



## Exhibitor Prospectus: Rules and Conditions

### Content/Composition of exhibits

Exhibits can consist of any equipment, merchandise or service of interest to electric utility officials and personnel. FMEA reserves the right to decline and prohibit any exhibit or any part of an exhibit which, in FMEA's opinion, is not proper. Both FMEA and the hotel reserve the right to limit the size and weight of equipment.

### Space assignments

Every effort will be made by FMEA to assign the exhibitor's first choice of space. Space is assigned on a first-come, first-serve basis, and exhibitors must specify first, second and third choices. FMEA reserves the right to relocate table assignments or redesign the exhibit area, if necessary, in order to make optimal use of space and/or to meet any requirements for Florida's fire code.

### Special materials

Extra materials ordered by exhibitors shall conform to the exhibit hall's and the decorator's specifications.

### Music

Exhibitors are prohibited from playing live or recorded music at tables.

### Table exclusions

The table rental fee includes a table and two chairs, it **DOES NOT** include electrical service, extra furniture, telephone service, Internet connectivity or freight shipping.

### Program listing

All exhibiting companies that have reserved space and paid their fees in full by October 20, 2017, will be listed in the Conference and Trade Show Program.

### Federal Tax ID

Florida Municipal Electric Association  
59-1267173

### Table fees for November 8-9, 2017

	Associate Member	Non-Member
1 Table	\$500	\$700
2 Tables	\$750	\$1,000
3 or more Tables	\$950	\$1,150

### Terms of contract

The contract must be accompanied by payment for the full amount of the table(s) cost. Exhibitors should complete the entire contract, including registration sections. In order for your representatives to receive an exhibitor's badge, it is important you notify the exhibit coordinator of any changes in attendees. Cancellations and refund requests must be in writing, will only be accepted until October 20, 2017, and are subject to a 15% processing fee.

### Liability and security

Neither FMEA, the table decorator, nor the management of the hotel, shall be responsible for the safety of the property of the exhibitors, nor for loss or damage by fire, accident, theft or other causes. Exhibitors who desire to insure their goods must do so at their own expense.

### Exhibit hours and table attendance

It is imperative tables be properly staffed during posted hours. To reduce aisle congestion and encourage delegate interaction, FMEA recommends no more than two representatives staff the table at any time. Table hours are subject to modification prior to the Conference to adapt to any necessary changes in Conference session times; however, all exhibitors will receive adequate notice should this be necessary.

**SETUP:** The exhibit hall will be available for set-up at **2:00 pm** on Wednesday, November 8.

All exhibits must be in place and fully staffed by 3:45 pm for **opening at 4:00 pm**. Exhibitors may confer with clients beyond the official exhibit hours except during scheduled Conference Program times.

**TAKE DOWN:** All exhibits must be taken down by **10 am** on Thursday, November 9.