

DO YOU WANT TO REACH SAFETY AND HEALTH PROFESSIONALS IN THE EEI MEMBER COMPANIES?

To: Safety & Health Manufacturers

It is my pleasure to invite you to the upcoming meeting of the EEI Occupational Safety & Health Committee. Over the years manufacturer participation at EEI has provided a valuable contribution to the success of our semi-annual conferences. It's important to note, however that the benefits your company may derive from this association will be directly related to your level of involvement and commitment. I encourage you to view this as a long term and ongoing partnership. Those manufacturers that consistently attend meetings and send the same company representative each time tend to enjoy the greatest returns.

All manufacturers, including first time attendees, must attend the manufacturers subcommittee meeting. Please see Exhibit Schedule or Agenda for the time of this meeting.

I welcome you to our group and encourage you to get involved in its success. Please feel free to contact Joe O'Connor, the Manufacturers Subcommittee Chairman, or me if you have any further questions about your company's involvement in the EEI Occupational Safety and Health Committee.

Charles J. Kelly
Director,
Industry Human Resource Issues

EEI's Occupational Safety & Health Committee Conference is a unique opportunity to show your innovative products and services directly to the safety and health professionals of America's shareholder-owned electric utilities.

WHO SHOULD EXHIBIT?

The electric power industry needs a wide variety of products and services -- and its increasingly competitive environment means utilities must be among the first to adopt the most productive new technologies. If your company has products and services that would be useful in the safety and health area of the utility business, then this is the place for you.

WHAT IF I AM NEW?

We ask that all new vendors, prior to attending and exhibiting contact Mr. Joe O'Connor at (607) 624-7159. Mr. O'Connor is the Chairman of the Manufacturer's Subcommittee and he can provide the guidelines and conditions of attending and exhibiting.

EXHIBIT SPACE INFORMATION

Each space holds a single 6' table for your tabletop exhibit. This includes a draped and skirted table. You are responsible for your own company signage. The cost of the space is \$200 which includes only the exhibit space. **Each company representative must pay the \$825.00 registration fee.** There is no discount for additional registrants to man the exhibit. Space assignments will be

based on a first-come, first-served basis with the **paid fee.** **Special restrictions:** No signs or banners of any type may be hung from the ceiling or displayed in the registration and exhibit hall foyers. All signs and banners must fit into the space allotted.

To reserve your space please be sure to select the "Table Top Exhibit" option on the registration form and send your registration form with payment to EEI.

EXHIBIT SCHEDULE

TUESDAY, APRIL 21, 2009

2:00 - 5:00 PM

Registration / Exhibit Set-up

You will be provided a draped and skirted 6'x30" table, and two chairs. **These are tabletop exhibits only.** Please do not bring anything that cannot fit on or behind your exhibit table. This is the only time you will have to set up your exhibit tables -- anyone not present during the set up time will forfeit his/her space. Tables are on a first-come, first-served basis. **Exhibit set-up will end promptly at 5:00 PM.** The exhibit area will be closed and locked every evening, but will be accessible from service areas - if you will have valuable equipment (computers, electronics) at your exhibit, it should be removed daily.

3:00 PM

Manufacturers Subcommittee Meeting

All manufacturers, including first time attendees, must attend the manufacturers' subcommittee meeting.

6:00 – 8:00 PM

Welcome Reception

Exhibit area closed

WEDNESDAY, APRIL 22

7:30 AM - 5:00 PM

Exhibit area open

Exhibits will be open all day. Continental breakfast, lunch and all breaks will be held in the exhibit area. Reminder: Exhibit area is open only to registered participants. **If you would like to have additional staff at your exhibit each individual must register for the conference.** Only registered participants are permitted in the exhibit hall.

6:00 – 10:00 PM

Dinner Cruise sponsored by:

Exhibit area closed



THURSDAY, APRIL 23

7:30 AM - 1:30 PM

Exhibit area open

1:30 - 4:00 PM

Exhibits break down

Everyone must pack their exhibits at this time. Any items left after the exhibit area closes will be disposed of by the hotel staff.

Please ship your materials to:

Hilton Alexandria Mark Center
5000 Seminary Road
Alexandria, VA 22311
ATTN: "Onsite Exhibitor's Name"
Exhibitor - EEI Safety & Health Conference
Please deliver to Exhibit Hall – 4/21/09
Hotel Contact: Page Holt
Box # of #

Display/Signage

Nothing shall be posted on, nailed to, taped to, pinned to, or otherwise attached to walls, doors, columns, floors, or any other parts of the Hotel or furniture.

No signs or posters can be displayed in the Hotel without prior inspection and approval by the Convention Services Manager.

No signage will be placed in the public lobby areas or guest room areas. All signage will be kept in exhibit area.

All signage must be professionally printed; no handmade signs will be allowed. Banners need to be hung by convention services staff and only in approved areas. All banners should have eyelets in corner for easy hanging.

No doors will be taped, chained or obstructed to block entrance.

Nothing can be hung from or attached to light fixtures. No light bulbs can be disconnected or removed.

Any damage is subject to fines.

Neither the hotel nor Edison Electric Institute will assume any responsibility for the damage or loss of any merchandise or articles left on premises before, during, or after this function.

Exhibitor assumes responsibility and agrees to indemnify and defend the Edison Electric Institute (EEI) and the Hilton Alexandria Mark Center and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises.

The Exhibitor understands that neither the Edison Electric Institute (EEI) nor the Hilton Alexandria Mark Center maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

HILTON ALEXANDRIA MARK CENTER

2009 EXHIBIT SERVICE ORDER FORM

PLEASE NOTE: PAYMENT MUST BE ENCLOSED OR A CREDIT CARD AUTHORIZATION COMPLETED BELOW.

| ELECTRICAL - <i>Charges Are One Time Installation, Not Per Day</i> | | | | |
|--|----------------------------------|---------------|-------------|--------------|
| QUANTITY | DESCRIPTION | ADVANCE ORDER | FLOOR ORDER | TOTAL CHARGE |
| | 120V 20AMP FOURPLEX SINGLE PHASE | \$65.00 | \$105.00 | |
| | 208V 20AMP SINGLE PHASE | \$95.00 | \$115.00 | |
| | 208V 30AMP SINGLE PHASE | \$100.00 | \$120.00 | |
| | 208V 50AMP SINGLE PHASE | \$140.00 | \$180.00 | |
| | 208V 100AMP THREE PHASE | \$155.00 | \$195.00 | |
| | 208V 200AMP THREE PHASE | \$305.00 | \$345.00 | |

| # of Lines | Install Date | Removal Date | Total # of Days x | Daily Exhibitor Rate | Total Charge |
|------------|--------------|--------------|-------------------|----------------------------------|--------------|
| | | | Wired Internet | | |
| | | | | \$200.00ea per day | |
| | | | Phone Line | | |
| | | | | \$125.00ea per day (Direct Dial) | |
| | | | | \$60.00ea per day (Dial 9) | |

**LIMITED WIRELESS AVAILABILITY-PLEASE CONTACT YOUR SERVICE REP FOR DETAILS.

- All requests for Electrical & Internet Service must be received by the Hotel at least 2 weeks prior to event.
- Although we will make every attempt, we cannot guarantee service on late requests. There will be an additional charge of \$50 on all late requests.

NAME OF EVENT: **EEI Occupational Safety & Health Committee Conference**

DATE OF EVENT: **April 21-24, 2009**

BOOTH NUMBER: **To be assigned**

FIRM NAME _____

ON-SITE CONTACT: _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER _____

AUTHORIZED BY _____ TITLE _____

SHIPPING AND DRAYAGE INFORMATION

We want to ensure that your meeting/conference materials are expedited in an efficient manner to you, your attendees and/or exhibitors. To do this, please make sure that the following information appears on the shipping label:

Name of Person Receiving Box at the Hotel
Name of Conference
HILTON ALEXANDRIA MARK CENTER
5000 Seminary Road
Alexandria, VA 22311

Storage of boxes and delivery to your booth/ event location incur a fee of **\$50.00 per 100 pounds** of total weight. ALL RETURN SHIPPING MUST BE ARRANGED BY CLIENT OR THE EXHIBITION COMPANY CONTRACTED. THE HILTON ALEXANDRIA MARK CENTER is not responsible for any shipment that is delivered to the hotel and reserves the right to refuse any shipment. Materials, which are perishable or flammable, will not be accepted.

PAYMENT & INDEMNIFICATION

ORDERS WILL NOT BE PROCESSED WITHOUT THIS COMPLETED SECTION

***CREDIT CARD NUMBER: _____ EXP _____

****In order to remit payment with a credit card, please complete this form and return to The Hilton Alexandria Mark Center with a copy of your credit card (front and back). You may return this via return mail or fax. Final payment must be received no later than 3 business days prior to service date. Checks may sent 3 days prior.*

Indemnification

To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the Hilton Alexandria Mark Center, Hilton, and the Owner, and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the hotel.

AUTHORIZING SIGNATURE: _____

PLEASE RETURN TO:
CONVENTION SERVICES
HILTON ALEXANDRIA MARK CENTER
5000 SEMINARY ROAD
ALEXANDRIA, VA 22311
(F) 703-845-2610