



March 26-28, 2018 Sheraton New Orleans

500 Canal Street, New Orleans, LA 70130
504-525-2500 • www.sheratonneworleans.com

EXHIBITOR REGISTRATION

We invite you to join us as an exhibitor at EPS EXPO 2018. The following events will be held in the exhibitor room to maximize networking opportunities and ensure optimal traffic flow:

- Welcome Reception
- Networking Breaks
- Breakfast

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. If you prefer to exhibit with your company booth rather than a tabletop, please check off the "booth" section below. Restrictions may apply, please contact our offices for further details.

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 26, 2018.

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 2018
 1298 Cronson Blvd, Suite 201
 Crofton, MD 21114 USA

• Exhibitor Registration

Company: _____
Primary Contact: _____
Address: _____
City/State/Zip/Country: _____
Phone: _____ **Fax:** _____
E-mail: _____

• Exhibitor Fees **Your company banner(s)/booth can be no longer than 6 feet. If they are, you must request 2 tables to ensure there is enough exhibit space.**

	Price Per Table	No. of Tables	Company Booth	Total
Member	\$425	_____		_____
Non-Member	\$850	_____		_____
TOTAL \$				_____

• Payment

Check Enclosed **Send Invoice** **A 2.5% surcharge will be added for credit card payments.**

Charge To American Express Mastercard Visa

Name on card: _____ Card Number: _____
 Expiration Date: _____ 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 15 tabletop exhibits are available, on a first-come, first-serve basis. EPS EXPO 2018 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 26, 2018, 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 26
Tear Down Time	11:30 PM - 1:00 PM	Wednesday, March 28

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:

First & Last Name (Guest)
Sheraton New Orleans
500 Canal Street
New Orleans, LA 70130
EPS EXPO March 26-28, 2018
Guest Mobile Contact Number
___ of ___ (ex. 1 of 10)

Preliminary Schedule of Events

Monday, March 26

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

Tuesday, March 27

7:30 - 8:30 a.m. Breakfast
8:30 - 9:30 a.m. General Session
9:30 - 10:45 a.m. General Session
10:45 - 11:30 a.m. Networking Break with Exhibitors
11:30 - 12:30 p.m. Workshop Sessions
12:30 - 1:30 p.m. Lunch with Keynote Speaker
1:30 - 3:00 p.m. Workshop Sessions
3:00 - 3:45 p.m. Networking Break with Exhibitors
3:45 - 5:00 p.m. Workshop Sessions

Wednesday, March 28

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. Workshop Sessions
Noon **Conference Adjournment**