

WINDPOWER 2012

CONFERENCE & EXHIBITION Atlanta, GA June 3-6

FOR MORE INFO

exhibition@awea.org | **Email**
202.383.2514 | **Phone**

Exhibitor Information

The contact person listed below will be AWEA's internal exhibition booth contact. This person does not need to be the contact listed on our website and in the on-site Show Directory.

Exhibiting Company Name

Parent Company Name

Contact Name

Title

Address

City

State/Province

Zip/Postal Code

Country

Phone

Fax

Email

Website

Additional Contact Person Name and Email

Exhibition Fees

By February 2, 2012

After February 2, 2012

AWEA Corporate and Utility Business Members:

\$33/SF

\$35/SF

AWEA Associate and Academic Business Members:

\$36/SF

\$38/SF

Total Booth Size _____ SF x Cost Per SF \$ _____ = Total Booth Cost \$ _____

Deposit Amount \$ _____

A deposit of 50% is required within 30 days of the reservation. 100% is required after 2/2/12.

An invoice will be sent for any remaining payment. All booths must be paid in full by 2/2/12.

Required deposit MUST accompany application or booth will not be reserved. Required deposit

MUST be received within 30 days of booth reservation in order to be confirmed as an exhibitor.

Payment Information

- Check enclosed (in U.S. dollars, drawn on a U.S. bank, made payable to AWEA)
- Wire transfer – Please add \$25 to your invoice amount for Wire Fees.
If you need additional information or corrections to your invoice, please contact:
Finance@awea.org or call 202.383.2543
- Mastercard VISA American Express

Credit Card Number

Security Code*

Cardholder Name

Expiration Date

*3 or 4 digit number on back of card in the signature line, or for American Express, on front of card above the credit card number.

I have read, understand, and agree to comply with the rules and regulations governing the WINDPOWER 2012 Conference and Exhibition as they are printed on the front and back of this form.

Signature

Date

Print Name

Please note, reserving your booth via fax or e-mail delays the reservation process by as much as 3 days. To ensure your booth selection, it is best to reserve it online at www.windpowerexpo.org

Current Membership Status

- Corporate Utility
- Associate Academic

Please Note: Exhibiting companies must be Business Members of AWEA. Sharing an exhibit booth is not permitted. If you are unsure of your membership status, contact membership@awea.org.

Booth Preferences

Please indicate your booth preference by number using the online floor plan at www.windpowerexpo.org. This floor plan is real time and we advise use of the online reservation system to secure your booth of choice.

First Choice

Second Choice

Third Choice

If you prefer a booth size that is not pre-drawn on the exhibit floor plan, we will attempt to accommodate your needs. Simply refer to the on-line floor plan and contact us at exhibition@awea.org.

Are You An Active AWEA Member?

Exhibitors are required to be a business member of AWEA and in good standing. Please visit www.awea.org/membercenter or call 202.383.2500 ext. 556 or email membership@awea.org

RESERVE YOUR BOOTH EARLY FOR PRIME SPOTS!

exhibition@awea.org | **Email**

WINDPOWER 2012 Exhibits
American Wind Energy Association
1501 M Street, NW, Suite 1000
Washington, DC 20005

202.293.2567 | **Fax**

www.windpowerexpo.org

Exhibitor Rules & Regulations

1. Contracts for Display Space

The enclosed application for space, formal notice of space assignment by the American Wind Energy Association (AWEA), and the full payment of rental charges together constitutes a contract for the right of use space. AWEA reserves the right to reassign the exhibit space allotted under such contract.

2. Assignment of Space

Booths will be assigned as quickly as possible after applications are received, subject to availability of space preferences, special needs, and compatibility of exhibitors. Every effort will be made to respect the exhibitors' space choices, however, AWEA reserves the right to make the final determination as to all space assignments and the acceptability and appropriateness of all displays. Exhibitor will promptly remedy any objection AWEA has to its booth display. AWEA may adjust the exhibition floorplan as needed at any time.

3. Payment

A non-refundable deposit is required with the exhibitor application. A deposit of 50% must be received within 30 days of the reservation or you will be subject to cancellation. Payment of 100% of the booth cost is due if reserved after Feb 2, 2012. You will receive a "Balance Due" invoice for the required monies if you are reserving the booth prior to Feb 2, 2012. If you are reserving a booth after Feb 2, 2012, then payment must be made for the full 100% price at the time of purchase. All checks should be in U.S. dollars, drawn on a U.S. bank, and made payable to the American Wind Energy Association or AWEA. If your booth is NOT paid in full by March 1, 2012, your booth will be canceled and no previous booth payments will be refundable.

4. Refund for Cancellation

Should the exhibitor be unable to occupy and use the exhibit space contracted, the exhibitor shall promptly notify AWEA in writing. Requests for a potential refund must be received in the AWEA office on or before 5pm EST, December 5, 2011. After December 5, 2011, no refunds will be considered. All sums paid by the exhibitor, less a service charge of 50% of the net contract price, will be refunded.

5. Booths

Each exhibitor is furnished with a 10 foot x 10 foot booth minimum, with an 8' high background drape and 3' high side divider drape for in-line booths. A 7" x 44" sign will be furnished with the exhibitor's name and booth number. Carpet for your booth is required. Furniture, labor, drayage, signs, and other booth furnishings may be ordered at standard rates from the official show decorator. Electricity and other services may be obtained by completing the appropriate application enclosed in the exhibitor kit. Complete details will be forwarded to each exhibitor following confirmation and assignment of booth space. The show decorator will maintain a service desk in the exhibit area during set-up and teardown. Exhibits shall be arranged so as not to obstruct the general view, or hide the exhibits of others. Refer to the Exhibitor Display Rules on the WINDPOWER website or contact exhibition@awea.org for more information. Specifications vary between convention centers. For oversized or unusual booth or equipment display, contact AWEA for approval.

6. Use of Display Space

- In the event the exhibitor fails to install or have installed his or her display within the time limit set for opening, or fails to comply with any provisions concerning the use of display space, AWEA shall have the right to take possession of said space and resell same, or any part thereof.
- All demonstrations and distribution of literature and promotional materials must be confined to the limits of the exhibitor's booth or assigned table display space. Sharing an exhibit booth is not permitted. Exhibitors must display goods or services directly related to their regular course of business unless otherwise approved by AWEA.
- Exhibits that include the operation of audio equipment or any noise-making machinery must be operated so that the resulting noise will not annoy or disturb adjacent exhibitors.
- Exhibitors are required to have their exhibit space neat and orderly at all times.
- No exhibitor shall have the right, prior to closing of the exhibition, to pack or remove articles from exhibit without permission from and approval in writing from AWEA.
- Use of motorized equipment such as air blimps, etc... are not permitted within in-line booths. Requests for use of motorized equipment in island booths must be submitted in writing for approval by AWEA.
- Exhibitors are required to adhere to AWEA's Exhibit Display Rules. These regulations ensure fair exhibiting standards and consistency among the displays and include information about display heights, line of site violations, and much more.
- Balloons or any type of helium inflated product is NOT allowed in the exhibit halls.

7. Exhibitor Activities

Exhibitor agrees not to schedule or conduct any outside activity including but not limited to receptions, seminars, symposiums, and hospitality suites that are in conflict with the official program of the Conference and Exhibition, whether such activities are at or away from the show locations. Exhibitor will submit to AWEA 30 days prior to the exhibit date any program the exhibitor intends to hold at or in conjunction with its exhibit for written

approval as to time, date, and place. Failure to adhere to this policy could result in cancellation of your exhibit booth.

8. Compliance

The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations, and codes of duly authorized local, state, and federal governing bodies concerning fire, safety, and health, together with the rules and regulations of the operators and/or owners of the property wherein the exhibit is held. Federal, state, and city laws must be strictly observed. Cloth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules.

9. Liability

The American Wind Energy Association, WINDPOWER 2012 Conference and Exhibition, the Georgia World Congress Center, all conference hotels, the official show decorator, their agents or employees shall not be responsible for any loss, theft or damage to the property of the exhibitor, his or her employees or representatives. Further, AWEA will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use or occupancy of the exhibit space by the exhibitor or his/her assigns, and the exhibitor shall indemnify and hold harmless AWEA from all liability which might ensue from any cause whatsoever. If the exhibitor's materials fail to arrive, the exhibitor is nevertheless responsible for all amounts due hereunder. The exhibitor understands that none of the above organizations or sponsors maintain insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance. All exhibitors are required to supply a Certificate of Liability Insurance for the exhibition which names the American Wind Energy Association as additionally insured.

10. Cancellations or Termination of Exhibition

In the event that the premises where the exhibition is to be held shall, in the sole determination of AWEA, become unfit or unavailable for occupancy, or shall be substantially interfered with by reason of picketing, strike, embargo, injunction, act of war, act of terrorism, act of God, fire or state of emergency declared by a government agency, by reason of any other occurrence beyond the control of AWEA, AWEA may postpone or cancel the exhibition. In case AWEA for any reason determines to postpone or cancel the exhibition, the exhibitor waives all claims the exhibitor might have against AWEA for damages or expenses and agrees to accept in complete satisfaction and discharge of all claims against AWEA a refund of all amounts paid by the exhibitor to AWEA in accordance with this agreement.

11. No Guarantee of Results

AWEA does not warrant or guarantee any particular results of the exhibition, nor does it guarantee a particular number of attendees or exhibitors.

12. Outdoors Display

This agreement applies to both the indoor exhibition and the outdoor display of wind energy hardware (if there is an outdoor exhibit). AWEA reserves the right to cancel any outdoor exhibit if deemed necessary due to weather or other circumstances beyond AWEA's control. The American Wind Energy Association, its agents or employees shall not be responsible for any loss, theft, or damage to the property of the exhibitor, his or her employees or representatives. The American Wind Energy Association is not responsible for providing security to any outdoor displays nor is liable for any personal injury related to the outdoor exhibit.

13. No Partnership

This contract shall not be construed to create a partnership between AWEA and exhibitor or otherwise to create any relationship or agency. Neither party may act on behalf of the other without first receiving written authorization of such agency.

14. Complete Agreement

This contract incorporates and constitutes the full understanding of the parties and supersedes any and all prior agreements, understandings, or representations. The parties hereby agree that there are no other understandings or agreements between the parties, which are not contained in this contract.

15. EXHIBITION PERSONNEL

All companies exhibiting at WINDPOWER, must be responsible for seeing that all personnel act and speak in a non-discriminatory manner and avoid offensive, racist or sexist remarks and conduct themselves in an ethical manner. Graphic materials must portray high business ethics and may not be lewd or sexual in nature. If booth models or other personnel are hired to this event, they are to dress in a professional manner and to act accordingly. AWEA reserves the right to request changes to booth displays or exhibition personnel.

16. Labor Rules

Each exhibitor agrees to fully comply with the labor rules and regulations of the convention center and/or city. For questions concerning the specific labor regulations at this year's facility, please contact the AWEA Exhibition Team at exhibition@awea.org or 202.383.2500.