

EXHIBIT SCHEDULE

SUNDAY, OCTOBER 5

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.

5:00 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

MONDAY, OCTOBER 6

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.

5:30 – 6:30 PM

Cocktail Hour sponsored by:

Exhibit area open

The logo for FirstEnergy, featuring the word "FirstEnergy" in a bold, sans-serif font with a blue underline beneath the word.

TUESDAY, OCTOBER 7

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.

6:30 – 10:30 PM

An Evening at the Rock & Roll Hall of Fame sponsored by:

Trolley's will run continuously throughout the evening between the Renaissance and the Rock & Roll Hall of Fame. The evening will feature a cocktail reception, dinner, live entertainment, and museum exhibits highlighting decades of rock & roll history.

The logo for FirstEnergy, featuring the word "FirstEnergy" in a bold, sans-serif font with a blue underline beneath the word.

Please ship your materials to:

Renaissance Cleveland Hotel

24 Public Square

Cleveland, OH 44113

ATTN: "Onsite Exhibitor's Name"

Exhibitor - EEI Safety & Health Conference

Please deliver to Exhibit Hall - 10/5/08

Hotel Contact: Jaclyn Herrera

Box # of #

Shipping and Receiving

Due to limited storage space, the Renaissance will not accept shipments more than three (3) business days prior to the group's arrival.

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.