

# CONTRACT PUBLIC POWER EXPO

JUNE 18-19, 2018 | HILTON NEW ORLEANS RIVERSIDE | NEW ORLEANS, LOUISIANA



## Company Information

Please make sure your representative-in-charge handles all behind the scenes arrangements. All sponsor logistics information will be emailed to this person.

Representative-in-charge	Title	
Company		
Address		
City	State	Zip
Telephone	Email	
Website		

## Booth Selection

All booths are assigned on a first-come, first-served basis and as much in accord with the vendor's wishes as is reasonably feasible. Visit [www.PublicPower.org/NationalConference](http://www.PublicPower.org/NationalConference) to view the floor plan. Because 10x20 displays can block their neighbors' line of sight, 10x20 spaces must be made by combining booths in the same aisle rather than combining booths in the same row.

Please list your top three booths, in order of preference.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

List competitors you hope to avoid: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Expo Fees

	By May 11			After May 11		
	<b>Elite Corporate Member</b>	<b>Corporate Member</b>	<b>Nonmember</b>	<b>Elite Corporate Member</b>	<b>Corporate Member</b>	<b>Nonmember</b>
10x10 Booth	\$1,200	\$1,300	\$2,600	\$1,300	\$1,400	\$2,800
10x20 Booth	\$2,100	\$2,200	\$4,400	\$2,200	\$2,300	\$4,600

## Agreement

I have read and agree to comply with the Vendor Expo Information and Policies in this prospectus. I understand that by providing my email address and contact information I am authorizing the American Public Power Association to send information to my organization about upcoming events, programs, and services via these means.

Representative-in-charge \_\_\_\_\_ Title \_\_\_\_\_

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

**CONTRACT**  
**PUBLIC POWER EXPO**

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**Payment Information**

Fifty percent of the expo fee is due upon contract submittal. Full payment is due June 1. All fees to be paid in U.S. funds. To qualify for the member rate, the exhibiting company must be a member. Individual members cannot receive the member discount on behalf of an exhibiting company that is not an Association member.

- Enclosed is a check payable to American Public Power Association.
- Please bill me for payment (Members only). PO# (optional) \_\_\_\_\_.
- I am paying via Wire/ACH payment. Please have an Association finance employee contact me.
- Please charge my:  Visa  MasterCard  American Express  Discover

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Card number Exp. date

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Amount to charge to card \$

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Name as it appears on card

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Cardholder signature

**For Association use:**

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Order ID/Event

If you're paying via credit card, wire/ACH payment, or electing to be billed, please email (Membership@PublicPower.org) or fax (202.495.7503) the completed contract.

If you're paying via check, please email (Membership@PublicPower.org) or fax (202.495.7503) the completed contract and then mail a copy of it with your payment to American Public Power Association • P.O. Box 418617 • Boston, MA 02241-8617.

# VENDOR INFORMATION AND POLICIES

## Who May Participate

The Public Power Expo is only for those entities offering products and services to the electric and telecommunications utility industries. The Association has the sole right to determine the eligibility of exhibits, including, but not limited to: companies, products, systems, services, booth graphics, printed matter distributed at the Expo, souvenirs, giveaways, and all other Expo features and activities.

## Booth Worker Badges

Booth worker registration information will be sent to the rep-in-charge upon receipt of contract. Booth worker badges do not afford access to non-Expo related portions of the conference. Booth workers are welcome to attend conference sessions and events, but must register additionally for the conference and pay the conference registration fee.

## Booth Assignment

Each vendor will be assigned space on a first-come, first-served basis and as much in accord with the vendor's wishes as is reasonably feasible. Only one company shall occupy the booth; there is no sharing of booths. The Association reserves the right to modify the floor plan to accommodate sales or make changes, as necessary, to avoid conflicts. If conditions dictate, the Association reserves the right to relocate vendors, as necessary, after consultation with affected vendors.

## Cancellation Policy

Cancellation must be made in writing to [Membership@PublicPower.org](mailto:Membership@PublicPower.org). Vendors who cancel by April 21 are liable for 50% of the booth fee. Vendors who cancel after April 21 are liable for 100% of the booth fee. If payment has not been received at the time of cancellation, an invoice for the appropriate amount will be issued. The American Public Power Association reserves the right to cancel the Public Power Expo if a minimum number of booths are not sold or the conference is delayed or cancelled. In this circumstance, vendors will be fully refunded their booth fee.

## Non-Liability

It is expressed, understood, and agreed by each contracting vendor, its agents, and its guests that neither the Association, its employees, its contractor, nor operator of the expo hall premises, its agents, or its employees shall be liable for loss or damage to the goods or properties of vendors. At all times, such goods and properties remain in the sole possession and custody of each vendor. Upon signing the Public Power Expo contract, vendor agrees to defend and indemnify the Association, its management, officers, members, sponsors, employees, and agents and to hold them harmless from all claims, demands, actions, complaints, suits, or liability for any property damage, personal injury, or other damages sustained by any individual or entity, including the vendor and its agents or employees, on or about the vendor's display space or otherwise arising out of the vendor's participation in the exposition, including such injury or damage of any nature that may result, in whole or in part, from the negligence of any of the employees or agents of the vendor.

## Insurance

Each vendor will, at the Association's request, furnish a certificate of comprehensive general liability insurance coverage, including protective and contractual liability coverage of \$200,000/\$500,000 for bodily injury and \$50,000 property damage; and workers' compensation with employer's liability coverage of \$100,000. The Association reserves the right to make additional conditions, rules, and regulations as it deems necessary to enhance the Expo's success and to decline or prohibit any exhibit, which in the Association's judgment, is out of keeping with the character of the conference, this reservation being all-inclusive as to persons, things, printed matter, products, and conduct.

## Security Services

Vendors are solely responsible for the security of their display and its contents.

## Safety, Fire, and Health Regulations

Vendors shall assume and bear full responsibility for the compliance with all local, city, state and federal, safety, fire, building code and health laws, ordinances and regulations regarding the installation and operation of the exhibit.

## Move-in and Tear-down

During move-in and tear-down, only individuals 18 years or older will be admitted to the Expo Hall. No exceptions will be made.