

# **NAESCO SOUTHEASTERN REGIONAL MEETING & EXHIBITOR OPPORTUNITY**

**April 1, 2005  
Emory Conference Center Hotel**

**Atlanta , Georgia**

## **FIRST TIME EVENT**

To be hosted by NAESCO, this regional meeting is a new opportunity for NAESCO affiliate members to showcase products and services to a targeted regional group. This is a one-day workshop focused on the business case behind various energy efficient technologies. Solution providers will have center stage to talk about their technologies and all NAESCO members can provide product specifications to be distributed to conference attendees.

**Continental Breakfast Will Be Served in the Exhibit Area**

**Breaks Will Be Scheduled in the Exhibit Area**

**Exhibitors Will Host Tables at the Luncheon to Network with Attendees over lunch**

Participation as an Exhibitor includes free registration for one representative of your organization to exhibit and to attend the entire workshop. Additional registrations will be charged at the workshop rate of \$175 for NAESCO members and \$195 for non-members. Preference will be given to NAESCO members for the limited Exhibitor space.

## **HOW TO PARTICIPATE**

Complete the online [Application Form](#) or contact Mary Lee Berger-Hughes at 202/822-0954 or [mlb@dwgp.com](mailto:mlb@dwgp.com).

If you do not hear from us after 5 days, please call Mary Lee Berger-Hughes to confirm your participation. Those who register on the web site will receive confirmation within 3-5 business days.

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**EXHIBITOR OPPORTUNITY**  
**NAESCO Southeastern Regional Workshop**  
**April 1, 2005**  
**Emory Conference Center Hotel**  
**Atlanta, Georgia**

**Exhibition space is VERY LIMITED at the Emory Conference Center Hotel in Atlanta, and exhibitors are required to guarantee the reservation to exhibit with a \$100 deposit. The money will be applied to the Vendor Showcase fees. The deposit will be forfeited if the reservation is cancelled. NAESCO will accept checks or credit cards for payment of the deposit.**

**Company Information**

*List this information exactly as it should appear in all conference promotional material and on NAESCO's web site.  
Please type or print clearly to ensure that published information is correct.*

Company \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Phone ..... Fax .....  
E-Mail ..... Web Site .....

**Company Contact Prior to the Conference**

Name \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**Company Representatives at the Conference**

**Primary Booth Representative (no charge)** \_\_\_\_\_  
(as name will appear on badge)

Title \_\_\_\_\_  
Phone ..... Fax ..... E-Mail .....  
Address (if different from above) \_\_\_\_\_

**2nd Booth Representative (at \$175 for April 1 only)** \_\_\_\_\_  
(as name will appear on badge)

Title \_\_\_\_\_  
Phone ..... Fax ..... E-Mail .....  
Address (if different from above) \_\_\_\_\_

**3rd Booth Representative (\$175 for April 1 only)** \_\_\_\_\_  
(as name will appear on badge)

Title \_\_\_\_\_  
Phone ..... Fax ..... E-Mail .....  
Address (if different from above) \_\_\_\_\_

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## Tabletop or Booth Selection

### Tabletop Exhibit (6'x2')

NAESCO Member: \$450.00

### Tabletop Requirements

**Exhibitor fees for Tabletops include one table with skirt, a chairs, standard electrical outlet, and trash can.**

We will need an additional electrical outlet for our display.

**IMPORTANT!** *If you require additional power sources or special equipment, please describe your needs in detail. Additional costs may apply.*

Additional Requirements \_\_\_\_\_

### Company/Exhibit Description

*Please provide a brief description (50 words or less) of your company and what product(s)/service(s) will be on display at NAESCO's Southeastern Regional Meeting.*

### Payment

Check or money order enclosed (make payable to NAESCO).

Please charge to:

MasterCard

VISA

American Express

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of this application signifies acceptance of the Rules and Regulations of NAESCO's Vendor Showcase.  
(See following pages.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

The Federal Communications Commission has issued a series of new rules affecting the sending of faxes by trade associations to its membership. Prior consent is now required before a trade association can contact conference attendees by fax. As such, please go to <http://www.naesco.org/midyearconf2005/Faxconsent.doc> and fill out and return the attached consent form to NAESCO at (202) 822-0955. Please include ALL fax numbers on which your company would likely receive communication, as the consent is limited to those fax numbers listed by you or your company representative on the consent form.

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## Rules and Regulations

1. Exhibits shall be arranged so as not to obstruct the general view nor hide the exhibits of others.
2. The exhibitor assumes all responsibility for compliance with all applicable local, city, and state ordinances, including but not limited to fire, safety, and health. All exhibit equipment and materials will be reasonably located within the booth and protected by safety devices when necessary. Only fireproof materials may be used in the displays and all necessary fire precautions will be taken by the exhibitor.
3. Rules and regulations for union labor are made by the local unions and these regulations may be changed at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with those regulations.
4. If moving pictures or sound devices are used, the exhibitor agrees to comply with union requirements for the operation of the equipment. Sound movies or devices will be permitted if tuned to conversational level and if not objectionable to neighboring exhibitors. It shall be the responsibility of exhibitors wishing to play music in their booths to secure the necessary music licensing agreements and fee payments from the appropriate agencies. NAESCO bears no responsibility for any legal action, fines, or litigation incurred by exhibitors who have not obtained said agreements and/or made said payments. NAESCO reserves the right to restrict the use of glaring lights or objectionable lighting or sound effects.
5. Exhibitors are prohibited from distributing literature or souvenirs from outside the boundaries of their booth. This includes canvassing other exhibits before or during the show. Canvassing in exhibit halls or distribution of advertising matter or souvenirs by representatives of non-exhibiting firms is strictly forbidden.
6. Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during the show hours without permission from NAESCO.
7. Booths should be staffed by technical specialists who should be qualified to discuss product details of their products. *All booths must remain intact until the close of the Showcase.*
8. Whenever possible, crates or boxes will be stored under cover. NAESCO assumes no responsibility for damage or loss of packing boxes or crates.
9. It is mutually understood and agreed that NAESCO shall use proper and reasonable care to have all power services installed in time for the opening of the show. Proper and reasonable care shall be taken to prevent the interruption of power services during the exhibition. However, NAESCO shall not be held responsible for late installation or any interruption that may occur.
10. NAESCO reserves the right, should any rented exhibitor's space remain unoccupied on the opening day, or should any space be forfeited due to failure to make proper payment, to rent said space to any other exhibitor, or use said space in any other manner NAESCO feels necessary. This clause shall not be construed as affecting the obligation of the exhibitor to pay the full amount specified in the contract for space rental should NAESCO not resell the space. When a space application is accepted and space is assigned, the exhibitor is liable for full payment.

11. Neither NAESCO, nor its agents or representatives will be responsible for any injury, loss or damage that may occur to the exhibitor or the exhibitor's employees or property from any cause whatsoever. Under no circumstances will NAESCO be liable for lost profit or other incidental or consequential damages. ***Exhibitors shall obtain, at their own expense, adequate insurance against any such injury, loss, or damage.*** NAESCO shall not be liable for failure to perform its obligations under this contract as a result of strikes, riots, acts of God, or any other cause beyond its control. Anyone visiting, viewing, or otherwise participating in the exhibitor's exhibit is deemed to be the invitee or licensee of the exhibitor, rather than the invitee or licensee of NAESCO. NAESCO shall not be liable for any injury to, or loss of, property of the exhibitor or injury to persons conducting or otherwise participating in the conduct of the exhibit or to invitees or guests of the exhibitor. Exhibitors assume full responsibility and liability for the actions of their agents, employees of independent contractors, whether acting within or without the scope of their authority and agree to hold harmless NAESCO, the exhibit hall and the hotel or facility at which showcase is being held from responsibility for liability resulting directly, or indirectly, or jointly, from other causes which arise because of the actions or omissions of its agents, employees, or independent contractors, whether within or without the scope of authority. There is not another agreement or warranty between the exhibitor and NAESCO except as set forth in this document. The rights of NAESCO under this contract shall not be deemed waived, except as specifically stated in writing and signed by an authorized officer of NAESCO.
12. NAESCO will make sure that the exhibit area is locked during hours the exhibit area is not open to the public to the extent that the property can be locked. However, exhibitors are solely responsible for their own exhibits and material and should insure the exhibit against loss or damage from any causes whatsoever. All property of an exhibitor are understood to remain in their care, custody, and control in transit to, and from, and within the confines of the exhibit hall.
13. In case the hall is damaged or destroyed by fire, elements, or any other cause, or if circumstances shall make it impossible for NAESCO to permit an exhibitor or exhibitors to occupy the space assigned during any part or the whole of the period covered, then during such circumstances, NAESCO will not be liable for the fulfillment of this contract as to the delivery of space and the exhibitor shall be reimbursed a proportionate share of the space rental.
14. **Full payment of space rental must be made within 15 days of the acceptance by NAESCO of the space application and NAESCO's subsequent notification to exhibitor in writing of said acceptance.** Should any exhibitor fail to comply with this requirement, NAESCO has full authority to cancel any or all space assigned to the applicant, and to retain the deposit. In the event that it becomes necessary for NAESCO to engage outside services for the collection of any outstanding payments, the exhibitor agrees to pay all legal fees incurred.
15. Exhibitors shall be responsible for obtaining any licenses, permits, or approvals required under local or national laws applicable to their activity at the exposition. Exhibitors shall be responsible for obtaining any tax identification numbers and paying all taxes, license fees, or other charges that shall become due to any governmental authority in connection with their activities at the exposition.
16. In the event that a contracted exhibitor wishes to cancel the allotted exhibit space before **March 3, 2005**, \$200 of the deposit payment will be forfeited. If cancellation is made after **March 3, 2005**, the entire deposit will be forfeited. All cancellations should be made in writing addressed to NAESCO, 1615 M Street, NW, Suite 800, Washington, DC 20036. NAESCO assumes no responsibility for having included the name of the defaulting exhibitor in the show catalogue, brochures, news releases, on the web site, or other materials.

**RETURN COMPLETED FORM TO**

Mary Lee Berger-Hughes  
National Association of Energy Service Companies  
1615 M Street, NW, Suite 800  
Washington, DC 20036  
Phone: 202/822-0954 Fax: 202/822-0955  
E-Mail: [mlb@dwgp.com](mailto:mlb@dwgp.com)

**YOU MAY ALSO APPLY AT NAESCO ONLINE AT <http://www.naesco.org>**