



THANK YOU FOR SENDING IN YOUR CONTRACT FOR THE EBMI ELECTRICAL EXPO AT ST. CHARLES CONVENTION CENTER

Show Hours: August 23 – 1:00 – 7:00 p.m.

August 24 – 9:00 a.m. – 4:00 p.m.

We will follow up with a checklist for exhibitors a little later as soon as more items are confirmed with the convention center since we are ahead of schedule. But we wanted to confirm some information to all exhibitors now to update you, especially concerning the New Product Entry Forms.

* **Booth Assignments** are CONFIRMED and we have SOLD OUT OF BOOTH SPACE. An exhibitor listing with booth numbers is on our website...www.electricalboard.org.

* **Included in Booth Cost** Set up of a standard 10 x 10 booth; a flameproof 8-foot backdrop (blue, black and yellow drapery); three-foot side spaces, a 7"x 44" sign with your company name and booth number; normal heat, light, ventilation; wi-fi throughout the convention center; security and aisle cleanup; BOOTH carpeting (blue/black speckled in all booths); vacuuming of your booth only on morning of show dates and ONE 120V Electrical Outlet. **All booths must be paid prior to June 30, 2023.** Email annie@electricalboard.org if you are not sure if payment was received.

* **Booth Signage** If you did not complete the signage information (Part 3) on your contract, please forward your 2 line sign to annie@electricalboard.org or let us know if no sign is needed. All signs must be in prior to August 1st.

* **Show decorator packet will not be emailed out until May 23rd.** The facilities prefer to send these out only about 90 days prior the show dates. EBMI will provide them with the contact/emails that were included on YOUR contract and the decorator packets will be emailed out by Paramount. (Booth cost does NOT include: carpet padding (MUST be pre-ordered-no orders taken at the show), tables and chairs, additional housekeeping, shipping, additional electrical. If you need these, you will want to order from decorator packet when it becomes available.) **Advanced rate deadline ENDS August 1st.**

* **New Product Entry Forms** – SEE OUR WEBSITE for New Product Entry Forms. EACH EXHIBITOR can submit 2 NEW PRODUCTS PER BOOTH. Must complete entry form and email your information prior to April 1, 2023 in order to be part of our Pre-show brochure. Limit of 80 new product entries. FINAL DEADLINE OF JULY 1ST (pending availability) for Expo inclusion.

* **Cars, Trucks, Large Equipment in booths** Please contact bill@electricalboard.org **BEFORE JULY 22ND** to arrange early placement on August 22nd. It's important we know this IN ADVANCE.

* **Current list of exhibitors** is shown on www.electricalboard.org under Expo 2023 tab. In addition to each exhibitor whose contract was in, we have linked your company's website as well. If you see any changes necessary, please email annie@electricalboard.org.

* **Registration for attendees and exhibitors** – **WILL NOT BE AVAILABLE UNTIL LATE APRIL.** We will email out to all exhibitors once we have finalized the link for this. We thank you for your patience.

* **Lead Retrieval (optional but additional cost) will be on our website in APRIL.** Conexsys is our registration coordinator once again. They will offer the option of a scanner or mobile app.

* **Hotel Room link on website IN APRIL** - We will have hotel links for Embassy Suites and Ameristar Casino (2 hotels where room blocks are being held) on our website in April if you need. We will also have other hotels listed without room blocks as options.

* **Move-in date – August 22nd – 1:00 – 4:30 p.m.** (can stay until 9 p.m. but **MUST BE INSIDE BUILDING** before 4:30 p.m.)

* **Move-out date – August 24th – 4:15 – 9:00 p.m.** (Crates will not be delivered earlier than 4:15 p.m.)

* **ELECTRICAL EXPO SHOW MANAGEMENT:** Electrical Board of Missouri and Illinois

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