

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 table and two (2) chairs. You are responsible for your own company signage. The cost of the space is \$200 plus the non-member registration fee of \$825 (\$1025) or the associate member fee of \$650 (\$850). Only one company representative should register as an exhibitor since there is only one

exhibit space per company. **Each attending company representative must pay the \$825 non-member registration fee or \$650 associate member 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 register as an **Exhibitor** on the first registration page and check the **exhibiting** box on the **Registrant Tracks & Sessions** registration page. **Only one** company representative should register as an exhibitor.

EXHIBIT SCHEDULE

SUNDAY, OCTOBER 4, 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 table -- 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.

5:00 – 5:30 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

MONDAY, OCTOBER 5

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.**

TUESDAY, OCTOBER 6

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:

Loews Lake Las Vegas Resort
101 Monte Lago Boulevard
Henderson, NV 89011
ATTN: "Onsite Exhibitor's Name"
Exhibitor - EEI Safety & Health Conference
Please deliver to Exhibit Hall – 10/4/09
Hotel Contact: Helen Peacock
Box # of #

Materials may be shipped for arrival three (3) days in advance of the conference and the hotel will store the materials in a secure location pending your arrival.

There is a \$3.00 per box charge to move boxes from the loading dock to the exhibit hall or to assist in return shipping. All box charges must be charge to on-site contact's room or to a credit card. If charging to a credit card, please complete the credit authorization form and return via fax (702-567-6132) to Helen Peacock at Loews Lake Las Vegas.

Electrical

If you require electricity at your exhibit table, please complete the Engineering Service Request Form and return via fax (702-567-6132) to Helen Peacock at Loews Lake Las Vegas.

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 Loews Lake Las Vegas Resort 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 Loews Lake Las Vegas Resort maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

LOEWS LAKE LAS VEGAS RESORT

Return To: **LOEWS CATERING OFFICE**

Fax - **702-567-6132**

PLEASE ATTACH A COPY OF THE FRONT AND SIGNED BACK OF YOUR CREDIT CARD AND VALID PHOTO ID TO COMPLETE THIS TRANSACTION

I, _____, authorize Loews Lake Las Vegas Resort to charge
(Print Cardholder's Name) my credit card as follows:

(Credit Card Type)

(Credit Card Number)

(Exp. Date)

Function or Group Name: _____

Dates: _____

1. The Total Charges will be charged immediately for your program / function.

PLEASE ATTACH A COPY OF THE FRONT AND SIGNED BACK OF YOUR CREDIT CARD AND VALID PHOTO ID TO COMPLETE THIS TRANSACTION

(Cardholder's Signature / Date)

(Cardholder's Billing Address)

(Telephone Number)

(Cardholder's Billing Address)

(Fax Number)

(Cardholder's Email Address)

**LOEWS LAKE LAS VEGAS RESORT
101 MONTELAGO BOULEVARD * HENDERSON, NV 89011
CREDIT DEPARTMENT**

LOEWS LAKE LAS VEGAS RESORT
ENGINEERING SERVICE REQUEST FORM

Organization Name:	Telephone:	Date Ordered:	Booth/Table #:
On-Site Contact:	Hotel Contact:	Authorized By:	
Address:	City:	State:	Zip:

Make remittance to *Loews Lake Las Vegas Resort * 101 MonteLago Blvd.* Henderson, NV 89011 * Attention: Engineering Department*
Phone (702) 567-6015 * Fax (702) 567-6012. Payment must accompany order.

All rates are on a per day basis. Rates quoted below cover only the delivery of services to the booth or room, and do not include connecting equipment or special wiring. Electrical work on exhibitors' display will be charged on a time and material basis. Proper tagging of the equipment to indicate voltage, phase, current, etc. is the responsibility of the exhibitor. All water connections are priced on individual basis; contact engineering department.

<i>Multiple Functions are Negotiable in Advance</i>				<i>Special Requirements are Priced on an Individual Basis /Charged Per Day</i>				
ELECTRICAL CHARGES								
Quantity	Description (Single Phase)	Advance Order (Priced per Day)	Floor Order (Priced per Day)	Location	Start Date	Strike Date	# Of Days	TOTAL
each	120v/20 amp (wall outlet)	\$40.00	\$60.00					
each	120v/20 amp (power drop)	\$60.00	\$100.00					
each	120v/30 amp	\$75.00	\$115.00					
each	208v/30 amp (Casa A & E)	\$120.00	\$200.00					
each	120v/30 amp (3 x stringer)	\$180.00	\$260.00					
Quantity	Description (Three Phase)	Advance Order (Priced per Day)	Floor Order (Priced per Day)	Location	Start Date	Strike Date	# Of Days	TOTAL
each	120/208v/30 amp	\$300.00	\$400.00					
each	120/208v/100 amp	\$400.00	\$500.00					
each	120/208v/200 amp	\$500.00	\$600.00					
each	120/208v/400 amp	\$900.00	\$1000.00					
MISCELLANEOUS CHARGES								
Quantity	Description (Misc.)	Advance Order (Priced per Day)	Floor Order (Priced per Day)	Location	Start Date	Strike Date	# Of Days	TOTAL
each	Surge Protector (each)	\$20.00	\$25.00					
each	Extension Cord (each)	\$20.00	\$25.00					
each	Sound /Light Booth Rental	\$100.00	\$150.00					
each	Banners (up to 25 sq.ft)	\$50.00	\$75.00					
each	Banners (over 25 sq.ft.) Priced on Individual Basis							
WATER SERVICE CHARGES								
	Water Connections		Call for price					
TENT SERVICE CHARGES								
	Advanced Order		\$6500.00					
	Each Additional Day		\$2500.00					
LABOR CHARGES <i>(Engineering use only)</i>								
Quantity	Description (Labor Charges)	Minimum Charge (Half (1/2) Hour)		Labor Charge	Minimum Charge		TOTAL	
each	Standard: \$60.00 per Hour.	\$30.00 per (1/2) Hour.						
each	Overtime: \$90.00 per Hour.	\$45.00 per (1/2) Hour.						
						<u>TOTAL</u>		

Labor charges include the set up and removal of materials (Labor charges will apply for all cancellations once connections have been placed). Any connections made before 7am or after 5pm will be considered Overtime. Customers will be charged for non-returned items. **Advance Orders MUST be received 14 days PRIOR to event or "Floor Order" pricing will apply.**

I authorize the following credit card Print Name _____
to be charged for the amount indicated above: Signature _____ Date: _____
 Visa Master Card AMEX CC#: _____ Expiration Date: _____

NOTE: This form supersedes any other forms. Revised 11/15/05

Accounting Use Only

Master Account # _____ Credit all Charges to Account # _____ Room Charge – Room # _____

Prepaid (Check or Cash) _____ Other (w/ Advance Approval) _____