



March 20-22, 2017

Charleston Marriott • Charleston

170 Lockwood Boulevard • Charleston, SC 29403
Tel: 843-723-3000

Exhibitor Registration

We invite you to join us as a tabletop exhibitor at EPS EXPO 2017. The following events will be held in with the exhibitors to maximize networking opportunities and ensure optimal traffic flow :

- Welcome Reception
- Networking Breaks
- Breakfast (March 21 & 22)

Exhibit fees are in addition to the regular registration fee for each company representative that will be attending the conference and include one six-foot, skirted table and two chairs. Exhibitors that require convention services for electricity, draping other related services may be subject to additional charges. If you prefer to exhibit with your company booth rather than a tabletop please check off the "booth" section below.

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 notify you confirming your space and other setup arrangements such as AV and shipping services. Please submit this form no later than **February 20, 2017.**

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

Signature: _____

TO REGISTER:

EMAIL :dstearns@epsindustry.org

FAX: (410) 451-8343

MAIL: EPS EXPO

1298 Cronson Blvd., Suite 201
Crofton, MD 21114 USA

Exhibitor Registration	
Company:	_____
Primary Contact:	_____
Address:	_____
City/State/Zip/Country:	_____
Phone:	_____
Email:	_____
	Fax: _____

Exhibitor Fees		**If your company banner/booth is longer than 6 feet, you must request 2 tables to ensure there is enough space.**		
	Price Per Table	No. of 6' Tables	Company Booth	Total
Member	\$350	_____	<input type="checkbox"/>	_____
Non-Member	\$750	_____	<input type="checkbox"/>	_____

Payment		
Check Enclosed <input type="checkbox"/>	Send Invoice <input type="checkbox"/>	Charge To <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
Name on Card: _____	Card Number: _____	
Expiration Date: _____	Signature: _____	Total Amount \$ _____
Make check payable to the EPS Industry Alliance		
Form Completed By: _____	Email: _____	

IF NOT ALREADY SUBMITTED, THE REGULAR REGISTRATION FORM INCLUDING ALL COMPANY REPRESENTATIVES ATTENDING EPS EXPO MUST BE ATTACHED.

Exhibit Guidelines

- ❖ Tabletop exhibits are made available to conference participants who have also registered to attend the conference program. The exhibitor's fee is required to reserve your space in addition to the regular registration fee.
- ❖ Assigned space – up to 20 tabletop exhibits are available, on a first-come, first-serve basis. EPS EXPO 2017 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 20, 2017, 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 – 4:00 pm	Monday, March 20
Tear Down Time	11:30 – 1:00 pm	Wednesday, March 22

Shipping & Receiving

Shipments to the hotel more than three (3) days in advance of EPS EXPO will be subject to additional storage charge. Boxes should be addressed as follows:

Group Name: EPS EXPO 2017
Hold For: [Guest Name]
Arrival Date: [Guest Arrival Date]
Hotel: Charleston Marriott
Address: 170 Lockwood Boulevard
Charleston, SC 29403 USA
Phone: 843-723-3000

Preliminary Schedule of Events

Monday, March 20

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

Tuesday, March 21

8:00 – 9:00 a.m. Breakfast
9:00 – 10:30 a.m. General Session
10:30 – 11:00 a.m. Networking Break with Exhibitors
11:00 – 12:00 p.m. Workshop Sessions
12:00 – 1:30 p.m. Lunch with Keynote Speaker
1:30 – 2:30 p.m. Workshop Sessions
2:30 – 3:30 p.m. Networking Break with Exhibitors
3:30 – 4:30 p.m. Workshop Sessions

Wednesday, March 22

7:30 – 8:30 a.m. Breakfast
8:30 – 9:30 a.m. Workshop Sessions
9:30 – 10:00 a.m. Networking Break
10:00 – 11:00 a.m. Workshop Sessions
11:00 – 12:00 p.m. Workshop Sessions
Noon **Conference Adjournment**