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

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’x30’’ 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 $1250 for non-members and $1050 for associate members. Only one company representative is included with the registration fee. Each additional representative must pay either the $1000 non-member registration fee or $750 associate member registration fee. There is no discount for additional registrants to staff the exhibit. Space assignments will be based on a first-come, first-served basis with the paid fee.

To reserve your space please be sure to register as an Exhibitor.

AV Needs
If your display requires AV, please contact Kate Evans at the JW Marriott Miami and let her know what you need. Please remember that you are responsible for your AV cost.

View Sponsorship Opportunities – Silver through Platinum sponsors receive advance exhibit space selection!
EXHIBIT SCHEDULE

MONDAY, April 30th

8:00 AM – 12:30 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 12:30 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.

12:30 – 1:00 PM
Manufacturer’s Subcommittee Meeting

6:00 – 8:00 PM
Welcome Reception
Exhibit area open.

TUESDAY, May 1st

8:00 AM - 5:00 PM
Exhibit area open
Exhibits will be open all day. 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 – 9:00 PM
Sponsored Social TBA
Exhibit area closed.

WEDNESDAY, May 2nd

8:00 AM – 1:30 PM
Exhibit area open

1:30 – 4:30 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.
**SHIPPING**

Shipments of exhibit materials should be addressed using the format listed below. Please also attach the shipping form to your box that can be found at the end of this document.

**Please ship your materials to:**
JW Marriott Miami C/O  
(Person Receiving the Boxes)  
1109 Brickell Ave  
Miami, FL 33131  
Exhibitor – EEI Safety & Health Conference  
Box # of #

**Package Shipping and Receiving**

Customer is responsible for all arrangements and all expenses associated with the shipping of materials, merchandise, exhibits or any other items to and from the Hotel. Storage rental fees may be imposed if the items are delivered prior to 72 hours before the Event, or the volume or bulk is considered excessive as determined in the Hotel's sole discretion. The Hotel is not responsible for damage or loss of any items delivered to the Hotel prior to the Event, or of any items or packages left on the property after group departs. Upon request, items left on the premises after departure will be returned to Customer at Customer's expense.

Shipping & Receiving Handling Fees are applied for both shipping into the hotel and shipping out:
- Boxes or Packages - $12/each
- Pallets - $125/each

**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 JW Marriott Miami 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 JW Marriott Miami maintain insurance covering the Exhibitor’s property and it is the sole responsibility of the Exhibitor to obtain such insurance.
NAME OF GROUP/CONFERENCE:

___________________________________________________________________________________________________________

CONFERENCE DATES: ________________________________________________________________________________________

NAME OF HOTEL’S EVENT PLANNER: Fernanda Lopez - EVENT MEETING PLANNER

SENDER: __________________________________________________________________________________________________

CONTACT NUMBER OF SENDER: __________________________________________________________________________________

* Please attached this form on each box