

Clean Energy Workforce Education Conference

Trends and Best Practices for
Renewable Energy and Energy Efficiency

EXHIBITOR PROSPECTUS

Conference & Exhibition: November 14-15, 2012

Why Exhibit?

The Clean Energy Workforce Education Conference (CEWEC) brings together innovative green workforce trainers, and offers the most current information on instructional strategies, curricula development, credentialing, and best practices for training in the renewable energy and energy efficiency fields.

This conference provides you with the opportunity to showcase your company or organization to instructors, educational centers, and industry experts. Improve your visibility in this increasingly competitive market — more than 500 renewable energy and energy efficiency educators are expected to attend.

Exhibit booths are available in limited quantity, and space will be allocated on a first come, first served basis. Don't let this unique opportunity pass you by!

*More than 500 renewable energy
and energy efficiency educators
are expected to attend.*

www.cewec.org

Registration/Badges

Each exhibiting company will receive one [1] complimentary badge for each 6' x 8' exhibit space purchased. An exhibitor badge is valid for admission to the Exhibit Gallery and conference sessions only. Workshops held on Tuesday, November 13, 2012 are subject to an additional charge.



Exhibit Schedule/ Fees/Policies

Tuesday, November 13, 2012

Exhibitor Move-In

12 – 5 p.m.*

* All exhibit installation must be completed by 7:30 a.m., Wednesday, November 14.

Wednesday, November 14, 2012

Exhibit Gallery Open

10 a.m. – 5 p.m.

Thursday, November 15, 2012

Exhibit Gallery Open

10 a.m. – 3:30 p.m.

Exhibit Area Closes 3:30 p.m.**

** No packaging of equipment, literature, etc. will be permitted prior to 1:30 p.m. All exhibits must be packed by 5 p.m.

Cost of Exhibit Space

Booth package includes:

One (1) 6' x 8' display space

One (1) 6' x 30" skirted table with two chairs

Listing in the Final Program Guide

One (1) Exhibit Gallery and conference session access badge for booth personnel

Private Sector..... \$1,000

Government Agency/Not-for-Profit..... \$500

Academic Institution..... \$500

Exhibit payment in full is due by October 1, 2012.

Cancellations, received in writing, on or before

August 31, 2012 will be subject to a 30%

administrative fee. Cancellations, received in

writing, after August 31, 2012 will forfeit entire fee.

Exhibit Guidelines

To exhibit, all organizations must be approved by conference organizers. All applications will be evaluated on the basis of the contribution to clean energy workforce education, and allocated booth space upon approval.

Usage of Exhibit Space

Representation

Exhibitor representatives, their agents, and consultants shall abide by and observe all laws, rules, regulations (including safety), and ordinances of the Conference Organizers and The Albany Marriott.

All exhibitor representatives, their agents, and consultants must maintain a professional appearance and conduct themselves in a professional manner while in the Exhibit Gallery or any other conference function(s).

Additional Services

Exhibitors are responsible for pre- or post-exhibit storage (not available in hotel), material handling, decoration, special lighting, security services (available at a charge upon request), labor required to install, erect, drape or decorate exhibits or the exhibit area, and to move exhibit, and cleaning of interior booth space (available at nominal charge).

Music, Videotapes, and Posters/Pictures

Exhibitor must obtain requisite copyright licenses from appropriate organizations. All audio equipment must be regulated so that it does not disturb neighboring exhibits. Conference organizers reserve the right to determine what is appropriate as it pertains to audio equipment volume. Violation of any rules and regulation may lead to an immediate shutdown of the exhibitor's booth. No monetary adjustments will be made for exhibit shutdowns.

Exhibit Guidelines continued

Subletting of Exhibit Space

The sharing or subleasing of booth space is not permitted. There may only be one approved exhibitor/company represented in an assigned exhibit space. All signs, advertisements, publications, materials, products, and representatives' badges must reflect the name of the contracted exhibiting company. Any violation of these regulations, without prior written consent of the organizers, may result in an immediate shutdown and removal of the exhibit and materials.

Responsibility

Exhibitor assumes responsibility and agrees to indemnify and defend the Conference Organizers and The Albany Marriott, and the Hotel's Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents against any claims or expenses arising out of the use of the exhibition premises.

Exhibitor shall assume responsibility for any claims arising out of the use of the exhibition premises of The Albany Marriott. In this regard, the Exhibitor agrees to indemnify and defend the Conference Organizers, Hotel and its Owners, agents and employees against any claims or expenses arising out of the use of the exhibition premises.

Insurance

The Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Conference Organizers indemnity. Such insurance shall be in the amount of not less than \$1,000,000 combined single limit for personal injury and property damage.

The Conference Organizers, The Albany Marriott and each of such entities' owners, subsidiaries and affiliates shall be named as additional insureds on such policy, and Exhibitor shall supply the Conference Organizer with Certificates of Insurance at least 30 days prior to the use of the exhibition premises.

Selling

To assist companies with maximizing their exhibiting opportunity, exhibitors will be allowed to sell their products/services in the exhibition area. The exchange of checks and credit cards for a product or service is allowed. Every transaction must be accompanied by a receipt for the purchaser. For security reasons, cash transactions are discouraged. It is the exhibitor's responsibility to acquire any necessary licenses, permits, and/or identification numbers required by the local government to sell their products/services.



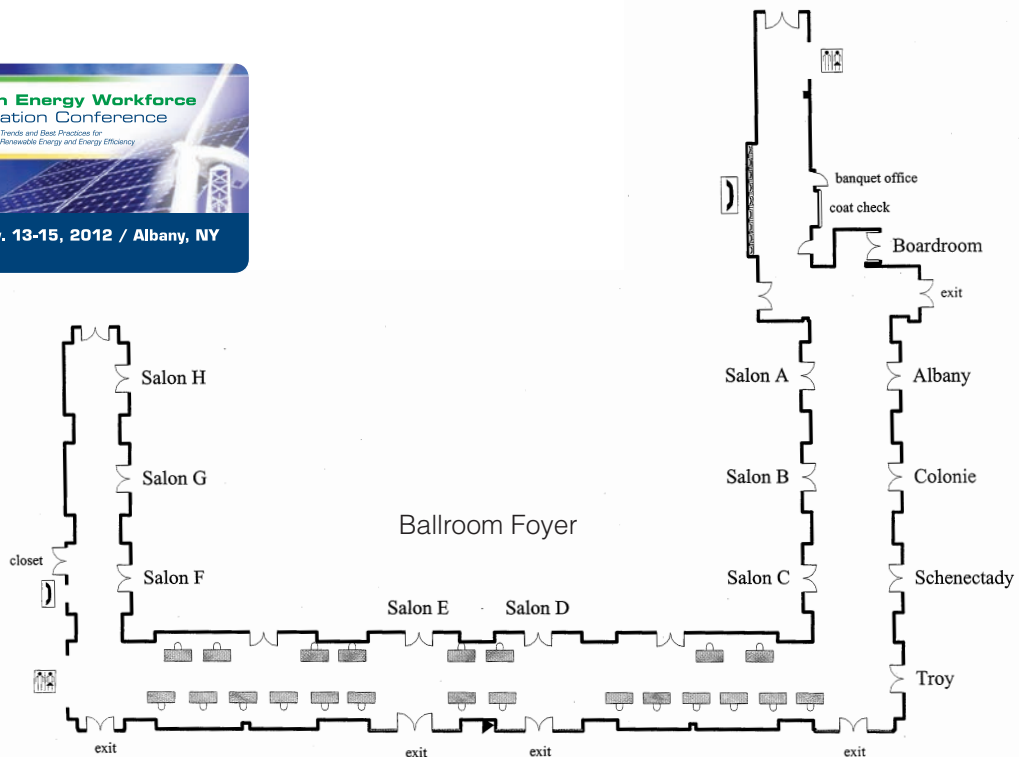
Hotel Information

This conference will be held at The **Albany Marriott** located at 189 Wolf Road in Albany, NY, 12205, conveniently located just 5 minutes from Albany International Airport. The group rate is \$125 single/double per night plus applicable taxes, currently 14%.

Hotel rates are guaranteed through October 23, 2012 unless the room block sells out earlier. We strongly recommend that you reserve at your earliest convenience to avoid availability issues and/or being charged a prevailing rate. To book your reservation, call **800-443-8952**. For online reservations, [click here](#).



Exhibit Layout



CLEAN ENERGY WORKFORCE EDUCATION CONFERENCE

Conference and Exhibition: November 14-15, 2012

www.cewec.org

Exhibit Application & Contract

Please type or print all information legibly to avoid a delay in processing.

Company or Organization: _____

Booth Contact: _____

All exhibit material will be forwarded to this individual

Mailing Address: _____

Please do not use P.O. Boxes

City, State Zip: _____

Telephone Number: (_____) _____ - _____ Extension _____

Email Address: _____ @ _____ . _____

Onsite Contact: _____

This individual will receive the complimentary badge.

Emergency Contact Name & Phone # for Onsite Contact:

Exhibit Space

Display Space in the Gallery

Includes:

- One (1) 6' x 8' display space
- One (1) 6' x 30" skirted table with two chairs
- Listing in the Final Program Guide with company description and logo
- One (1) Exhibit Gallery and conference session access badge for booth personnel

Private Sector\$1,000

Government Agency / Not for Profit \$500

Academic Institution \$500

Booth Location

Conference organizers will allocate booth space upon contract/application approval. Note: All continental breakfasts and a.m./p.m. breaks will take place in the foyer.

Product/Service Exhibited: _____

CONFERENCE Exhibit Application & Contract continued

Payment

- If paying by check, please make payable to:
Interstate Renewable Energy Council (IREC). IREC tax ID #: 59-2201374
- Mail completed application/contract and payment to:
Meetings Industry Experts, c/o CEWEC, 30 Jay Street, Schenectady, NY 12305
- IREC will accept the following Credit Cards: MasterCard * Visa * American Express

Credit Card Number: _____

Expiration: _____ / _____

Credit Card Billing Address: _____

Authorized Signature: _____

Printed Name: _____

Date: _____

Total Amount to be charged \$ _____

PLEASE MAIL OR FAX THIS FORM ALONG WITH PAYMENT TO: Meeting Industry Experts, c/o CEWEC, 30 Jay Street, Schenectady, NY 12305; Phone: (518) 280-4421; Fax: (518) 280-4286 (if payment by credit card only)

Agreement

We, the undersigned, hereby make application for exhibit space for the 2012 Clean Energy Workforce Education Conference (CEWEC), to be held at The Albany Marriott, Albany, New York.

Exhibition dates are November 14-15, 2012.

I have read the information contained in the CEWEC Exhibitor Prospectus, and with the submission of this application for exhibit space at the 2012 CEWEC, do hereby agree to abide by all requirements set forth in this Exhibitor Prospectus.

Signature: _____

Title: _____

Print Name: _____

Print Title: _____

Date: _____