

2011 National Weatherization Training Conference

December 12-15, 2011
NEW ORLEANS, LOUISIANA



EXHIBITOR CONTRACT

Company/Agency Name: _____

Please submit company name with proper capitalization and spacing, EXACTLY as it should appear on all published conference materials.

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Web site: _____ Email: _____

Contact Person for Exhibitor Arrangements: _____

Tel: _____ Fax: _____ Mobile Phone: _____

Signature: _____

We agree to abide by the terms of this Exhibit Space Application and Contract, including but not limited to the Official Rules and Regulations Governing Exhibits that have been provided (see reverse).

Signature signifies receipt of these documents and acceptance of all terms, rates and conditions specified for exhibit participation.

BOOTH SIZE: All Booths are 10' x 10', or multiples thereof.

BOOTH RATE: Standard Exhibitor: \$2,000 **Booth price includes two (2) full conference registrations.**

SPONSORSHIP: Gold: \$10,000 Silver: \$5,000 Bronze: \$3,000

DEMONSTRATION: We would like to do a Demonstration during Tech Fair.

PAYMENT: A \$500.00 per booth non-refundable deposit is due with application with the remaining balance due Friday, November 4, 2011.

Applicants may also submit full payment at time of application.

\$ _____ Amount to be charged at this time (US funds only)

BOOTH SELECTION: All booths are assigned on a first-come, first-served basis determined by the date that the contract and deposit are received. No booth assignments will be confirmed before receipt of \$500 non-refundable deposit. Every effort will be made to assign exhibitors one of their stated preferences in booth locations; however, we cannot guarantee the preferred locations will be available. Registering and paying early will increase the possibility of getting a preferred location. Should all of exhibitor's preferred locations be assigned, space will be assigned from available locations. See floor plan for your booth selection.

Number of booths desired: _____

BOOTH CHOICES: Select preferred 6 choices for single or multiple booths. If more than one booth is desired, enter all booth numbers.

1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____

List products/services you offer (use additional paper if needed) _____

List products/firms you **DO** wish to be located next to: _____

List products/firms you do **NOT** wish to be located next to: _____

We have exhibited/sponsored at a U.S. Department of Energy National Weatherization Training Conference in the past. If so, what year(s)?

We have exhibited/sponsored at a U.S. Department of Energy Regional Weatherization Training Conference in the past. If so, what year(s)?

METHODS OF REGISTRATION & PAYMENT

NOTE: Deposit or full payment must accompany this form or your registration and booth selection cannot be confirmed.

FAX: Complete this form, fill in your credit card information below, and fax this form to the Conference at 202-331-0111.

Credit Card Type: Amex Visa MasterCard Discover

Card Holder's Name: _____

Card Number: _____ Exp. Date: _____

Signature: _____

MAIL: Complete this form and mail with payment to:

2011 National Weatherization Training Conference
2025 M St., NW, Suite 800
Washington, DC 20036

Make check payable to: "Sentech, Inc."



OFFICIAL RULES & REGULATIONS GOVERNING EXHIBITS

The 2011 National Weatherization Training Conference is presented by the U.S. Department of Energy's Energy Efficiency and Renewable Energy Office of Weatherization and Intergovernmental Program (Sponsor). The following rules and regulations will apply:

1. ASSIGNMENT OF BOOTH SPACE All booth requests will be handled on a first-come, first-served basis by the date and time of receipt of contract and \$500 non-refundable deposit payment. No booth assignments will be confirmed until Management receives \$500 non-refundable deposit. Every effort will be made by Management to assign the exhibitor one of its stated preferences in booth locations; however, Management cannot guarantee the preferred locations will be available. Registering and paying early will increase the possibility of exhibitor receiving a preferred location. Should all exhibitor's preferred locations be assigned, Management reserves the right to assign exhibit booth space from available locations. The Sponsor and Management further reserve the right to deny registration, without recourse, to any prospective exhibitors they deem are not in the best interest of the event as a whole.

2. PRODUCTS AND SERVICES All 2011 National Weatherization & Training Conference exhibitors/sponsors should provide products and services that assist the Weatherization Network. Sponsor and Management does not endorse, guarantee, warrant, or recommend any products or services provided by our exhibitors and/or sponsors.

3. BOOTH CANCELLATION OR REDUCTION REFUNDS A \$500 non-refundable deposit must accompany completed application with the remaining balance due Friday, November 4, 2011. If assigned space is cancelled or reduced by exhibitor the deposit fee of \$500 will be assessed. If assigned space is cancelled or reduced by exhibitor after October 3, 2011, all fees paid will be retained. Any exhibitor who contracts and pays for exhibition space after November 4, 2011 will receive no refund for the cancellation or reduction of space, and/or full payment will still be due.

4. SUBLETTING OR SHARING SPACE Exhibitor may not assign, sublet, or apportion to others, the whole or any part of the space allotted, and may not advertise or display goods or services other than those produced or sold by exhibitor in the regular course of its business. However, exhibitor may use equipment or products of another exhibitor or vendor in its booth(s) for the purpose of better presentation of exhibitor's own products.

5. INSTALLATION OF EXHIBITS Installation of exhibits at the New Orleans Convention Center is on Monday, December 12, 2011. If exhibitor will be delayed in setting up its booth(s), exhibitor must contact the Management staff immediately to make other arrangements. Exhibitor must be fully operational by 1:30 p.m. on Monday, December 12, 2011. Any space contracted for and not occupied by 1:30 p.m. on Monday, December 12, 2011, with no prior notice being given to Management is subject to forfeiture of fees and use of the space by the exhibitor, and may be resold or reassigned at the discretion of Management and the Sponsor.

6. REMOVAL OF EXHIBITS All exhibits will close at 1:00 p.m. on Wednesday, December 14, 2011. Move out will begin at 1:00 p.m. on Wednesday, December 14, 2011. For safety reasons, as well as to maintain a professional and courteous atmosphere, no exhibitors will close or leave their booths prior to this time. Exhibitor must surrender the occupied booth space in the same condition it was prior to occupation. Exhibitor will make arrangements for the removal of equipment, crates, and materials from the exhibit area according to instructions in the Exhibitor Service Kit. All exhibits must be dismantled and removed by 5:00 p.m. on Wednesday, December 14, 2011.

7. CONTRACTOR SERVICES Exhibitor Service Kits will be mailed within 10 working days after contract and \$500 non-refundable deposit have been received. Management and the Sponsor have designated GES as the official exposition services contractor. At the Exhibitor's expense, GES will provide all show services, material and equipment, other than material and equipment owned by exhibitor, to be used in the exhibit space.

8. BOOTH CONSTRUCTION AND ARRANGEMENT Booths will have an 8' background drape and 42" side divider drapes, draped table, 9' x 10' carpeting, 2 chairs, wastebasket, and 7" high by 44" long ID sign as standard provisions. Electric service, phone connections, or other services and equipment can be ordered and paid for by the exhibitor by filling out the appropriate forms in the Exhibitor Service Kit, and sending them to GES. Any last minute needs can be ordered and paid for by the exhibitor through GES Service Desk near exhibition floor. Height restrictions are as follows: inline booth 8', perimeter wall booth 12', and island booth 16'. No exhibition equipment or material can extend above the stated restrictions so as not to cause a distraction for adjoining booths. Placement of exhibition equipment must not block the visibility of neighboring exhibitors. Aisles must not be used for exhibit space or standing room. This will be strictly enforced. All exhibits must be done in a professional manner that will not detract from the exhibition. Only quality display equipment and materials should be used, with all surfaces and edges having a finished appearance. All displays and exhibits must conform to local building and fire department codes and regulations. Management will inspect booths to ensure displays meet acceptable specifications. At Management's discretion and determination, any booths requiring changes must be corrected immediately at the exhibitor's expense. Exhibitor must maintain, clean, and keep its exhibits and contracted space in good order.

9. PROTECTION OF NEW ORLEANS CONVENTION CENTER PROPERTY Nothing shall be pasted, tacked, nailed, screwed, or otherwise affixed to columns, walls, floors, ceilings, or other parts of building or furniture. If the premises are defaced or damaged due to acts of negligence or non-compliance by the exhibitor, its agents, contractors, haulers, rigger or guests, the exhibitor shall pay the New Orleans Convention Center for incurred damages to the New Orleans Convention Center property.

10. FIRE REGULATIONS AND LOCAL LAW Exhibitor must comply with all New Orleans Convention Center, New Orleans and/or the City of New Orleans safety and fire codes. All electrical installations, equipment and wiring must comply with the latest National and Local Electrical Codes.

11. EXHIBITOR CONDUCT AND APPEARANCE All employees and agents of the exhibitors must register at the Registration Desk and must display their badges at all times. Only persons with badges will be allowed access to the exhibit area. An exhibitor's representative must be in the booth during all the operating hours that the Exposition is open. Representatives will have a professional appearance and will provide suitable assistance to conference attendees to explain exhibitor's products, services and programs. While on the exhibition floor, exhibitor's representatives are to conduct themselves in a manner commensurate with acceptable public behavior. At Management's discretion, any exhibitor who is deemed out of order will be required to leave the exhibit area. All exhibitor activities must be confined to its contracted space. Audiovisual, sound, and attention-getting devices and effects will be permitted only in those locations and in such intensity that, in the opinion of Management, do not interfere with the activities of neighboring exhibitors. Operational demonstration equipment must not create noise levels or distractions objectionable to neighboring exhibitors. No smoking shall be allowed in the exhibition area.

12. LIMITATION OF USE OF RECORDED OR LIVE MUSIC Exhibitor understands and agrees that it will not play, present, perform, or cause to be played, presented, or performed any live or recorded music at the Conference other than music that is original or exhibitor owned. Only if exhibitor has written permission and has paid the required royalties for the use of non-original recorded or live music will such music be permitted in the exhibition area. Any violation of this law may cause the immediate cancellation of your booth contract and removal of your exhibit from the floor.

13. SECURITY AND INSURANCE Guard service will be provided in the exhibition area. Exhibitor is encouraged not to leave valuables in their booth. Exhibitor is solely responsible for the loss or damage of its goods, materials, displays, and equipment. Exhibitor is responsible for providing adequate insurance coverage to include, but not limited to, damage to personal property, damage to the New Orleans Convention Center building or property, injury to persons, public liability, water, storm, and strikes.

14. LIABILITY Exhibitor hereby releases Management, the Sponsor, New Orleans Convention Center, GES, and their agents, contractors, and employees from any and all claims, demands, causes of action or liability of any kind for injury or damages to persons or property that we may now or in the future have, known or unknown, arising directly or indirectly out of attendance at or participation in 2011 National Weatherization Training Conference. Exhibitor further agrees to indemnify and defend Management, the Sponsor, New Orleans Convention Center, GES, and their agents, contractors, and employees and hold them harmless, no matter what the cause or claim, from and against any lawsuits, claims, actions or causes of action, arising out of, or in connection with, this waiver of liability or its participation in 2011 National Weatherization Training Conference. This obligation includes, but is not limited to, the cost of defense, payment of any judgments and payment of any expenses for attorneys' fees and other costs which may be incurred by Management, the Sponsor, New Orleans Convention Center, GES, and their agents, contractors, and employees. Neither Management, the Sponsor, New Orleans Convention Center, GES and their agents, contractors and employees shall be liable for injuries to any person or for damage to property owned or controlled by exhibitor. In case any part of the exhibit area is destroyed or damaged, preventing Management, the Sponsor, New Orleans Convention Center, GES from permitting an exhibitor to occupy assigned space, securing any part or the whole of the set up or exhibition period, or in case occupancy of assigned space during any part or the whole of the set up or exhibition period is prevented by strikes, acts of God, national emergency or other causes only for the period space was or could have been occupied by the exhibitor, the exhibitor hereby waives any claim against Management, the Sponsor, New Orleans Convention Center, GES, and their agents, contractors and employees for losses or damages that may arise in consequence of such liabilities to occupy assigned space.

15. VIOLATIONS Violation of any of these regulations on the part of the exhibitor or the employees or agents of the exhibitor shall, at the discretion of Management, annul the right to occupy exhibit space, and such exhibitor shall forfeit to Management all fees paid. Upon evidence of a violation of regulations, Management may take possession of the space occupied by the exhibitor and may have all persons and goods removed at the exhibitor's risk and cost. The exhibitor shall pay all such expenses and all damages that Management may incur and shall forfeit all fees paid or due Management on account thereof. The exhibitor waives any right to service or written notice of Management's intention to terminate this agreement and repossess space occupied by the exhibitor.

16. GENERAL Exhibitor agrees to be bound by the terms of this Contract, as well as the Official Rules and Regulations Governing Exhibits for the Exhibition, which are incorporated into this Contract by reference. All matters not covered by the regulations are subject to the decision of Management. Management may amend these regulations at any time and all amendments shall be equally binding on all parties affected by them as are the original regulations. All provisions of this agreement are severable. If any provision or portion thereof is determined to be unenforceable by a court of competent jurisdiction, then the rest of the agreement shall remain in full effect.