



EXHIBITOR MANUAL AND CHECKLIST

We thank you for your participation in the Electrical Expo 2008 to be held on March 18-19 at America's Center in St. Louis, Missouri. We want this Expo to be one of the best for you, so if we can assist you in any way, please don't hesitate to call our office, 636/305-6434. This exhibitor information, as well as our checklist, has been enclosed for your review and we hope you will forward it on to others who will be working your booth at the Expo, so they know of all details in advance. We hope this will help you in your planning for Expo 2008! Please call us if you are missing any papers concerning any of the programs, as we have emailed much of the information. We will have information on our website to assist you as well.

IMPORTANT EXPO CONTACT NUMBERS – PLEASE KEEP ON FILE!!

DECORATOR

Paramount Convention Services, 5015 Fyler Avenue, St. Louis, MO 63139

Phone: 314/621-6677 Fax: 314/621-6416 www.paramountcs.com

All decorator kits will be emailed to the contact listed on your company's booth contract in January. For a printed copy of the decorator kit or for decorator, rental and shipping questions, please contact Tom Kelly at tkelly@paramountcs.com or 314/621-6677. Reminder: Only the contact person listed on contract will receive an email from Paramount. If other people from your company need this information, you will need to inform this person to forward this to others within your company.

LOCATION

We are in Hall 3 of the Cervantes Convention Center at America's Center. A standard booth is 10' x 10' and includes one identification sign (44 letters on the 2-line sign), with 8' draped high back wall (blue, yellow and white drapery), 3" high side dividers. Show Management will provide the blue aisle carpet. **Any booth carpet, tables, etc. MUST be ordered.**

TRADE SHOW MANAGEMENT

The Electrical Board, 900 S. Highway Drive, Fenton, Missouri 63026 – 636/305-6434 FAX: 636/305-6430

email: annie@electricalboard.org

Please refer booth space, registration and promotional/general information to Bill Regan at bill@electricalboard.org or call Bill or Annie at 636/305-6434. You may also go to www.electricalboard.org for additional information regarding the Expo.

BADGE REGISTRATION FOR EXHIBITORS

Conexsys will once again handle badge registrations for this Expo, as they have done the previous four shows. Once again this year, instead of sending your exhibitor badge information to EBMI, you will need to register online prior to March 7th. After this time, all other booth personnel will be handled at the America's Center, since Conexsys will be arriving in St. Louis the weekend before the show.

- 1) You will use the following website to register all booth personnel: www.electricalboard.org
- 2) **(Expo link will not be established before MID-January.)**
- 3) Go to Expo Registration, under Electrical Expo 2008, click on exhibitor and find your company and follow instructions once your company has been selected. If your company is NOT listed, please email annie@electricalboard.org immediately.
- 4) Please enter all names exactly as you want shown on the badges.

TENTATIVE SCHEDULE

Exhibitor Set-up and Show Hour Information:

Setup Dates

Monday, March 17, 2008 – 12:00 noon-4:30 p.m. *

***Outside doors will be locked at 4:00 p.m.**, but you can continue working on your booths until 7:00 p.m., if needed.

Lights will be turned off at 7:00 p.m. A security guard will be posted at overhead **door 3A (tentative door for move-in now)** until 7:00 p.m. You cannot unload a car in the overhead area, but can carry things in through the door if needed. The distributor sponsors are hiring material handlers to assist with unloading small literature boxes and delivering them to your booth during regular hours above. This does NOT include booth display or equipment – only smaller boxes that can be hand-carried!!

Tuesday, March 18, 2008 – 8:00 a.m.-11:00 a.m.

(If not set up by 11:00 a.m. on March 18th, the decorator will install your booth and installation charges will be invoiced to your company.)

Move-out begins:

Wednesday-March 19, 2008 – Dismantling of booth cannot begin until **8:15 p.m.**, and you may continue until 11:00 p.m. Overhead doors will NOT open until 8:30 p.m.

Please make sure you secure all items before leaving on Wednesday, as the decorator will be dismantling all booths at this time. Items not secured will be shifted in order for the decorator to break down booths, so it's best if you secure or take most items on Wednesday evening, so you maintain control of all booth items. EBMI is not responsible for any items left in booths during move-out.

Final Move-Out date:

Thursday-March 20, 2008 – 8:00 a.m.-10:00 a.m. Because of move-in for other shows, you must have your booth completely dismantled by this time on Thursday. Please make sure you make these arrangements, especially if you have cars or vans in the show area. If the decorator has to do this, you will be charged their fees, so please come BY 8:00 A.M. TO REMOVE YOUR VEHICLES OR BOOTHS.

Show Hours are as follows:

Tuesday – March 18, 2008 – 2:00 p.m. – 8:00 p.m.

Wednesday – March 19, 2008 – 11:00 a.m. – 8:00 p.m.

Checklist for EBMI Exhibitors in Expo 2008

We hope this checklist will allow you to complete all the necessary steps to ensure that this Expo is very successful for you and your company. To make it convenient for you, we have provided a month-to-month outline so you will make sure to have completed all the necessary steps when planning for your booth. It also gives you an idea of final deadlines for many activities planned for Expo 2008. Please forward this information to anyone from your company who will be participating in Expo 2008, in order to assist them in the planning of your booth.

JANUARY

- ❑ Read all rules and regulations on back of contract - gives you information on set-up and breakdown times and dates, shipping and storage information, etc. These are also available at EBMI's website: www.electricalboard.org
- ❑ Once you receive your Paramount Exhibitor Service Kit, please go over the details very carefully. If you have any questions concerning labor costs for the exhibit you are planning to ship or if you have a large piece of equipment, please call Paramount Convention Services, 314/621- 6677. It is best to ask all questions PRIOR to the Expo so you will have a better idea for budgeting concerns, and will know the best options regarding freight being delivered to your booth to avoid additional costs at the Expo. Information on show hours, shipping information, electricity, costs for delivery of booth items, etc. is contained in this exhibitor service kit. Please review this in January and direct your questions to Paramount or Edlen for electrical. (This will be emailed the week of January 7th!)
- ❑ Hotel room confirmed (if necessary) – ROOMS WILL BE RELEASED ON FEBRUARY 13, 2008, so DO NOT DELAY in making your reservations. **Please note: The NCAA Wrestling will be held in St. Louis that week, so hotel rooms may be booked early for their event. Please book your room EARLY to avoid any problems. They will only be held until a month ahead and prices will increase after this time!!!** The America's Center is located in downtown St. Louis, so you may want to make sure your hotel is located close to the America's Center (or to Edward Jones Dome, which is a part of America's Center.) You may be able to reserve rooms after this date, but they will be at the regular rates, based on availability.

Hotels that have blocked out rooms -- ONLY UNTIL 2-13-08 and with NCAA Wrestling in town that week – make sure to book your room early!

Drury Inn & Suites, St. Louis Convention Center, 711 North Broadway, 63102 - 1/800-325-0720

The Drury Inn & Suites is close to the Convention Center, and closest to the entrance of Hall 3. You will have to walk a block or two to the entrance of the Convention Center. Please ask for the **"Electrical Expo" Rate for the Drury, which is \$99 for single or double/\$100 for triple/quad, PLUS 14.99% tax.** This does include a hot quickstart breakfast and evening beverages and snacks from 5:30-7:00 p.m. (Monday-Thursday). Parking garage is on the 1ST and 2nd Floors of the hotel and is included in the cost. All guests will need keys for access to hotel floors. To view the hotel amenities, please go to www.druryhotels.com and click on St. Louis Convention Center – Drury Hotels. There are a limited number of rooms available.

Holiday Inn Select Downtown/Convention Center, 811 N. Ninth St., St. Louis, MO 63101 – 314/421-4000

PLEASE NOTE: There is NO back entrance leading from the hotel into the exhibitor hall.** So, if you reserve with the Holiday Inn, please note that **you will have to walk about 3 long blocks around to the entrance of the Convention Center and another walk down to Hall 3.** The Holiday Inn does have shuttles that can take you to the entrance of the America's Center, but this depends on availability. Shuttles are available within a 5 mile radius. *Our doors in the back are ONLY open for exhibitors during MOVE IN/MOVE OUT on 9th Street on March 17th and 20th. Security personnel will NOT allow you to use the 9th Street doors to gain entrance on March 18 and 19th!!!** This is at the EBMI's request to keep

your booth items secure before, during and after the show (except at move-out late on the 19th), so we ask for your patience in walking to the main entrance of the America's Center. By having everyone come through the main entrance, we can assure that only exhibitors are in the show during pre-show hours. PLEASE MAKE SURE IF YOU ARE MAKING RESERVATIONS FOR OTHERS IN YOUR COMPANY THAT ALL BOOTH PERSONNEL KNOW THIS IN ADVANCE!!!

Please ask for the "**The Electrical Board**" Expo '08 rate of \$94/night, PLUS 14.991% tax. (There are two Holiday Inns downtown so please make sure you reserve at this hotel.) There are only a certain number of rooms reserved, so do not delay in making your reservations early. They do have a surface lot and parking garage across the street from the hotel. The parking fee is included in your room rate. There are NO shuttles to the hotel from the airport. This hotel is located to the west of the Convention Center. They have blocked rooms for our exhibitors. This is a full service hotel (9th Street Bar and Grill, Garden Court Café and 24-hour business center with internet access). They do not require keys for access to hotel floors. For more details about this hotel, please click on www.hiselect.com/stl-downtown. Hotel policy requires a credit card imprint or cash deposit upon check-in. This rate does NOT include breakfast.

Other available downtown hotels, but do NOT have rooms blocked out for Expo 2008.

Renaissance Grand Hotel, 800 Washington Avenue, 63101 – 314/621-9600

This 900-room hotel is part of Marriott International and is conveniently located across the street from the front entrance of the Convention Center. There is a long walk to Hall 3 from the entrance. We are not blocking out any rooms with them, but feel free to call them if you wish to make reservations. Room rates were quoted at \$139-\$229/night. For more information, please go to their website: www.renaissancehotels.com. There is also a Renaissance Grand Suites Hotel located across the street from the Grand Hotel, and their prices range from \$169-\$239/night.

For more information on St. Louis Hotels, maps, etc., visit the St. Louis Convention and Visitors Bureau website: www.explorestlouis.com.

- Please verify that any divisions from your company who plan to participate in the Expo have sent in their contracts. Please let EBMI know IN ADVANCE to ensure that all your booths will be assigned to ONE area.
- Called EBMI, 636/305-6434 alerting them of any special needs for booth (i.e., use of van as booth, noisy equipment, etc.) ***** VERY IMPORTANT THAT YOU LET THEM KNOW OF ANY SPECIAL NEEDS AS SOON AS POSSIBLE!
- Decorator order forms will be emailed to all exhibitors in January.
- Entry form for "New Product Awards" (see copy on www.electricalboard.org) ONLY TWO PRODUCTS PER BOOTH MAY BE ENTERED!!!
Date New Products Brochure was mailed to EBMI: _____
Deadline for inclusion of New Products in Pre-Show Promotional Brochure: 1/8/08.

Final Deadline for inclusion of Pre-Show Promotional Brochure: January 8, 2008. (This was previously emailed.)

Final deadline for entering New Products Awards: February 13, 2008

New Products Awards applications will be accepted until this time, but please know they will not be in show promotion issue unless received before 1/8/08!

- Sent contract to participate in **Architects/Engineers "Step Forward" Program**. This is OPTIONAL for all exhibitors and does require an additional payment of \$400.00. For additional information on being a participant for this program, please view EBMI's website www.electricalboard.org or call EBMI, 636/306-6434. PRE-SHOW DEADLINE: January 8, 2008, **Contract submittal to sponsor this program must be received before January 8, 2008 in order to have your company listed as an Architect/Engineers "Step Forward" Program participant in our Pre- Show brochure. Finald Deadline: February 1st!**
- Conexys lead retrieval. All badges will be barcoded, which allows easy access using the scanner provided by Conexys. **There is an additional fee for this service**, but it will save you much time. You will be able to follow your Expo leads quicker. It is OPTIONAL. Please review the exhibitor link on EBMI's website: www.electricalboard.org.
(Link will NOT be available until mid-JANUARY!!!!) To order Conexsys scanners, **which is an additional fee**, you will be asked to submit contract form in February. All information will be emailed at this time. You will save

money by ordering these scanners in advance. Order forms will be available on the website under exhibitors after mid-January.

Booth sign information.

You MUST include the booth sign information on your contract.

We will assume that no sign is needed if this information was not included on the EBMI contract. If information was included on your contract, then your sign will be printed for you at the Expo, exactly as you have shown on contract. If two of your manufacturers are sharing 1 booth, you still will only receive one two-line sign, so please include only 1 line for each of these manufacturers on the contract, even though you have to complete a contract for each manufacturer.

- EBMI's Expo Committee began in May, 2007 to prepare seminars for this big event. By providing such seminars, we attract contractors, engineers, architects, industrials, distributors and others in the industry and enhance the educational value of visiting the Expo. These seminars help to increase the customers YOU want to see!!! Over 450 attended the National Electrical Code Seminar in 2005, and we expect we will have even more this Expo. In addition, we will have 13 other seminars during the two days, and are working with specific seminars targeted to engineers and architects.

Your help is needed by providing your customers with a complete listing of seminar brochures, tickets, posters, etc. EBMI sends out mailings to thousands of individuals, but it is through our exhibitors that we are able to reach even more attendees. Please make sure you complete the order form for tickets, seminars and fax it to EBMI by February 11th. This will allow enough time for you to send out your own mailing, emails (we do have ticket on emailable form), to promote attendance. Or you can list our website, www.electricalboard.org and have them click on Electrical Expo 2008 link. They can then go to Conexsys link and register for seminars and/or Expo attendance only on-line. By continuing to plug the Expo on your emails to customers, it's a great way to reach many potential attendees.

Date faxed/mailed to EBMI: _____ Date received items: _____ (Items will be available after January 27th.)

- Make reservations for Industry Luncheon on March 18, 2008. (More information will be provided to you at a later date). This luncheon will be held at 11:30 a.m. at America's Center to "kick-off" the Expo. The luncheon cost is \$40 ticket. Bill Dampf, "Let's Talk Success" Presentations will be our featured speaker. We feel that his presentation will be very timely and informative for all exhibitors and attendees. The ribbon cutting ceremony, which opens Expo '08 is scheduled for 2:00 p.m. **We recommend that you be at your booth by 1:30 pm.**, just in case the luncheon ends earlier than expected. It is difficult to control this. THE LUNCHEON TICKET IS A SEPARATE COST, NOT INCLUDED IN BOOTH COST. Please make your reservations prior to February 17, 2008. For more information on this luncheon, contact EBMI, 636/305-6434 or email annie@electricalboard.org. Tables of 8, 9 or 10 can be reserved as well as individual tickets.

- Verify that your company has placed their orders for booth carpet, tables, chairs, etc. with Paramount PRIOR TO March 1, 2008 if possible. March 3rd is their deadline date for ADVANCE rates. You will definitely want to take advantage of these savings by ordering early!!!** (Reminder: Blue AISLE carpeting is provided by show management. Drapery in each booth will consist of blue, yellow and white drapery panels. This may help you when ordering other items for your booth.)

FEBRUARY – MANY ARE FINAL DEADLINES, SO PLEASE MAKE SURE ALL ITEMS HAVE BEEN COMPLETED. THANKS!

- ONLY SEVERAL DAYS LEFT TO RESERVE A ROOM from Drury or Holiday Inn-Select from block of rooms at discounted rates.** These rooms will be released after February 13th, so please make your reservations now. A list of hotels is included under the month of January, along with their websites.
- Make sure that you have confirmed your orders to Paramount for booths. Orders must be placed before March 7th, 2008 to receive discounted rates. Check rate schedule from Paramount and return form, if not yet completed, to them to avoid last minute costs for your company.**

(Reminder: EBMI ONLY PROVIDES 10' X 10' BOOTH, DRAPED BACKDROP (BLUE, WHITE AND YELLOW), SIDERAILS, BLUE AISLE CARPET AND TWO LINE SIGN!! Booth cost does NOT include electricity, carpeting for your booth, tables/chairs, housekeeping, etc.). All electricity, booth carpeting, etc., SHOULD be ordered IN ADVANCE to avoid last minute charges at the Expo.

- Registered on-line with Conexsys for exhibitor badge information form.**

Exhibitor badges:

- 1) All exhibitors MUST be registered on-line to have their booth personnel badges completed in advance. To do so, please go to our website: www.electricalboard.org and then to Expo Registration (which is a link to Conexsys website) under Electrical Expo 2008.
- 2) Advance pre-registration badges will be available for exhibitors beginning March 17th near registration area after 10:00 a.m. NO exhibitor badges will be mailed – only available on-site.
- 3) If they are not registered by **March 7, 2008**, your booth personnel will have to wait in line for badges on-site.
- 4) All booth personnel will need to wear these badges to gain admittance into the exhibit hall from security.
- 5) Please make sure to take ONLY your badge at the Expo or at set-up. If you take all company badges with you inside the hall, then the others following you cannot gain admittance without a badge and will need to have theirs reprinted!
- 6) Please make sure to bring this badge back with you each day, so you will not have to wait in line for a new badge to be reprinted.

PROMOTE THE SHOW TO CUSTOMERS!!

We need your assistance to promote the Expo to all your customers and suppliers. EBMI does send out many mailings to architects, engineers, contractors, industrials, distributors and all segments of the industry. However, it is through our exhibitors that we are able to contact even more possible attendees and we appreciate your help! And it's even easier ... you can list our website on your company emails and ask them to register for the Expo. Make sure to include your booth number so they know where you are located in the Show.

Advanced Shipping: March 10th is the deadline to AVOID 25% SURCHARGE! Read Paramount exhibitor packet closely and make sure all shipping is within the deadline.

If for some reason, your booth was NOT paid in full, please make sure it is paid prior to March 1st. If you need an invoice, please contact Annie, 636/305-6434 immediately.

*******NO BOOTHS WILL BE ALLOWED IN THE SHOW UNLESS FULL PAYMENT HAS BEEN RECEIVED. EBMI DOES ACCEPT MASTERCARD AND VISA. *******

MARCH

March 3, 2008 is the final day to receive ADVANCED RATES for booth furnishings from Paramount.

March 10, 2008 is the advanced SHIPPING DATE. * Any shipment not received by March 10, 2008 at Paramount's warehouse is subject to 25% dock fee on material handling charges. Make sure you contact Paramount directly with shipping concerns early!**

EBMI sends out over 50,000 tickets to contractors, architects, engineers, industrials, distributors, utilities and all segments of the industry. However, if you want a particular contractor, distributor, etc. to view your new products, why not send them a quick email, listing your booth number, a week ahead of the Expo!! Or ... better yet, add a note about the Expo to your email message, so it's a continued reminder to customers to stop by your booth. This has been very effective in past years.

Taken care of shipping and storage of exhibit - DO NOT ship exhibit material to Cervantes Convention Center at America's Center prior to March 17, 2008, as they do not have storage and handling facilities. Shipments sent directly to America's Center – Hall 3 MUST arrive on March 17th. Any questions concerning shipments should be directed to Paramount Convention Services, 314/621-6677.

Exhibitors desiring to ship materials up to 30 days in advance of Expo, should contact Paramount Convention Services regarding shipping documents/bills of lading, etc. *** Any shipment not received by March 10th, 2008 at Paramount's warehouse is subject to 25% dock fee on material handling charges. Make sure you contact Paramount with shipping concerns. Shipments must be prepaid. Collect Shipments will NOT be accepted. Check shipping costs on Paramount's order form.

Details for shipment of exhibit after the Expo. Contact Paramount - 314/621-6677 or go to Paramount Service Desk in Exhibit Hall during Expo '08.

MISCELLANEOUS INFORMATION

[WEATHER UPDATE – 314/321-2222](#)

ST. LOUIS INFORMATION – St. Louis Visitors Convention Center site: www.explorestlouis.com

They can provide additional information on restaurants, hotels, transportation. You may also call them at 800/325-7962 or 314/421-1023 or view website above.

TRANSPORTATION TO/FROM AIRPORT:

For detailed list of transportation options from Lambert International Airport, please go to their website:

www.lambert-stlouis.com and click on ground transportation. Some of this information is outlined below, as many of the downtown hotels do not provide shuttles to/from the airport.

Trans Express Transportation – provides shared van service to downtown hotels. Purchase tickets and board at: Main Terminal, Exit MT12; East Terminal, on lower level near information booth or ET12. Tickets are \$15-one way; \$25-round trip. Please call 314/427-3311 in advance for more information. Most of the local hotels do not provide shuttles to/from the airport. Buses, taxis and airport limos run almost 24 hours a day. Please check on schedules prior to arrival in St. Louis.

Taxi cost from airport to downtown hotels: approximately \$36-1 passenger- One Way. Board at Main Terminal, exit MT-14 yellow level of garage; East Terminal, Exit ET12.

MetroLink – MetroLink is St. Louis' light rail system. It is located on the upper level of the Main terminal at Exit MT1 and the East Terminal through the parking garage on all levels. Operating daily from 5 a.m. until midnight with tickets priced at \$3.00 for an adult one-way trip from the airport. (314/231-2345) There is a Convention Center stop at 6th and Washington. Please make sure you know where your hotel is located from this stop.

2008 ELECTRICAL EXPO GENERAL INFORMATION

Please read carefully all information below to avoid any unnecessary problems at the Expo.

Admittance – All display workers and exhibitor personnel must wear badges at advance set-up. Temporary worker admission stickers may be obtained from Paramount Convention Services on the docks for general move-in, cleanup or dismantling crews working non-open hours. **Starting Monday afternoon, exhibitors may pick-up their badge from registration area outside the entrance to the Hall. YOU MUST HAVE AN EBMI EXHIBITOR BADGE ON AT ALL TIMES FOR SECURITY REASONS.** To gain access to the hall through main entrance in Convention Center (back doors will NOT be an option!) prior to the trade show open times, you will need a EBMI exhibitor badge. All workers of your booth must be registered to gain admittance to Hall. Please do not pick up any badges other than your own. Many times in the past, workers will take their entire company badges to distribute. But if you miss someone, this person must then have their badge reprinted before gaining access to the Hall.

Back entrance on 9th Street to Hall 3 is ONLY accessible for exhibitors during Move In/Move Out Hours. **IT WILL BE CLOSED DURING THE SHOW HOURS**, so the only way you can gain access to Hall 3 is by using the Main Entrance to the Expo. Please make sure your entire staff is aware of this prior to March 18 and 19, 2008, as it may make a difference as to where they park or stay at a particular hotel.

Aisle Carpet – Blue aisle carpet will begin to be laid by 11:00 a.m. on Tuesday **so please have the aisle cleared by 10:00 a.m. on Tuesday. No heavy movement will be permitted after this time.**

Badges – Badges will be color coded for exhibitors. Blue will mean architects, designers, engineers, purchasers, management. Yellow will denote maintenance, industrial, electricians, inspectors, etc. Black will be for students, sales, instructors, spouses and miscellaneous.

Balloons – Helium filled balloons may NOT be used in the Hall.

Cancellation of Booth – Refunds will only be given if EMBI is notified in writing that you need to cancel prior to January 22, 2008. After this time, no refunds will be issued.

Care of Exhibit Space – The Board will arrange to have the carpeted main AISLES of the Convention Center at America’s Center vacuumed after the close of each day. However, in order to allow your equipment to be permanently displayed, custodians are instructed NOT to enter your exhibit area. ALL EXHIBITORS SHOULD ARRANGE FOR DAILY HOUSEKEEPING WITHIN THEIR EXHIBIT AREA.

Colors – Aisle carpet color is blue. Backdrop drapery in booths will be blue, yellow and white panels.

Concealed Weapons – Concealed weapons of any type are prohibited.

Decorator/Exhibitor Services – Paramount Convention Services has been named the official decorator. The decorator kits will be emailed by Paramount, directly to the person listed on the booth contract. You will need to inform this contact person to forward this exhibitor kit to others in the company if needed.

Docks – See floor plan for overhead door locations and sizes. There are no docks for Hall 3, but overhead doors are located at 9th Street. For delivery details, call Paramount Convention Services or email Tom Kelly tkelly@paramountcs.com. Overhead Door 3A tentatively is the door for HAND-CARRIED items on 9th Street.

Dress – Dress during open show hours varies among exhibitors from corporate logo shirts to business dress.

Electrical - This is also located within the Exhibitor Packet, but Edlen handles this portion of the Exhibitor kit. Please make sure you send in form to Edlen for any electrical needs. **Remember, even if you don’t order it, but USE any electrical outlets in your booth, you will be charged for this at the Expo. Please check with Edlen about your electrical requirements for your booth PRIOR to March so you know costs in advance.**

Emergency - The Convention Center security staff is trained to handle emergency situations and is open 24 hours a day to be the command post in the event of an emergency. A convention center nurse is on stand-by during move-in and move-out hours.

Exhibit Limitations – Booth displays must not exceed 8’ in height nor protrude more than 4’ from the back wall. Obstruction of neighboring exhibits will NOT be permitted. See *Set Up and Dismantling Information* below for additional details concerning booth limitations.

Exhibitor Registration for booth personnel – You may go directly to the EBMI website, www.electricalboard.org under Electrical Expo 2008, and click on link for Expo registration and go to the exhibitor information. Badges will NOT be mailed ahead of time and will be on table near registration area on March 17th and available near registration area during show hours. (Service for badges not available until mid January!!)

Fire Code – See information in exhibitor service kit.

Food and Beverage - The America’s Center shall be the exclusive provider of food and beverage. Any order forms needed for food are in exhibitor service kits.

Hotels - You make hotel reservations at the Drury Inn & Suites and Holiday Inn/Select (see checklist for phone numbers and costs.) NCAA Wrestling is in town the week of our show, so make sure to book in early. Additional hotels in St. Louis are also available.

Labor – Refer to Rules and Regulations in the decorator kit for area labor guidelines. Please call Paramount if you have any questions concerning labor costs for the show. Union labor will

be provided at prevailing rates to exhibitor upon their order for the erection, dismantling and servicing required for their booths. Straight time will be charged between the hours of 8:00 a.m. and 4:30 p.m. – Monday through Friday. Overtime will be charged at other hours.

Large Equipment or special needs – Please contact Paramount Convention Services to coordinate move-in for your booth. Reminder: EBMI should also be contacted regarding your special needs. If you reserve a 10 x10 booth, based on your discussion with company personnel, but they send a 20' van, EBMI has the right to move your booth location!! Please check in advance to avoid such problems at the Expo. Vehicles must be placed in island booths or along outer wall of booth layout because of width. Please check sizes of van, truck, etc. to determine correct number of booths needed IN ADVANCE. It's difficult to make adjustments at the show if it doesn't fit in your space, especially when we then have to move your location, but everything printed shows your booth at a different location. EBMI wants to work with you in advance to avoid any problems for you at the Expo.

Literature and Souvenirs –Reserve supplies, as long as in closed cartons, may be stored in the exhibitor's booth, providing it is out of the general view of the public. Printed advertising, souvenirs, etc. may be distributed from the exhibitor booth space only. Any souvenir or advertising that is of an objectionable or undignified character will not be permitted. Souvenirs should not be of the noise making variety. All such gifts or souvenirs are subject to the approval of the Board.

Materials – All materials used in the exhibit hall MUST be nonflammable to conform with fire regulations. No helium-filled balloons may be used or distributed by exhibitors. All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor or at the exhibitor's expense.

Non-official Contractors – A form and certificate of insurance must be on file also for all non-official contractors with Paramount Convention Services.

Obstructions – Aisles and exits, as designated on the official Expo plan, shall be kept clean, clear and free of all obstructions. Booths shall be substantial, and shall be fixed in position in the specified area for the duration of the Expo. Easels, signs, etc. shall not be placed beyond booth areas into aisles.

Overhead materials – No overhead signage/materials may be hung from the ceiling. Overhead signage/materials may not exceed the 8' in-line booth height limit without prior authorization, unless an island booth.

Parking – There are various parking lots surrounding the Convention Center that exhibitors may use. There is a Garage attached to the Convention Center, off Washington near the entrance to the Dome that will be the closest garage for exhibitors to use. We are also trying to secure a flat lot across the street from the Dome for exhibitors only, but they cannot finalize these details until February. On the day of the shows, shuttles will also be run from the Arch Garage. You will have to pay a small fee for this lot, but there are numerous parking spaces in the Arch Garage. ON SHOW DAYS ONLY, shuttles will continue every evening until 8:30 p.m., which gives you one half hour after the show to take the shuttle back to the Parking Garage.

Promotional opportunities – Consider these optional features

Ad in our Pre-Show Brochure – This 24+ page brochure highlights special activities and events of the Expo. All companies with contracts in by 1/8/08 will be shown under the list of exhibitors in this brochure. It will be distributed to over 10,000 industry associates. If you are looking for a way to highlight your company ... you can purchase an ad in this brochure for an additional charge. What better way to inform key

industry associates of your participation at the Expo and showcase your products. Artwork must be camera- ready and **submitted to EBMI or email a pdf file of your ad to bill@electricalboard.org**. Final deadline for all ads to be received in pdf format is January 8th. (No extensions will be granted-information had been previously emailed.) For additional details, please call EBMI office, 636/305-6434.

Architects/Engineers Sponsor – We are having a special program to encourage more architects/engineers to attend the Expo. Right now, many of these professionals need lu's (learning units for architects) and pdh's (professional development hours for engineers) for their licensing requirements. To fulfill these requirements, the Expo Committee has developed some excellent seminars. We plan to have about 25 sponsors for this program, and they will be given the opportunity to give away ten seminar tickets to architects/engineers. This not only gives you an opportunity to visit directly with the architects/engineers, but also gives them information on what they can see in your booth at the Show. This was a very popular program with architects and engineers in 2005. They had several employees attending and several even called a few of the manufacturers to receive these free coupons because they were of value to them. What a great way to get your company name in front of the a/e community. In addition, we will have a second part of this program to encourage these architects/engineers to visit the sponsors' booths after the seminars. We will have prizes for visiting sponsor's booth.

After the Expo, you will be given the opportunity for a follow-up visit with one of the winners chosen from the drawings. Call EBMI office, 636/306-6434 if your company wishes to participate in this program.

Refunds – No refunds will be made at the Expo if space engaged is not used nor will any refund be made for space used only part of the time. In addition, EBMI must receive written notification of cancellation of booth space prior to January 22, 2008 for any refunds of booth space. After this time, no refunds will be issued.

Set-up and height restrictions - Exhibits, may not obstruct the general view or hide others' exhibits. (No end caps allowed.) Except for islands and by special permission, exhibitors may not erect a back wall higher than 8' or a side wall higher than 3'. Side walls shall not extend more than 4' from the back of the booth. No signs, decorations, banners, advertising matter or special exhibitors will be permitted in the aisles or overhead spaces, except by purchase of aisle space and special permission of EBMI. Aisles are 10' and may not be obstructed.

Dismantling – Exhibits may not be dismantled until after show closing at 8:15 p.m. on Wednesday, March 19th. All booth items not arranged for by 10:00 a.m. on March 20th will be disposed of or handled at official contractor's discretion at exhibitor's expense.

Security – While the EBMI will provide 24-hour security from 8:00 a.m. on March 17 through noon on March 20 in the trade show hall, show management does not guarantee security and urges exhibitors to take necessary precautions to secure the items within their booths. Neither the management of the Cervantes Convention Center at America's Center, the Board, Paramount Convention Services Inc., the show decorator, nor their agents will be responsible for any personal injury to the exhibitor, his agent or the safety of exhibits against theft or damage by fire, accidents or other causes. The exhibitor is urged to take all such steps, measure and precautions as may be necessary to protect itself, its agents, representatives, employees and guests, as well as exhibitors, displays and property, against all possible injury, damage, loss and destruction at the Expo and during the move-out. All property of the exhibitor shall be deemed to remain under the exhibitor's custody and control in storage, in transit to or

from, and within the confine of the exhibit hall even though it may at anytime be under the temporary control or direction of the Board or its service contractors. Please make sure to especially secure or take all items on Wednesday evening with you, as they begin dismantling the booths that evening and may shift your booth materials at this time.

Shipping – Refer to Paramount Convention Services' decorator kit for shipping forms and details. Shipments will only be accepted directly to the trade show floor after Sunday, March 16th. Please schedule them for delivery for March 17th!!! The Convention Center will NOT accept materials received prior to March 17th. Please contact Paramount Convention Services for all shipping requirements in advance of the Expo. Any shipment arriving after Monday, March 10th, 2008 to Paramount's warehouse is subject to a 25% dock fee on material handling charges. Read all information from Paramount IN ADVANCE and call them with any questions.

Signage – The EBMI provides aisle and general informational signage, and one identification sign per booth (based on what you listed on sign information on contract). Signs or banners may NOT be placed outside the exhibitor hall or outside of the assigned booth space, without prior approval by EBMI. No exhibitor signage or materials may be hung from the ceiling or be higher than 8 feet above the floor. No interference with light or space of other exhibitors will be allowed. Illuminated signs must be placed against the back of the booth. Any exhibitor having signs, which are, or look, amateurish and detract from the over-all dignity and refinement of the Expo will be required by the Board to be removed.

Smoking – The center is a non-smoking facility with designated smoking areas.

Solicitation by Non-Exhibitors – Firms and their representatives not assigned exhibit space are prohibited from soliciting business in any form in the exhibition area or elsewhere in the convention facilities.

Sound and Music Licensing – Excessive booth noise is not permitted. Loud speakers, radios, audio visual, electrical and other mechanical sounds which is of sufficient volume as to be annoying to neighboring exhibitors will not be permitted. Public address systems used to attract the attention of people passing in front of booths will not be permitted. The Board receives the right to determine at what point sound constitutes interference with others and must be discontinued. Live performance of music is not permitted in the exhibit hall unless by special permission.

Subletting Booth Space – Exhibitor may not assign, sublet or apportion all, or any part of the space allotted to it, and may not advertise or display goods or services other than those offered by it in the regular course of its business. **Exhibitors are not permitted to display goods and services of more than TWO manufacturers per booth.**

Van/Truck – Subject to a placement fee by Paramount. Please contact them in advance. Reminder: EBMI should also be contacted regarding your special needs. If you reserve a 10 x10 booth, based on your discussion with company personnel, but they send a 20' van, EBMI has the right to move your booth location!! Please check in advance to avoid such problems at the Expo. Vehicles must be placed in island booths or along outer wall of booth layout because of width. Please check sizes of van, truck, etc. to determine correct number of booths needed IN ADVANCE. It's difficult to make adjustments at the show if it doesn't fit in your space, especially when we then have to move your location, but everything printed shows your booth at a different location. EBMI wants to work with you in advance to avoid any problems for you at the Expo.

Website: www.electricalboard.org is the official website for the Electrical Board of Missouri and Illinois.