EEI Occupational Safety and Health Committee Conference:
Exhibitor Information

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 investor-owned electric power companies.

First Time Exhibitors
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.

Registration Information
Non- Member Fee: $1250
Member Fee: $1000

Only ONE company representative is included with the registration fee. Each additional representative must register separately at either the $1000 non-member registration fee or $750 associate member fee.

Exhibit Information
Each space holds a single 6’ table for your tabletop exhibit. This includes a draped table and two (2) chairs. Space assignments are based on a first-come, first-served basis. Only sponsor tables are reserved.

AV Information
If your display requires AV, please contact Zach Stillman, at the Denver Marriott Tech Center for assistance. Please remember that you are responsible for your AV cost.

Shipping Information:
Please ship your materials to:
Denver Marriott Tech Center
ATTN: (Person Receiving Box)
4900 South Syracuse Street
Denver, CO 80237
Exhibitor – EEI Safety and Health Conference
## Exhibitor Schedule

### Sunday, September 22

6:00 pm – 8:00 pm  
*Welcome Reception*

### Monday, September 23

8:00 am – 11:00 am  
*Exhibit Set-Up*  
ALL Exhibits **MUST BE** set-up during the allotted time. **There will be no exceptions.** If your table is not set-up during this time, you will lose your table and *a refund will not be processed.*

9:00 am – 9:30 am  
*Exhibitor Meeting*  
This is a **mandatory** meeting for **ALL EXHIBITORS.** Important conference information will be distributed.

12:00 pm – 5:00 pm  
*Exhibit area open for lunch and breaks.*  
The exhibit area will be closed and locked every evening but will be accessible from service areas – if you will have valuable equipment (computers, etc.) at your exhibit, it should be removed daily.

6:00 pm – 9:00 pm  
*Host Company Social Event*  
Exhibit area closed

### Tuesday, September 24

8:00 am – 6:00 pm  
*Exhibit area open.*

5:15 pm – 6:15 pm  
*Gold Sponsor Networking Event: Tyndale*

### Wednesday, September 25

8:00 am – 9:30 am  
*Exhibits Open*

9:15 am – 9:30 am  
*Manufacturer’s Raffle*

9:30 am  
*Exhibit Breakdown*
ATTENTION ALL EXHIBITORS

Please note the instructions noted below for the following exhibitor forms:

I. EXHIBITOR INFORMATION – General information that is helpful before coming on site for your event

II. LIABILITY RELEASE – All Exhibitors are required to fill out this form prior to arrival at the hotel.

III. PACKAGE SHIPPING/HANDLING POLICY – Information on shipping and handling charges for any items you will be shipping to the hotel.

IV. PAYMENT/CREDIT CARD INFORMATION – This form only to be filled out if exhibitor is shipping any packages to the hotel.

All forms must be filled out and emailed to the Event Manager directly or faxed to the Event’s Office no later than (2) weeks prior to the event. Fax number: 303-770-6112

If the Hotel does not receive a signed Liability Release form from the Exhibitor, they will be prohibited from utilizing exhibition premises.

If you have any questions you may contact your conference representative.

Thank you for your cooperation and we look forward to seeing you at the conference.
**Exhibit Set-up**
Each vendor will receive set-up and teardown of the following:
- One 6’ table with a black drape
- Two chairs
- One wastebasket

If there is anything else that is needed besides what is listed above, please let us know.

**General Waiver**
- Attached waiver must be signed by each vendor
- Signed waiver should be emailed to the program coordinator or contact
- All signed waivers to be collected by program coordinator and presented to Hotel contact (Event Manager) by day of set-up

**Load-in**
- Load-in is only allowed through the loading dock. Absolutely no load-in will be allowed through main Hotel entrance.
- The dock is 13’8” and is at standard service truck height. A pallet jack is helpful for unloading material. We have a dock plate that will allow the gap to be covered between the truck and the dock.
- The “Car Door” entrance connects directly to the Rocky Mountain Event center is 156” high and 121” wide. You will need to have a fork-lift, lift gate or ramp for unloading from a truck or unload the items separately onto carts.

**Audio Visual**
- PSAV is the Marriott’s in-house Audio Visual partner. PSAV should be contacted at the below information if you should require internet, power, or AV equipment
- Craig Henderson is our PSAV director chenderson@PSAV.com or 303-740-2539.
- Please contact PSAV directly with any audio-visual requests

**Shipping/Box Handling Policies**
- Please refer to the hotel’s shipping and handling policies for information of boxes, packages, and pallets
- If return shipping is necessary, please provide personal shipping labels. We have extra Fed-Ex labels that we can provide for return shipping. Client is responsible for all costs associated with shipping.
- You must schedule pickups from your chosen carrier, but please let us know who and when.

**Security**
- The exhibit area is not secured
- Please do not leave valuable items unattended at anytime
- Keep all valuables in guestroom before/after the tradeshow to ensure security of items
Exhibitor shall be fully responsible to pay for any and all damages to property owned by Marriott (DENVER MARRIOTT TECH CENTER), its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Marriott (DENVER MARRIOTT TECH CENTER), its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

Conference Name: ________________________________

Exhibitor Company Name: ________________________________

Event Date(s): ________________________________

Booth Number: ________________________________

On-site Contact: ________________________________ Phone #: ____________________________

Exhibitor Signature: ________________________________

Print Name: ________________________________

Date: ________________________________
PACKAGE SHIPPING/HANDLING POLICY  
FOR MEETING PACKAGE & DELIVERIES

Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the Hotel. Failure to do so may result in deliveries being refused or materials being unavailable when required.

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage.

The Hotel’s receiving entrance is open from 7:00 a.m. to 4:00 p.m., Monday through Friday, and on Saturday from 7:00am to 3:00pm.

To ensure proper storage and delivery of boxes in a timely manner any materials being sent to the hotel must be marked as follows:

Denver Marriott Tech Center
4900 S Syracuse Street
Denver, CO 80237
EXHIBITOR NAME
CONFERENCE NAME
C/O (Hotel Event Manager Name)

Boxes should have a complete return address and be marked if there is more than 1 box, e.g., Box 1 of 2 and Box 2 of 2, etc.

Please note the following charges relating to package deliveries and shipment to and from the hotel:

- Pallets or Oversized Packages, Incoming and Outgoing $150.00/pallet
- Packages, Incoming and Outgoing (Up to 25 Pounds) $10.00/box
- Packages, Incoming and Outgoing (25 pounds or more) $25.00/box
- Envelopes, Incoming and Outgoing $5.00/envelope
- Plastic Road Cases, Incoming and Outgoing $75.00/case
- The Hotel allows boxes/packages to be shipped (3) three days prior to the event
- Any packages/boxes arriving earlier than (3) days prior to the event will be assessed a fee of $10.00/day per item and pallets at $50.00/day
- Charges for inbound and outgoing shipments will be billed on-site
- Outbound Shipping Request forms with payment instructions will be provided by the hotel on request
- We request that we are informed of how many boxes/packages/pallets are coming to the hotel for your exhibit.
PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION
(Form due no later than (2) weeks prior to the event date)

Organization: ____________________________________________

Address: ________________________________________________

City: __________________________________ State: ______ Zip: __________________________________

Telephone: __________________________ Fax: __________________________

☐ I authorize the following charges to be settled through the credit card listed below,

Shipping/Handling: __________

OR

☐ Check enclosed for full payment made payable to Marriott Denver Tech Center

Credit Card Type: ________________________________________

Exact Name on Card: ____________________________________

Card Number: __________________________________________

Expiration Date: ________________________________________

CVV Number: __________________________________________

Cardholder Signature: __________________________
(person authorizing charges): __________________________