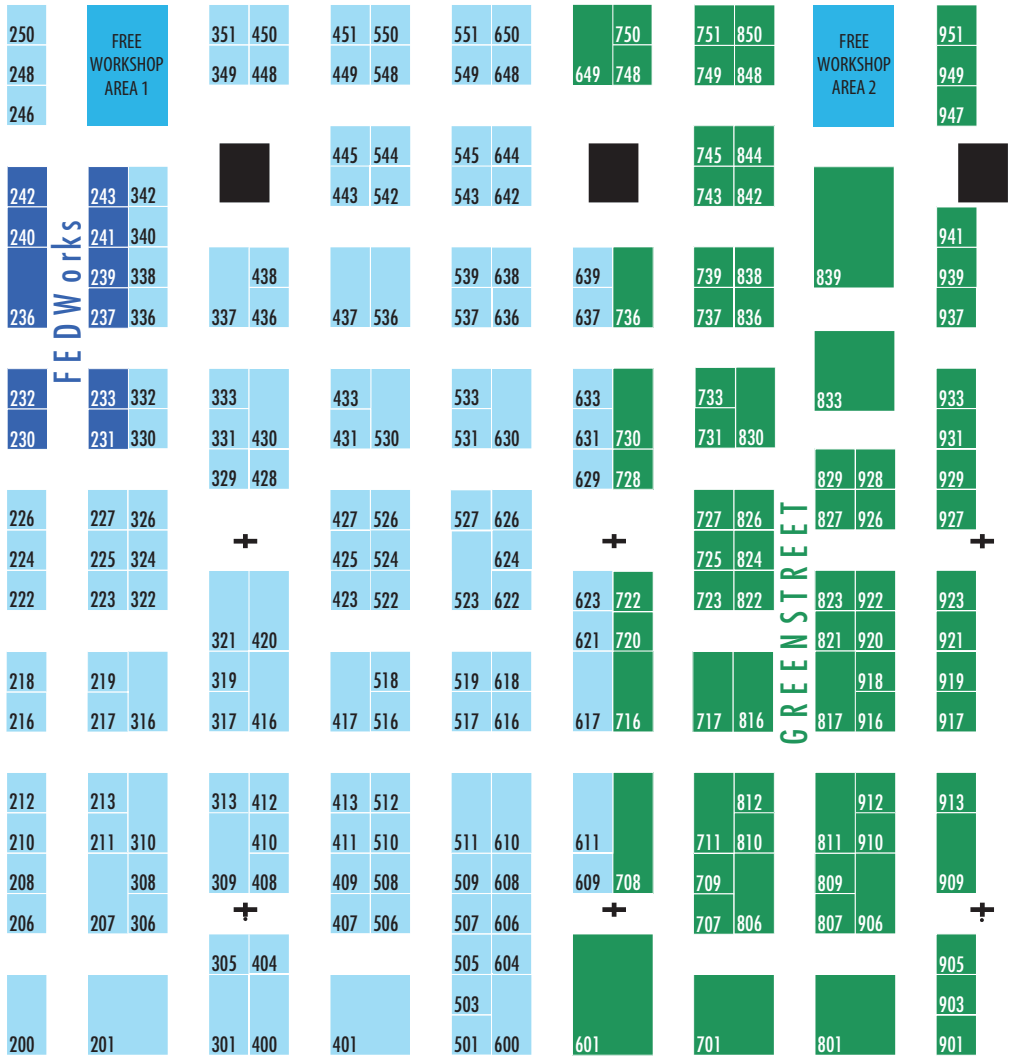
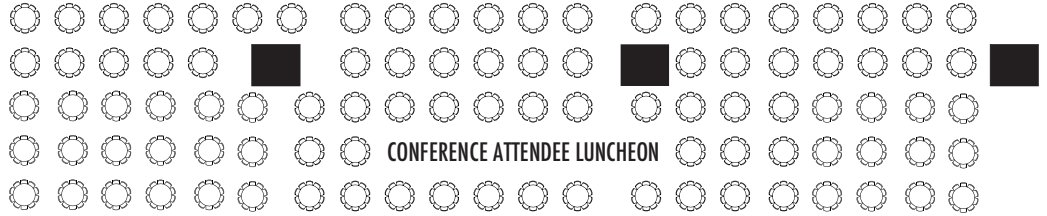
Ashley Clark
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Featuring



FEDENERGY
WORKS

Workshops | Training | Technologies



REGISTRATION

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Expo Floor Plan

Reserve Your Space Online at: www.energycongress.com/exhibit

* Floor plan subject to change without notice