



March 4-6, 2024 DoubleTree Hilton Orlando

5780 Major Blvd Orlando, FL 32819
407-351-1000 • [DoubleTree Hilton Orlando](#)

EXHIBITOR REGISTRATION

To submit your form, download this PDF to your desktop or network, then open it. Once you are finished, click the submit button, which will open your email and attach this file. If you do not download this PDF, the submit button will not work.

We invite you to join us as an exhibitor at EPS EXPO 2024. The Welcome Reception and all breaks will be held in the exhibitor room to maximize networking opportunities and ensure optimal traffic flow.

Exhibitors that require convention services for electricity and other related services may be subject to additional charges. In the event the conference hotel contract includes additional fees specific to exhibitor participation, those costs will be passed directly to individual exhibitors at cost.

Exhibitor space is limited and requests will be handled on a first come, first serve basis, so please reserve your tabletop early. Once your tabletop registration form is received, we will confirm your space and other setup arrangements such as AV and shipping services. Please submit this form no later than February 12, 2024.

I Agree to Exhibitor Terms & Conditions (See Page 2)
Signature _____

TO REGISTER:

E-MAIL: dstearns@epsindustry.org **FAX:** (410) 451-8343 **PHONE:** (410) 451-8340
MAIL: EPS EXPO 2024
1298 Cronson Blvd, Suite 201
Crofton, MD 21114 USA

• Exhibitor Registration
Company: _____
Primary Contact: _____
E-mail: _____
Phone: _____

• Exhibitor Fees All exhibit spaces include one 6-foot table with draping and two chairs.

	Space Dimensions	Member	Non-Member	Total
6' Table Top	60" x 72"	\$725	\$950	_____
12' Table Top	60" x 120"	\$950	\$1275	_____
DoubleTree Hilton Exhibitor Fee				\$100
TOTAL				\$ _____

TO ACCOMMODATE A 10-FT BANNER OR BOOTH, YOU MUST RESERVE A 12-FT TABLE TOP.

• Payment
Check Enclosed Send Invoice
Charge To American Express Mastercard Visa **A 3.5% surcharge will be added for credit card payments.**
Name on card: _____ Address: _____
City: _____ State: _____ Zip Code: _____
Card Number: _____ Expiration Date: _____ CVV: _____
Signature: _____ Total Amount: \$ _____
Make check payable to the EPS Industry Alliance
Form Completed By: _____ E-mail: _____

Exhibit Terms & Conditions

- ❖ **Tabletop** exhibits are made available to conference participants who have also registered to attend the conference program. The exhibitor fee is required to reserve your space in addition to the regular registration fee.
- ❖ **Assigned space** – Up to 25 tabletop exhibits are available, on a first-come, first-serve basis. EPS EXPO 2024 reserves the right to assign tabletop exhibit space at its sole discretion.
- ❖ **Cancellation of Exhibit Space** – Upon written notice of cancellation received prior to February 12, 2024, a complete refund will be made. No refunds will be made for cancellations received after that time.
- ❖ **Insurance** – All tabletop materials of the exhibitor are understood to remain under its custody and control in transit to and from or within the exhibit area. Exhibitors must carry appropriate insurance to cover tabletop materials against damage or loss, as well as public liability against injury to the person or property of others. EPS-IA's insurance coverage does not extend to exhibitor's liability.
- ❖ **Limitations of Liability** – Exhibitor agrees to make no claim for any reason whatsoever against show management of the exhibit facility loss, theft, damage, or destruction of goods, or for the injury to its employees or other persons or property while in the area designated for the exhibit, or for any business damage resulting from failure to provide space for the tabletop exhibit, or for failure to hold the exhibit as scheduled, or for any cause beyond the control of EPS-IA or the hotel.

Set Up & Tear Down

Set-Up Time	12:00 PM - 4:00 PM	Monday, March 4
Tear Down Time	11:30 PM - 1:00 PM	Wednesday, March 6

Shipping & Receiving

Shipments to the hotel more than two (2) days in advance of EPS EXPO will be subject to additional storage charge. All items must be labeled as follows:

The DoubleTree by Hilton at the Entrance to Universal Orlando
[Company Name]
EPS EXPO 2024
5780 Major Boulevard
Orlando, FL 32819
407-513-5900

Preliminary Schedule of Events

Monday, March 4

4:30 - 6:00 p.m. Welcome Reception with Exhibitors
Roberts Service Award

Tuesday, March 5

7:30 - 8:30 a.m. Breakfast
8:30 - 9:30 a.m. General Session
9:30 - 10:30 a.m. Opening Keynote
10:30 - 11:15 a.m. Networking Break with Exhibitors
11:15 - 12:15 p.m. General Session
12:15 - 1:30 p.m. Lunch
1:30 - 2:15 p.m. General Session
2:15 - 3:00 p.m. Networking Break with Exhibitors
3:00 - 4:30 p.m. Workshop Sessions
4:30 - 5:30 p.m. Happy Hour with Exhibitors

Wednesday, March 6

8:00 - 9:00 a.m. Breakfast
9:00 - 10:00 a.m. Workshop Sessions
10:00 - 10:30 a.m. Networking Break with Exhibitors
10:30 - 11:30 a.m. Closing Keynote
Noon **Conference Adjournment**