

# ALTERNATIVE ENERGY & BUILDING EFFICIENCY EAST

November 9-10, 2010

Hartford Convention Center

Presented By:

*CardelleXpo Group*



## EXHIBIT SPACE RESERVATION FORM

**YES**, please reserve our exhibit space at AE&BE EAST.  
Space is available in multiples of 10'x10' at a cost of \$1,950 per.

Booth Package comes with Pipe & Drape, Wastebasket, Table, 2 Chairs, Company Sign. (Carpet & Electricity are not included).

Included **free** with your space are:

- Company logo on Show website linked back to your site.
- Full Conference Pass.
- A VIP Personal Invitation Letter mailing.
- Exhibitor Listing in the Show Guide.

Number of 10x10 spaces required: \_\_\_\_\_ @ \$1,950 each.

Total Amount Due: \_\_\_\_\_

Booth Space(s) Preferred:

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

Brief Company Profile:

\_\_\_\_\_  
\_\_\_\_\_

Company \_\_\_\_\_

Contact \_\_\_\_\_

Street Address \_\_\_\_\_

City/St/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Please read terms and sign below.

**X** \_\_\_\_\_  
Authorized Signature Date

50% Deposit due up to May 7, 2010 \$ \_\_\_\_\_

100% Due after May 7, 2010 \$ \_\_\_\_\_

**Make Checks Payable in US funds to CardelleXpo Group.**

**Mail to:**

**CardelleXpo Group, LLC  
311 Stanley Road, 1<sup>st</sup> Floor  
Monroe, CT 06468**

AE&BE EAST 2010 Contract Terms and Conditions:

1. Exhibitors will indemnify, defend, and hold Show Management and its contractors, show hosts, sponsors, and cosponsors, and the Hartford Convention Center harmless from any claims, losses, expenses, (including attorneys' fees) and liability arising in connection with the AE&BE EAST meeting being held at the Hartford Convention Center, Hartford, CT, November 8-10, 2010. Exhibitor agrees to make no claims whatsoever for loss, theft, damage, destruction of goods; nor for any injury to himself or employees while in the exposition quarters; nor for any damage of any nature, including damage to his business, nor for any loss resulting from labor disputes, acts of God or nature, or any action of any nature of Show Management. Force Majeure: In the event the Exhibit Hall or any part of the exhibit area thereof is unavailable whether for the entire event, or a portion of the event as a result of wind, fire, flood, tempest, act of God or nature, or any other such cause or as a result of governmental intervention, malicious damage, acts of war, acts of terrorism, strike, lockout, labor dispute, riot or any other cause or agency over which Show Management has no control, or should Management decide that because of any such cause it is necessary to cancel, postpone, or re-site this show, Show Management, Host, and Sponsors shall not be liable to indemnify or reimburse the Exhibitor in any respect of any damage or loss, direct or indirect, arising as a result thereof.

2. Cancellation and refund policy:

- (a) Exhibitor agrees to notify Show Management in writing if it needs to change its booth size, change its company listing and/or contact information, as well as if it needs to cancel out of the show.
- (b) Written cancellation received by Show Management by May 7, 2010, a refund of 50% of total amount paid will be honored.
- (c) Written cancellation received after May 7, 2010, there is no refund available.

3. Exhibitors are advised to carry floater insurance to cover their exhibit material against damage and loss and public liability insurance to cover against injury to the Exhibitor, its staff, and to injury to others.

4. In island spaces with aisles on all four sides, overhead panels or "bridge type" construction may be permitted. No exhibit shall be permitted to interfere with a neighboring exhibit. Island exhibits must not include a back wall that blocks visibility of neighboring booths. In-line booth side-dividers of a height in excess of 36" must not extend further than three (3) feet out from the back wall. Booth walls or equipment displayed must not exceed eight (8) feet in height. Any exceptions must first be approved by Show Management. Exposed/unsightly portions of booth may be ordered "masked" by Show Management — the expense for which is the sole responsibility of the Exhibitor. Carpeting of exhibit space is required. Show Management retains the right to change the expo floorplan and Exhibitor's booth location without prior notice.

5. All exhibits must be set up by 5:00 pm the evening prior to the opening of the show. Booth space not set up and claimed by night of November 8, 2010, may be forfeited to Show Management at its discretion.

6. Regulations and Compliance: No explosives, fuel, combustibles, or hazardous materials, decorative materials not fireproof nor flameproof, or any materials or substances deemed hazardous under applicable fire regulations may be brought into the Exhibit Hall. Exhibitor must observe all union regulations in force in the Exhibit Hall and use qualified personnel for services. All Exhibitor's electrical, pneumatic, and hydraulic equipment must meet requirements of all applicable electrical and safety codes.