

30 years EMC

West Coast Energy Management Congress

MAY 23-24, 2012 / SEATTLE, WA
Washington State Convention & Trade Center

See floorplan on reverse side. For more information visit: www.aeeprograms.com/emc

EXHIBIT SPACE RESERVATION FORM



PRESENTED BY:
Association of Energy Engineers

YES, please reserve exhibit space for our use at the 2012 West Coast EMC, May 23-24, 2012, to be held at the Washington State Convention & Trade Center, Seattle, WA. We understand booth space is available in multiples of 10' x 10' at a cost of \$2550.

Number of 10' x 10' spaces desired: _____ @ \$2550 each
= amount due: \$ _____

YES, also please reserve our:

List link and logo on the show website @ \$125 = amount due: \$ _____
Your web address: www._____

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

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

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

Exhibit Hall Directory ad (check ad size below) = amount due: \$ _____

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

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

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 your exhibit.*

1. _____ 2. _____ 3. _____

*WE WILL TRY BUT CANNOT GUARANTEE TO MEET YOUR REQUEST

Name _____

Title _____

Organization _____

Street Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

We have read, understand, and agree to the contract terms and conditions.

X
Authorized Signature of Applicant (required) _____ Date _____

Full payment enclosed: \$ _____

50% payment enclosed: \$ _____

Make check payable in U.S. funds to AEE EXHIBITS.

PAYMENT: Check enclosed Bill company (P.O.-if used-must be attached)

Bill credit card in the amount of \$ _____

VISA MasterCard American Express Discover

Credit card number _____

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

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

Name on Card (print) _____

Street Address _____

City/State/Zip _____

Return To: 30th West Coast EMC
P.O. Box 1026, Lilburn, GA 30048
Email: ashley@aeecenter.org

Phone Ashley Clark at
(770) 279-4392
or FAX to (770) 381-9865

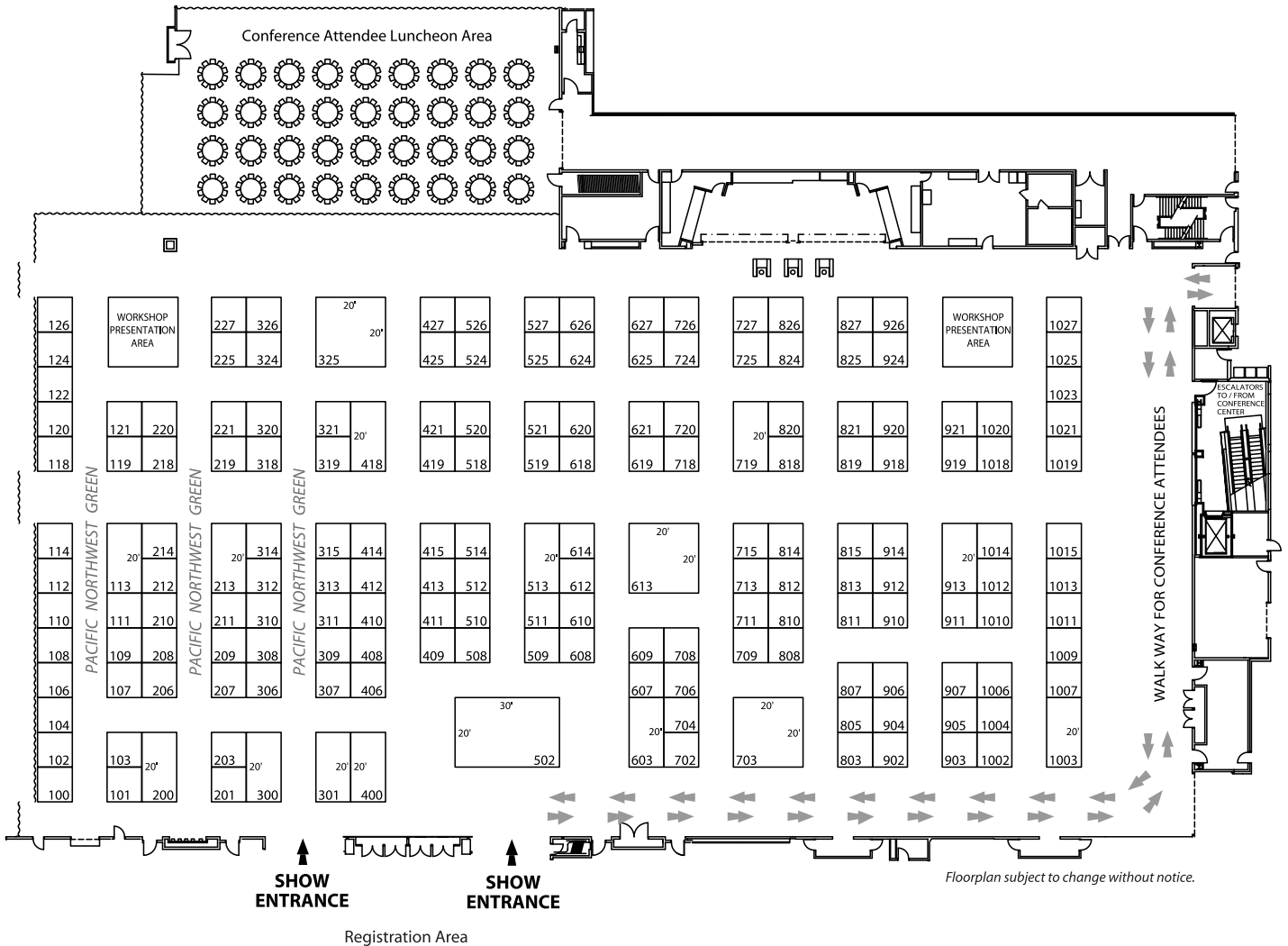
30th WEST COAST EMC CONTRACT TERMS

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 the Washington State Convention & Trade Center harmless from any claims, losses, expenses, (including attorneys' fees) and liability arising in connection with the "Association's" meeting being held at the Washington State Convention & Trade Center, Seattle, WA, May 21-25, 2012. 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 at a minimum 50% of the published booth fee for the number of spaces we have contracted.
- 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/unsightly 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 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 listing and/or contact information, as well as if it needs to cancel out of the 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.

30th WEST COAST ENERGY MANAGEMENT CONGRESS

MAY 23-24, 2012 / EXHIBIT HALLS 4D, 4E, 4F
 WASHINGTON STATE CONVENTION & TRADE CENTER
 SEATTLE, WASHINGTON



SHOW FACTS AT A GLANCE

SHOW DATES & LOCATION:

May 23-24, 2012
 Seattle, Washington
 Washington State
 Convention & Trade Center
 Exhibit Halls 4D, 4E, 4F

EXPO HOURS:

Wednesday, May 23, 2012
 10:00 am - 4:00 pm
 Thursday, May 24, 2012
 10:00 am - 2:00 pm

BOOTH COSTS:

\$2550 per 10' x 10' space,

includes two complimentary
 conference registrations per
 10' x 10' unit reserved.

EQUIPMENT PROVIDED:

8' curtained backdrop,
 3' curtained side railings,
 standard booth sign.
 (Booth carpeting not provided.)

UNLIMITED FREE VIP EXPO TICKETS:

Valued at \$40 each are
 available for your
 organization's use and
 distribution to target your

own leads by extending a
 special invitation to them to
 visit your booth at the show.
 Tickets are custom-printed
 with your company name.

ADDITIONAL INFORMATION:

West Coast Energy
 Management Congress
 Exhibit Manager, Ashley Clark
 phone: (770) 279-4392
 fax: (770) 381-9865
 email: ashley@aeecenter.org

www.aeeprogams.com/emc