

(COPY OF THIS FORM IS ALSO AVAILABLE AT www.electricalboard.org)

The word "Board" used herein or in subsequent materials shall mean the Electrical Board of Missouri and Illinois, its committees, agents or employees acting for the management of the exposition.

Any MANUFACTURER or THEIR REPRESENTATIVES wishing to display electrical or electronic equipment, products or services may apply for booth space. The Board reserves the absolute right to decline any application for space if, in the Board's judgement, the product or service to be shown or demonstrated is unrelated to the Board's purposes.

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.**

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.

EXHIBIT SERVICES - Exhibitor's Service Kit will be e-mailed by the official decorator to all exhibitors covering electricity, carpentry, decorating, sign making, furniture for rental, gas, water, drains, cartage, uncrating, storage, erecting and dismantling of exhibits about 3 months prior to Expo. Edlen will be providing the electrical, but their information will be included in Paramount's exhibitor kit. You will be charged for ANY usage of electricity in your booth, so please check carefully with Edlen prior to the Expo. Exhibitors will be billed directly for their services at uniform rates. A schedule of rates will accompany the Exhibitor's Service Kit.

OFFICIAL DECORATOR - Paramount Convention Services, Inc., is the official decorator, 314/621-6677. The erection, dismantling and decorating of display exhibits is under their jurisdiction. Their website is www.paramountcs.com. Please call them directly with any questions.

SHIPPING AND STORAGE – THE EXHIBITOR SERVICE KIT WILL BE EMAILED LATER WHICH WILL PROVIDE ALL SHIPPING AND STORAGE INFORMATION or contact Paramount with any questions.

INSTALLATION OF EXHIBITS - Exhibits may be installed beginning at 12:00 noon, Monday—March 17, 2008, and must be completed by 11:00 a.m. Tuesday—March 18, 2008. Any booth that is not ready for display by 11:00 a.m. Tuesday—March 18, 2008 will be completely installed by the exhibit decorator and installation charges will be invoiced to the exhibitor. The Board will not permit any moving of exhibits after the opening of the Expo at 2:00 p.m., Tuesday—March 18, 2008.

REMOVAL OF EXHIBITS - Exhibits may be dismantled from 8:15 p.m. to 11:00 p.m., Wednesday—March 19, 2008. We suggest that you remove all valuable items on Wednesday evening from the floor and secure them. All booths will be dismantled on Wednesday evening by Paramount. The Electrical Board is not responsible for any items left at the booths. All exhibits must be removed between 8:00 a.m. and 10:00 a.m. on Thursday—March 20, 2008. Any exhibits not completely dismantled and removed by 10:00 a.m. on Thursday will be removed by the official Expo drayage company at their prevailing rates and charged to the exhibitor.

CHARACTER OF EXHIBITS - All displays should be as attractive and informative as possible. Invited guests are practical and technically minded individuals who are anxious to SEE and LEARN about all the newest types of equipment, processes and services. This Expo is not open to the general public, and therefore the usual type of entertaining exhibits used at expositions open to the public, are neither necessary nor desirable. Each exhibit must comply with and conform to the laws of the State of Missouri and the safety codes, ordinances and regulations of the City of St. Louis.

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. Unfinished portions of exhibits facing other booths must be made presentable at the exhibitor's expense. The Board reserves the right to decline or prohibit any exhibit or part of an exhibit which in its opinion is not in keeping with the character of the general exhibits. The Board has the right to assign exhibits featuring noise-making products to a special area.

ISLAND BOOTH - Since an Island Booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor space is permitted. Identification signs, canopies and two-story exhibits are not restricted as to height in an island display.

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. If you are having a different type of display (car, truck, van, special equipment, etc.), please contact EBMI to let them know in advance, so we can select a booth that will NOT block other exhibits.

SOUND CONTROL - Loud speakers, radios, television sets or the operation of any machinery or equipment 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 reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

LITERATURE AND SOUVENIRS - Literature on display shall be limited to reasonable quantities (one day's supply). 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 by exhibitors from their 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.

SIGNS - **No special signs, apparatus, etc., will be permitted to extend more than eight feet above the floor, and no interference with light or space of other exhibitors will be allowed, except for Island Booths.** Illuminated signs must be placed against the back of the booth. No signs or banners are to be placed outside of the exhibit space assigned to each exhibitor. A professional sign shop must do all signs. 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.

CARE OF EXHIBIT SPACE - The Board will arrange to have the carpeted main aisles of the Convention Center at America's Center vacuuumed 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.

GUARD SERVICE - Guard service is provided by the Board on a 24-hour basis from 8:00 a.m.—March 17, 2008 until noon on March 20, 2008, but neither the management of Cervantes Convention Center at America's Center, the Board, Paramount Convention Services, Inc., the Expo decorator, nor their agents will be responsible for any personal injury to the exhibitor or 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, measures 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.

LABOR - 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 all other times.

ELECTRICAL EQUIPMENT - Electrical wiring and equipment installation must conform to appropriate City of St. Louis codes. The Electrical General Foreman is obligated to refuse connections where wiring is not in accordance with the Electrical Code of the City of St. Louis. Information and order forms for electric service will be forwarded to exhibitors at least 45 days prior to the Expo dates. Engines, motors or any kind of equipment may be operated only with the consent of the Director of Engineering of the Cervantes Convention Center at America's Center.

CARE OF THE BUILDING - Exhibitors will be responsible for any damage done to the building by them, their agents, or employees. All property destroyed or damaged by exhibitors must be replaced or restored to its original condition by the exhibitor or at the exhibitor's expense. Walls, woodwork and floor of the building must not be defaced or altered in any manner whatsoever. Tacking, taping or nailing of signs, banners, etc., to any permanent walls or woodwork, or beyond the limits of any background is prohibited. No nails or bracing wires used in erecting displays may be attached to the building.

COMBUSTIBLE MATERIALS & FIRE REGULATIONS - No combustible oils or gases can be used as part of the exhibit. All decorations must be flameproof to the satisfaction of the St. Louis Fire Department.

INSURANCE - Exhibitors who desire to carry insurance on their exhibits must place it at their own expense. The exhibitor is urged to carry and maintain all such insurance coverage as may be required to fully protect it against all risks assumed or incurred in, or in connection with its exhibit, the exhibition or under these rules and regulations, or the contract of which the same form a part.

LIABILITY - Neither the Board, the employees thereof, the City of St. Louis, owners of the Cervantes Convention Center at America's Center nor their representatives nor any member of the Electrical Expo 2008 Committee, will be responsible for any injury, loss or damage that may occur to the exhibitor, or the exhibitors' employees or property from any cause whatsoever, prior, during or subsequent to the period covered by the exhibit contract, and the exhibitor on signing this contract, expressly releases the Electrical Expo 2008 Committee, the Board and the Cervantes Convention Center at America's Center from, and agrees to indemnify same against any and all claims for such loss, damage or injury. It is understood that consignment of goods is entirely at the risk of the exhibitor.

EVENTUALITIES - In case the Cervantes Convention Center at America's Center shall be destroyed by fire, terrorism or the elements or by any other cause, or in case any other circumstances shall make it impossible for the Board to permit the contracted space to be occupied by the exhibitor, then this contract shall terminate and the exhibitor shall waive any claim for damages or compensation, except the return of the amount paid for space rental.

AMENDMENTS - The Board may at any time amend these terms, conditions and documents, included herein by references, and each exhibitor shall be bound thereby. The Board, through its representatives, shall have full power in the interpretation and enforcement of all rules contained herein, and the power to make such amendments thereto and such further Rules and Regulations as they shall consider necessary for the proper conduct of this Expo.

VIOLATIONS - Violations of any of these regulations on the part of the exhibitor, his employees or agents shall at the option of the Board annul the right to occupy space, and such an exhibitor will forfeit to the Board all monies paid. The Board may re-enter and take possession of the space occupied by the exhibitor, and remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all of such expenses and all damages which the Board may incur, and forfeit all monies paid or due the Board on account thereof. The exhibitor waives any right to written notice from the Board of the Board's intention to terminate this agreement. The exhibitor further waives any right to written notice in the event of booth space repossession for just cause.

INCLUSION OF RULES AND REGULATIONS AND MASTER LEASE - The exhibitor expressly agrees to be bound by all of the terms and conditions and specifications resulting from the master lease between the Board, the Cervantes Convention Center at America's Center and the City of St. Louis, such document being made an integral part of this contract between the exhibitor and the Board by reference, and to the same extent as if said document was set forth in full text in this agreement.

**BOOTH PAYMENT
BOOTH ASSIGNMENTS
SETUP DATES**

DUE WITH CONTRACT

Begin week of OCTOBER 15, 2007

MONDAY - MARCH 17, 2008 -- 12:00 noon-4:30 p.m.

TUESDAY - MARCH 18, 2008 -- 8:00 a.m.-11:00 a.m.

WEDNESDAY - MARCH 19, 2008 -- 8:15 p.m.-11:00 p.m.

THURSDAY - MARCH 20, 2008 -- 8:00 a.m.-10:00 a.m.

SHOW DATES & HOURS

TUESDAY - MARCH 18, 2008 -- 2:00 pm-8:00 pm

WEDNESDAY - MARCH 19, 2008 -- 11:00 am-8:00 pm

MOVE OUT DATES

FINAL MOVE-OUT DATE