

St. Charles Convention Center  
One Convention Center Plaza  
St. Charles, Missouri 63303  
March 11th - 1:00 p.m. - 7:00 p.m.  
March 12th - 9:00 a.m. - 5:00 p.m.

**EXHIBITOR BOOTH SPACE – BOOTH CONTRACT**  
PLEASE COMPLETE ALL PARTS OF CONTRACT BELOW!

The Electrical Board of Missouri and Illinois  
Electrical Expo 2020 Show Management  
900 S. Highway Dr. Suite 203  
Fenton, Missouri 63026  
Phone: 636/305-6434 www.electricalboard.org  
Email: bill@electricalboard.org OR annie@electricalboard.org

**PART 1 – EXHIBITOR INFORMATION**

This contract covers the lease space to the undersigned (applicant) below in the Electrical Expo 2020. Contracts received, accompanied with your payment, shall become a binding contract in accordance with all rules and regulations on the reverse side of this contract. Exhibitor agrees to comply with the rules and regulations established by The Electrical Board of Missouri and Illinois. Please make checks payable to: The Electrical Board of Missouri and Illinois or EBMI. **Return this form with your remittance. PLEASE NOTE: IF COMPLETED CONTRACT AND FULL PAYMENT ARE NOT RECEIVED PRIOR TO DECEMBER 15th, YOUR COMPANY WILL NOT BE LISTED IN THE PRE-SHOW BROCHURE!! NO COMPANY WILL BE ALLOWED TO EXHIBIT UNLESS FULL PAYMENT HAS BEEN RECEIVED!!! Please call EBMI office if you wish to use MASTERCARD, VISA OR AMERICAN EXPRESS! Make checks payable to EBMI and mail to address above for EBMI. NO REFUNDS will be issued after December 20, 2019!**

**PLEASE TYPE OR PRINT CLEARLY**

**IMPORTANT INFORMATION FOR REPS WITH MORE THAN ONE LINE:** ONLY TWO MANUFACTURERS can share ONE booth. If there are 2 manufacturers for ONE booth, please list EACH manufacturer's information on SEPARATE contracts so we can have correct names for show promotion. However, only one sign is printed for each full booth, so please only include ONE LINE for HALF BOOTHS on SIGN INFORMATION on each contract. Please verify below that you will have a half booth and list the name of the other manufacturer in the booth as well so we can coordinate these booths together. Make sure to complete "additional required exhibitor information" below.

**Manufacturer's Name/Exhibitor:** \_\_\_\_\_  
**(Important: Please list company name/exhibitor EXACTLY as you want shown in brochure –include Company, Inc., etc. if necessary. For REPS, please list the manufacturer's name here and your name in PART 3 BELOW.**

Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Website \_\_\_\_\_

\*\*Contact name for all Expo correspondence: \_\_\_\_\_ Email: \_\_\_\_\_  
(\*NOTE: This person will receive ALL information regarding the Expo.... New product info, decorator packet, etc. This should be the person attending OR coordinating the show info who will pass all show info to the personnel attending the show.) **If a 2nd contact (actual booth attendee) is needed, please include:**  
Name \_\_\_\_\_ Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**OPTIONAL - PART 2 – Decorator Packets OR INVOICE - ONLY if DIFFERENT CONTACT than in PART 1!**

Check those that apply:  Please send invoice for booth to the following: **(Complete ONLY if different than contact in part #1 above) AND/OR**  
 Please email exhibitor service kit (details on shipping, rentals etc.) to the following: **(Complete ONLY if different than contact above)**  
Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Phone:( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**OPTIONAL – PART 3 - Additional Required Exhibitor Information – ONLY if a manufacturer's representative is involved at Expo.**

a) We are represented by a Regional Manufacturer's Representative.  Yes (If yes, complete info below).  No  
Rep Agency: \_\_\_\_\_ Contact person: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
b) All information should be sent to:  Manufacturer listed above.  Please send all information to manufacturer's representative ONLY.  
c) If sharing a booth with ONE other manufacturer, please list their name here (but also complete separate contract): \_\_\_\_\_

**PART 4 - \*\*PLEASE COMPLETE THIS SECTION – EVEN IF SIGNAGE IS NOT NEEDED – COMPANY BOOTH I.D. 2-LINE SIGN**

**(Only 44 spaces per line-including punctuation) ( Note: If 2 manufacturers sharing one booth, only list info on 1st line for this manufacturer.)**

1st Line: \_\_\_\_\_  
2nd Line: \_\_\_\_\_

**OR .. if NO SIGN IS REQUIRED, please check here:**  Our company does **NOT** need a 2-line sign as we bring our own signage.

**Part 5 – BOOTH SPACE**

Each 10' x 10' booth will **ONLY** include: 1) drapes 8'0" high as a background (blue, yellow and black are colors) 2) sidewalls 3'0" high 3) 120 volt outlet – 10 amps 960 watts 4) booth carpeting – (vacuumed Tuesday and Wednesday nights) show management select color 5) 7" x 44" sign complete with exhibitor's company name and 6) Wi-fi throughout the convention center. **AISLE carpeting will be provided by EBMI.**

**\*\*You will receive exhibitor service kit later to order tables, chairs, additional electric power if needed, etc.**

We understand that the assigned space, as indicated on the floor plan, will cost:\*\*

List # of booths needed \_\_\_\_\_ Multiply by cost of booth \_\_\_\_\_ = Total due to EBMI  
\_\_\_\_\_ 10' x 10' booth x \$ 1,450 for EBMI members\* **OR** \$1,900 for non-members \$ \_\_\_\_\_

\*\* NOTE: **All other booth items (chairs, tables, trash can, drayage and storage, etc.) must be ordered through the show decorator, Paramount Convention Services, at an additional cost.** St. Charles Convention Center will handle all additional electrical power for this Show. Their information will be contained in Paramount's exhibitor service kits. These kits will be emailed to all exhibitors registered by the end of November. **If you have any questions, you can visit their website, www.paramountcs.com. Membership in the Electrical Board of Missouri and Illinois is encouraged for the 2020 Expo. However, it is not a requirement. Exhibitors wishing to exhibit as members must submit full 2019-20 membership dues with application for space. Membership classification fees may be obtained from the EBMI office. Exhibitors wishing to display as non-members, will be charged a reasonable differential for booth space. This will ensure that members and non-members alike will pay an equal share of the costs necessary to support the association. Read rules/regulations.**

**OPTIONAL – PART 5A - PLEASE CHECK BOXES IF THEY APPLY TO YOUR BOOTH:**

We will have other divisions from our company who will also be sending in separate contracts. (EBMI will try to keep these booths together, if all contracts are received by Oct. 1st.)  
 We will have a special booth (car, van, truck, etc.) **EBMI needs to know this by October 1st so we can place your booth in appropriate location.**

**PART 6 – BOOTH SELECTION!!! Reserve early for better selection & space - only 190 booths INSIDE the hall available!**

Our window of opportunity for early booth selection will be from **July through October 1st.** First preference given to 1) Largest # of booths 2) Date of Contract and 3) Previous Exhibitors. We will contact exhibitors by phone beginning October 14th if your booth was paid and contract was received by October 1st to select a booth. We will email you a list of available booths at that time. **NOTE: Full payment must be received by October 1st to have early choice of booths!!!** After this time, once all early contracts have made their selections, we will assign booths on a first-come, first-serve basis, as long as payments have been received.

6b) Products/services to be exhibited in Electrical Expo 2020: \_\_\_\_\_

6c) Please list any companies you prefer not to be near at the Expo: \_\_\_\_\_

--- Please DO NOT Write In This Space – Electrical Board Use Only ---

Accepted Contract Date: \_\_\_\_\_ Amount Received: \_\_\_\_\_  Check  Credit Card Date: \_\_\_\_\_

OVER ...