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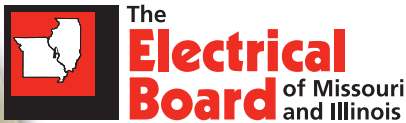


SPONSORED BY



CHECK OUT THE WINDOW OF OPPORTUNITY FOR CONTRACTS
August 1 – October 31, 2022

WE SOLD OUT OF BOOTHS IN 2020!



SPONSORED BY



St. Charles Convention Center
St. Charles, Missouri

RESERVE BOOTHS EARLY!

ONLY 206 AVAILABLE!

Expo is ONLY held every 3 years!

Make your plans to re-connect with customers!!!

Make sure to reserve your booth during the WINDOW OF OPPORTUNITY for contracts! (August 1 – October 31, 2022)

We sold out of booth space in 2020.

Seize this opportunity NOW to demonstrate your products/services.

- ENERGY EFFICIENT PRODUCTS
- POWER DISTRIBUTION
- SECURITY
- VOICE/DATA
- AUTOMATION
- SAFETY
- AND MORE...



TAKE ADVANTAGE OF THIS WINDOW OF OPPORTUNITY...

August 1 – October 31, 2022

DON'T DELAY IN RESERVING YOUR BOOTH SPACE! BOOTH SPACE IS LIMITED... AND 1/2 HAS ALREADY BEEN RESERVED!

- Only those exhibitors sending in completed contract, along with FULL PAYMENT FOR BOOTH SPACE between AUGUST 1 – OCTOBER 31, 2022 are included in this group. No exceptions as deadline is October 31, 2022.
- NOTE: At our last Expo 2020, over 40% of the non-shaded area was reserved during this period, so you do not want to delay in sending in your contract.
- Our local Electrical Representatives Organization has already committed to over 90 booths for 2023 and has been assigned the shaded area on the booth layout.
- Allows booth selection to begin in late November (in the booths OUTSIDE the area shaded in blue).

BOOTH ASSIGNMENT PROCESS:

- Booths will be assigned with **first preference given to companies with highest number of multiple booths**. If you have different divisions, make sure each division sends in their contract before the deadline so they will be included within your block of booths.
- Then we proceed down to single booths. Move up list by taking more booths.
- Within each grouping, the date of the contract with payment is the next determining factor.
- While you may fall in either group, it is still better to get your contract in as early as possible.

PERFORMANCE POWER BY RESERVING EARLY!

- Three months before our Expo 2020, we had already sold 195 booths of the 206 available! If you wait too long, we may be "SOLD OUT" of booth space.
- You have the power to advertise your booth location in advance to customers and suppliers to encourage their attendance at the Expo.
- EBMI's Expo Pre-Show brochure is distributed to over 9,000 decision makers. All exhibitors sending contract/payment in early will already be included in this brochure. No need to worry about its April 1st deadline!
- Receive updates on the activities of Electrical Expo as they become available, including participation in the Architects/Engineers Program (additional cost), New Product Showcase, seminar information, etc.
- New Product Showcase is an area outside of exhibit hall for attendees to view the new products. Early participation allows you more time to take advantage of this feature. Limit of 2 new products PER BOOTH. Due to space considerations, we can only take the **FIRST 80 NEW PRODUCTS**. Deadline to submit entry forms is April 1, 2023.
- Exhibitor service kits from our show decorator, Paramount Convention Services will be emailed during May 2023. Having this information early will allow you to take advantage of the advance rates on ordering necessary booth items NOT included in booth cost... such as tables and chairs, shipping, etc.
- Receive extra recognition as we promote current exhibitors to industry associates through our newsletter and website.

THE POWER OF TECHNOLOGY AND THE PEOPLE WHO USE IT...

Think of the power that electricity provides, the power of the distribution system and all its components to get electricity safely to its point of use, be that our businesses, homes or recreational activities. The most important element of this process is the power of the people. People decide which products to buy or use. People forge relationships with vendors. **Don't blackout NOW.** Take advantage of this Electrical Expo and re-connect with the decision makers in our industry. Demonstrate the real benefits of your products and value of doing business with your company.

IT'S TIME TO RE-CONNECT

Through personal invitation, Expo 2023 will attract thousands of key decision makers in electrical and electronic segments as well as business and professional organizations. Expo 2023 is where you will re-connect with qualified prospects for all of your products and services. Charge up your prospect listing and perform at maximum capacity for the engineers, plant and maintenance engineers, building owners, contractors, distributors and utility personnel who are anxious to see you at the Expo.

FEEL THE SURGE

We have the power to bring industry segments together to make this Electrical Expo a top-notch event. Representatives from the industry will guide the process through to completion. Our Expo Co-Chairs and Sub-Committee Chairs have been busy formulating activities to promote the Expo and attract the quality audience you expect. Seminars are being developed to enhance the learning experience for our Expo attendees. (The NEC update coordinated by the International Association of Electrical Inspectors-Eastern Missouri Chapter normally attracts over 300 participants.) Distributors from across the region support the Expo and promote it to their customers, with several participating in our Bus-A-Branch program. Engineers will have a program designed specifically for them, providing an opportunity to receive much needed PDH's for license renewals. Over 1,700 attendees in the 14 seminars in 2020.

Don't miss this opportunity to plug in and get re-connected to your customers!

Secure exhibit space early!

FIRST RATE

Booth Rental Information

Exhibitors must be **MANUFACTURERS** or **MANUFACTURER'S REPRESENTATIVES** of electrical, electronic, voice/data and automation products or services. Booth rental fee includes:

- Set-up of a standard booth
- An eight-foot backdrop (blue, yellow & black drapery)
- Three-foot side spacers
- 7" x 44" sign with your company name and booth number
- Normal heat, light, and ventilation (see Atmos Air info at the bottom of the page)
- Wi-fi throughout convention center
- Security and aisle cleanup services
- Booth carpeting – Padding is not included. (Show management will select booth carpet color for all booths)
- **ONE** 120V electrical outlet
- Booth cleaning (vacuum/trash on Tuesday and Wednesday Nights)

As an exhibitor, your membership in the EBMI is encouraged, though not required. Exhibitors desiring EBMI membership must submit full 2022–23 membership dues with their application for space. Membership rates are available on our website www.electricalboard.org or through the EBMI office (call Bill Regan at 636-305-6434 for membership information). Non-member exhibitors will be charged a reasonable differential for exhibit space. This ensures that members and non-members, alike, pay their equal share of the costs to support the Association.

PRICE PER 10' x 10' BOOTH

EBMI Members	\$1,500*
Non-Members	\$2,000*

* Booth cost **DOES NOT** include tables, chairs, different color of carpet, padding under booth carpet, shipping, which are provided by Show Decorator at additional cost. Additional electrical power can be ordered through St. Charles Convention Center staff.

Payments may be made by check: Payable to **The Electrical Board of Missouri and Illinois (EBMI)** or credit card. EBMI accepts **Mastercard, Visa** and **American Express**. Please call EBMI office, 636-305-6434 to use your credit card for payment. **NO REFUNDS WILL BE GIVEN IF EBMI IS NOT NOTIFIED IN WRITING OF CANCELLATION OF BOOTH SPACE PRIOR TO MAY 15, 2023!**

PLUG IT IN

Installation, Dismantling and Exhibit Services

- Exhibitors will be permitted to begin set-up on **Tuesday – August 22, 2023 after 1:00 p.m.**
- Displays must be completed on **Wednesday – August 23, 2023 by 10:00 a.m.**

All drayage is stored on trucks during the show hours. It will take time to get crates to your booths after the show ends. There is no room inside the convention center to store these items. **PLEASE BE PATIENT!!!**

- Dismantling and removal of exhibits may begin at close of show on **Thursday – August 24, 2023 AFTER 4:15 p.m. until 10:00 p.m.**
- All material must be removed on **Friday – August 25, 2023** between 8:00 a.m. – 10:00 a.m.

Paramount Convention Services, Inc. will coordinate drayage and storage, carpentry services, tables, chairs, extra booth carpeting and padding. Electrical will be handled by the St. Charles Convention Center and order form will be included in the exhibitor service kit.

Exhibit Service Kits describing rates and services will be emailed **ONLY** to the contact person(s) listed on booth contract by May 2023.

Items in the exhibitor service kit NOT included in booth rental fee (tables, chairs, etc.). Exhibitors will be billed directly for these items. All drayage and storage costs are the responsibility of the exhibitors. Proper shipping instructions will be provided to ensure that your exhibit is received and transferred to your booth area. Questions should be directed to Paramount Convention Services at 314-621-6677. Some questions can be answered by viewing Paramount's web site: www.paramountcs.com.

BY THE NUMBERS

Our last Expo was held on March 11-12, 2020. You may remember that was when Covid shutdowns began. We had 2,124 attendees pre-register and 1,349 actual attendees. Many companies would not allow their employees to attend. Visit the Electrical Board's website at www.electricalboard.org to look at the attendance breakdown from Electrical Expo 2020 and Electrical Expo 2017 by job function, industry segment and geographical area. **You can also view the listing of exhibitors from Electrical Expo 2020.** Click on "Electrical Expo" to view this information.

Plan to capture pertinent information on each person (including emails) visiting your booth at Electrical Expo 2023 by using our Lead Retrieval System. There is an additional fee for this equipment. However, if you complete a survey at the conclusion of Expo, we will forward the attendee listing (cannot list emails) in Excel to your company at no charge.

AtmosAir: An air ionization technology that will neutralize airborne and surface contaminants such as COVID-19, into the building's HVAC system. In September 2020, the Saint Charles Convention and the Sports Facilities Authority made a significant investment in this cutting-edge technology to demonstrate that the health and safety of their employees, clients, and attendees is their No. 1 priority. The technology is designed to purify indoor air to its natural state by neutralizing airborne and surface contaminants such as Covid-19, viruses, odors, bacteria, germs, and dust. With hospital-quality air circulating throughout the building, meeting planners and guests enjoying events at the convention center will experience a healthier environment. AtmosAir Solutions recently performed a study to test the effectiveness of their ionization technology against Coronavirus. The results from the study prove that the virus is reduced by 99.92 percent within 30 minutes of exposure to the ionization technology.

AUGUST 23-24, 2023

A "FILLABLE" CONTRACT 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: A 10' x 10' booth is limited to ONLY TWO manufacturers that each must submit a booth contract. These manufacturers (or their reps) may not advertise or display goods or services for other manufacturers not listed on contract. This includes literature.

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 MAY 15, 2023 for any refunds of booth space. After this time, no refunds will be issued. NO EXCEPTIONS MADE.

EXHIBIT SERVICES - Exhibitor's Service Kit will be e-mailed by the official decorator to all exhibitors covering carpentry, decorating, sign making, rental of tables and chairs, gas, water, drains, cartage, uncrating, storage, erecting and dismantling of exhibits about 3 months prior to Expo. The St. Charles Convention Center will be provide any additional electrical power requirements other than what's included in booth, but their information will be included in Paramount's exhibitor kit. 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 1:00 p.m., Tuesday - August 22, 2023, and must be completed by 10:00 a.m. Wednesday - August 23, 2023. Any booth that is not ready for display by 10:00 a.m. Wednesday - August 23, 2023 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 1:00 p.m., Wednesday - August 23, 2023.

REMOVAL OF EXHIBITS - Exhibits may be dismantled from 4:15 p.m. to 10:00 p.m., Thursday - August 24, 2023. We suggest that you remove all valuable items on Thursday evening from the floor and secure them. All booths (carpeting, drapes and poles) will be dismantled on Thursday evening by Paramount. The 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 Friday - August 25, 2023. Any exhibits not completely dismantled and removed by 10:00 a.m. on Friday will be removed by the official Expo decorator 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. Charles.

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.

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, laptops, 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 manufacturers listed on contract. 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 attendees. 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. 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 vacuum the main aisles of the St. Charles Convention Center. We have also arranged to have all booth carpeting vacuumed on Tuesday and Wednesday nights. The St. Charles Convention Center personnel will also remove trash from your booth. **Booth cleaning and trash removal ONLY OCCURS ON AUGUST 22 - 23.**

GUARD SERVICE - Guard service is provided by the Board on a 24-hour basis from 8:00 a.m. - August 22 until 10:00 a.m. on August 25, 2023, but neither the management of the St. Charles Convention Center, the Board, Paramount Convention Services, Inc., Ameren as Exclusive Expo Sponsor, 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 event 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. Tuesday through Friday. Overtime will be charged at all other times.

ELECTRICAL EQUIPMENT - Electrical wiring and equipment installation must conform to appropriate City of St. Charles codes. The St. Charles Convention Center is obligated to refuse connections where wiring is not in accordance with the Electrical Code of the City of St. Charles. EBMI will provide a 120 v - outlet (10 amps-960 watts) for each booth. If you need additional power for your booth, an order form 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 St. Charles Convention 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 and 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. Charles Fire Marshall.

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 - The Board, Ameren as Exclusive Expo Sponsor, the City of St. Charles, owners of the St. Charles Convention Center, Paramount Convention Services and their representatives and any Board member and employees, the Board's Board of Directors and Electrical Expo 2023 Committee will NOT 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. The exhibitor on signing this contract, expressly releases all the entities mentioned above from any liability and agrees to indemnify same against any and all claims for such loss, damage or injury. It is understood that consentment of goods is entirely at the risk of the exhibitor.

EVENTUALITIES - In case the St. Charles Convention 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, their 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 St. Charles Convention Center and the City of St. Charles, 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.

WINDOW OF OPPORTUNITY	AUGUST 1 - OCTOBER 31, 2022
BOOTH PAYMENT	DUE WITH CONTRACT
BOOTH ASSIGNMENTS	Begin week of November 15, 2022
SETUP DATES	TUESDAY • AUGUST 22, 2023 WEDNESDAY • AUGUST 23, 2023 THURSDAY • AUGUST 24, 2023 FRIDAY • AUGUST 25, 2023
MOVE OUT DATE	
FINAL MOVE-OUT DATE	

1:00 pm - 4:30 pm
8:00 am - 10:00 am
4:15 pm - 10:00 pm
8:00 am - 10:00 am

Show Dates and Times

Wednesday - August 23, 2023	1:00 p.m. - 7:00 p.m.
Thursday - August 24, 2023	9:00 a.m. - 4:00 p.m.



POWER TO PROMOTE YOUR COMPANY AND PRODUCTS

Marketing your company and products can take different forms. Whether it's participating in an Expo, advertising in magazines or both. The important aspect is to get your message to the people who buy your type of products.

Before the Expo...

EBMI will publish and distribute a pre-show brochure to over **9,000 key industry contacts** as part of our promotional efforts for Electrical Expo 2023. To be included in this brochure, your contract must be received **prior to APRIL 1, 2023**. This brochure will show all exhibitors with booth locations, seminar descriptions and other features of Electrical Expo 2023.

At the Expo...

NEW PRODUCT SHOWCASE will highlight many of the new products from exhibitors at the show. There is an entry form that must be completed **and submitted prior to April 1, 2023**. This has been a great feature for the past six Expos. We allow each booth to submit two new products. Does your company's new product have what it takes to win the "Best New Product Award"? **SPACE IS LIMITED!**

Call Bill Regan at the EBMI office

636-305-6434

for hotel info and any questions. Or email bill@electricalboard.org

TURN ON THE POWER

Dates and Show Times

St. Charles Convention Center

One Convention Center Plaza • St. Charles, Missouri 63303

Wednesday – August 23, 2023

1:00 p.m. – 7:00 p.m.

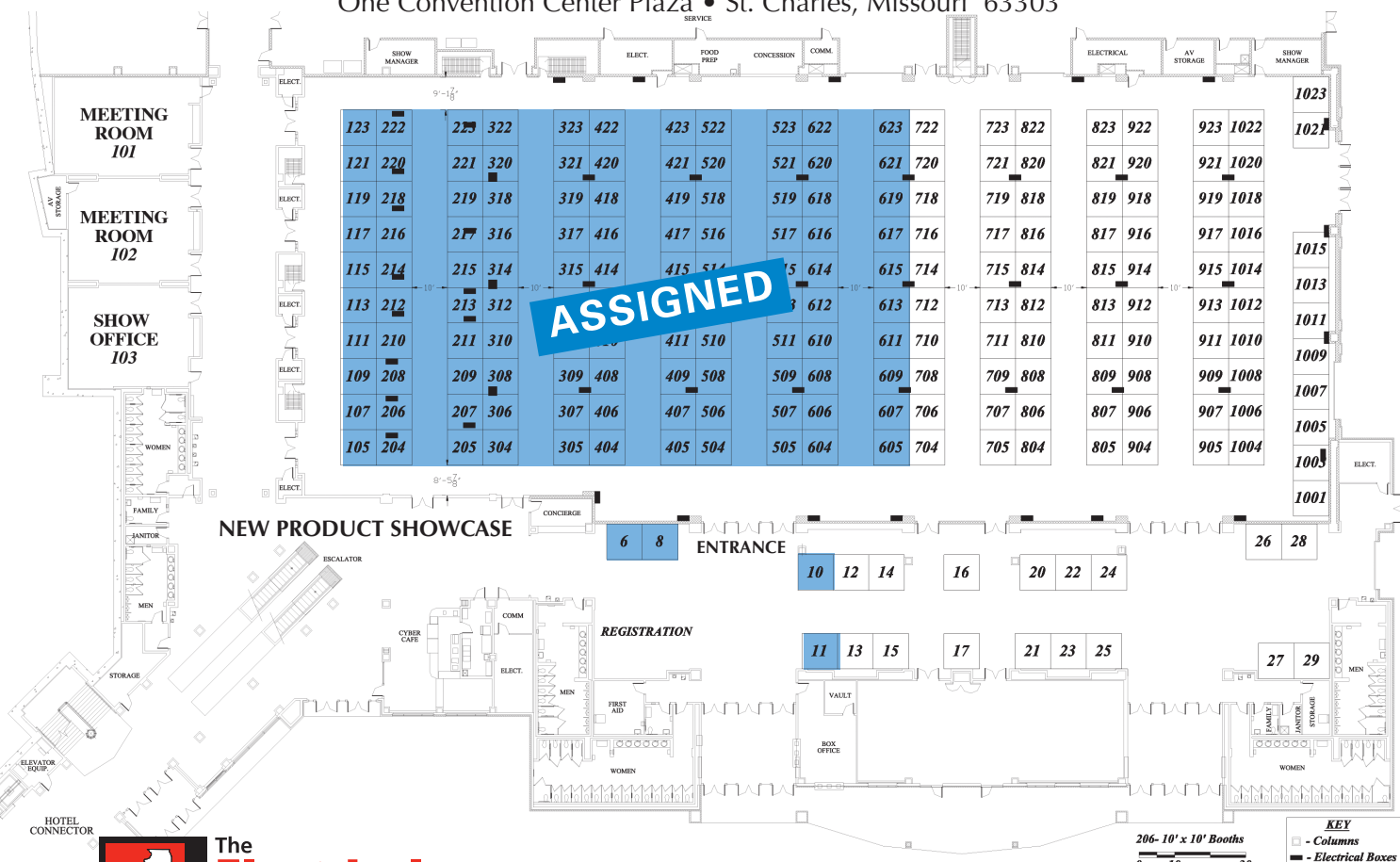
Thursday – August 24, 2023

9:00 a.m. – 4:00 p.m.

There is a surge of enthusiasm within the Expo committees, our organization, and the industry that will culminate on August 23 – 24 with the successful completion of their tasks. We hope you will plan to attend.

St. Charles Convention Center

One Convention Center Plaza • St. Charles, Missouri 63303



EXHIBITOR BOOTH SPACE

BOOTH CONTRACT

St. Charles Convention Center
 One Convention Center Plaza
 St. Charles, Missouri 63303
 August 23rd - 1:00 p.m. - 7:00 p.m.
 August 24th - 9:00 a.m. - 4:00 p.m.

PLEASE COMPLETE ALL PARTS OF CONTRACT BELOW!

The Electrical Board of Missouri and Illinois (EBMI)
 Electrical Expo 2023 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 ONE- EXHIBITOR INFORMATION

*This contract covers the lease space to the undersigned (applicant) in the Electrical Expo 2023. 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 EBMI.
 *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 APRIL 1ST, 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 MAY 15, 2023, and EBMI must be notified in writing!**

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 Division and/or Co., Inc., etc. if necessary. For REPS, please list the manufacturer's name here and your name in PART 2 BELOW.

Street Address: _____

City: _____ State: _____ Zip: _____

Office Phone: () _____ Cell Phone: () _____ Website _____

Name of person completing this contract _____ Email: _____

Signature: _____ Title: _____ Date: _____

****IMPORTANT:** If another person (actual booth attendee) needs to receive ALL EXPO CORRESPONDENCE, IN ADDITION TO PERSON ABOVE, make sure to list their name/email below. This keeps them informed of new product info, decorator packet, updates on expo, etc. If no one is listed below, ONLY PERSON ABOVE WILL RECEIVE ALL INFO.

****SECOND Contact for all Expo correspondence:** NAME: _____ Email: _____
 Both contacts listed in this section will receive Exhibitor Service Kit. Cell Phone: () _____

OPTIONAL - PART TWO - 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 THREE - **PLEASE COMPLETE THIS SECTION - EVEN IF SIGNAGE IS NOT NEEDED - COMPANY BOOTH I.D. TWO 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 FOUR- NUMBER OF BOOTH SPACE NEEDED AND WHAT IS INCLUDED

Each 10' x 10' booth will ONLY include: 1) drapes 8' high as a background (blue, yellow and black are colors); 2) sidewalls 3' high; 3) ONE 120 volt single phase outlet - 10 amps 960 watts; 4) booth carpet (show management to select color); 5) booth cleaning (vacuum/trash on Tuesday and Wednesday nights); 6) 7" x 44" sign complete with exhibitor's company name/booth number; and 7) wi-fi throughout the convention center.

**** NOTE: ALL OTHER BOOTH ITEMS (chairs, tables, carpet padding, trash can, drayage and storage, etc.) should 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 May. If you have any questions, you can visit their website after May 2023.**

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

<u>List # of booths needed</u>	<u>Multiply by cost of booth</u>	<u>= Total due to EBMI</u>
_____ 10' x 10' booth	x \$ 1,500 for EBMI members* OR \$2,000 for non-members	\$ _____

* Membership in the Electrical Board of Missouri and Illinois is encouraged for the 2023 Expo. However, it is not a requirement. Exhibitors wishing to exhibit as members must submit full 2022-23 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.

PLEASE CHECK BOXES ONLY IF THEY APPLY TO YOUR BOOTH:

- We have other divisions from our company that will send in their own contract. EBMI will keep these booths together ONLY if all contracts are received by Oct. 31st.
 We will have a special booth (car, van, truck, etc.) EBMI needs to know this by October 31st so we can place your booth in appropriate location.

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

5a) Our window of opportunity for early booth selection will be from **August 1 through October 31, 2022.** First preference given to 1) Largest # of booths. 2) Date of Contract and 3) Previous Exhibitor. We will contact exhibitors by phone beginning late November if your booth was paid and contract was received by October 31st to select a booth. We will email you a list of available booths at that time. NOTE: **Full payment must be received by October 31st 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, if payments have been received.

5b) Products/services to be exhibited in Electrical Expo 2023: _____

5c) 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 ...