

# Multi-Event Exhibitor Registration Form



**Conference: Sept. 25-27, 2024**  
**Expo: Sept. 25-26, 2024**  
**Nashville, TN**  
 Music City Center  
[aeworld.org](http://aeworld.org)

**Move In**

Tues. 9/24/2024(8am-5pm)

**Expo Open**

Wed. 9/25/2024 (10:30am-6pm)  
 Thurs. 9/26/2024 (10am-2pm)

**Move Out**

Thurs. 9/26/2024 (2-7pm)



**June 25-26, 2025**  
**Cleveland, OH**  
 Huntington Convention Center  
[aeeeast.org](http://aeeeast.org)

**Move In**

Tues. 6/24/2025 (8am-5pm)

**Expo Open**

Wed. 6/25/2025 (10:30am-6pm)  
 Thurs. 6/26/2025 (10am-2pm)

**Move Out**

Thurs. 6/26/2025 (2-7pm)



**Conference September 2025**  
**Expo September 2025**

To Be Confirmed  
[aeworld.org](http://aeworld.org)

Authorized Signature is required on the Exhibitor/Sponsor Agreement

Name	Title	Company/Organization
Street Address		
City	State	Zip
Email	Phone	Fax
Preferred Booth Location (See Expo Floor Plan)	2nd Choice Booth Location	3rd Choice Booth Location

Indicate up to 3 competitors whose booths you prefer not to be adjacent to. (We will try to accommodate but cannot guarantee to meet your request.)

## Payment Calculation

A. Sub-total AEE World 2024

B. Sub-total AEE East 2025

C. Sub-total AEE World 2025

D. Total All Shows (A+B+C)

**E. Multi-Event Discount**

Total Amount Due (DxE)

**Amount to be Charged**

## Authorized Signature X

Authorized Signature (required)

## Payment Options

Bill Credit Card  
 (details below)

Check Enclosed  
 (Payable to Association of Energy Engineers)

Invoice Company  
 (P.O. attached)

## Payment Information

Credit Card Number

**Authorized Signature of Card Holder (required)**

Expiration Date

Card Billing Address

CCV

City

Name On Card (Print)

State

Zip

Email: [diane@aeecenter.org](mailto:diane@aeecenter.org) | Call: 770-447-5083 Ext. 214

Mail To: Association of Energy Engineers, Attn AEE Events, 3168 Mercer University Drive, Atlanta, Georgia 30341

## AEE World 2024

Conference Oct. 25-27, 2024

Expo Oct. 25-26, 2024

Nashville, TN

Music City Center

Booth Options	Price
10'X10' Booth Package	\$3,300
10'x20' Booth Package	\$6,200
10'x30' Booth Package	\$9,000
20'x20' Booth Package	\$11,800
20'x30' Booth Package	\$17,500

Featured Opportunities -	Price
Welcome Banner	\$5,000
Promo Item	\$2,500
Aisle Sign Sponsor	\$500 each side
Opening Session	\$3,000
Networking Reception,	\$5,000 (starting)
Exhibit Hall Coffee Service	\$2,250 per day
Attendee Luncheon	\$3,500 per day
CWEEL Breakfast	\$4,900

Sponsor Level	Price (Total Value)
Host	\$60,000 ( <b>\$93,500+</b> )
Platinum	\$25,000 ( <b>\$54,050+</b> )
Gold	\$20,000 ( <b>\$28,150+</b> )
Silver	\$15,000 ( <b>\$18,800+</b> )
Bronze	\$67,500 ( <b>\$9,550+</b> )

## AEE World 2024

Sub Total A  
(Booth + Ad)

## AEE East 2025

June 25-26, 2025

Cleveland, OH

Huntington Convention Center

Booth Options	Price
10'X10' Booth Package	\$2,750
10'x20' Booth Package	\$5,200
10'x30' Booth Package	\$7,600
20'x20' Booth Package	\$10,000
20'x30' Booth Package	\$14,500

Featured Opportunities -	Price
Welcome Banner	\$5,000
Promo Item	\$2,500
Aisle Sign Sponsor	\$500 each side
Opening Session	\$3,000
Networking Reception,	\$5,000 (starting)
Exhibit Hall Coffee Service	\$2,250 per day
Attendee Luncheon	\$3,500 per day
CWEEL Breakfast	\$3,900

Sponsor Level	Price (Total Value)
Host	\$50,000 ( <b>\$111,000+</b> )
Platinum	\$25,000 ( <b>\$35,125+</b> )
Gold	\$17,500 ( <b>\$20,750+</b> )
Silver	\$12,500 ( <b>\$15,775+</b> )
Bronze	\$6,000 ( <b>\$8,975+</b> )

## AEE East 2025

Sub Total B  
(Booth + Ad)

## AEE World 2025

September 2025

TBC

Booth Options	Price
10'X10' Booth Package	\$3,300
10'x20' Booth Package	\$6,200
10'x30' Booth Package	\$9,000
20'x20' Booth Package	\$11,800
20'x30' Booth Package	\$17,500

Featured Opportunities -	Price
Welcome Banner	\$5,000
Promo Item	\$2,500
Aisle Sign Sponsor	\$500 each side
Opening Session	\$3,000
Networking Reception,	\$5,000 (starting)
Exhibit Hall Coffee Service	\$2,250 per day
Attendee Luncheon	\$3,500 per day
CWEEL Breakfast	\$4,900

Sponsor Level	Price (Total Value)
Host	\$60,000 ( <b>\$93,500+</b> )
Platinum	\$25,000 ( <b>\$54,050+</b> )
Gold	\$20,000 ( <b>\$28,150+</b> )
Silver	\$15,000 ( <b>\$18,800+</b> )
Bronze	\$67,500 ( <b>\$9,550+</b> )

## AEE World 2025

Sub Total C  
(Booth + Ad)

### Booth Options

All booth packages include an ID sign, 3ft side rails, 8ft back drape (carpet and other furnishings are the responsibility of the exhibitor), as well as your company's listing on the event website, to include a company description (300 words max.) website link, logo and up to three social media links.

### Exhibit Hall Advertising

Exhibitor is responsible for providing print ready files 45 days before the day of the event. Recommended files include vector eps/ai, jpg/png at 300 dpi or Adobe Indesign (with linked files).

### Featured Opportunities

These sponsorships provide awareness and specific recognition at the event.

- Welcome Banner at event entrance.
- Promo items given to attendees, such as Lanyard, Memo Pads or Tote Bags.
- Sponsor for expo hall aisle signs.
- Sponsor networking events for conference attendees, such as the Opening Session Coffee & Breakfast or evening networking reception Expo Hall Coffee, Daily Conference Luncheon and CWEEL Breakfast.

For complete details please refer to the Exhibitor Sponsorship brochure.

### Premium Sponsorships

Premium sponsorships include brand recognition in pre-event marketing and onsite recognition across signage and in conference and expo materials. Each sponsorship level includes a booth package and may also include reduced rate conference registrations and training program registrations. For complete details please refer to the Premium Sponsorship brochure.

Email: [diane@aeecenter.org](mailto:diane@aeecenter.org) | Call: 770-447-5083 Ext. 214

Mail To: Association of Energy Engineers, Attn AEE Events, 3168 Mercer University Drive, Atlanta, Georgia 30341

# Exhibitor Sponsor Agreement

The party identified below in this Agreement agrees to the following terms and conditions in order to participate as an exhibitor/sponsor ("Exhibitor/Sponsor") at the Association of Energy Engineers, Inc. ("AEE") Energy Conference & Expo(s) ("Show") checked below.

## PAYMENT TERMS

To secure an exhibit booth and/or sponsorship, a payment equal to 50% of the Exhibitor/Sponsorship fee ("Fee") must accompany this form and be received by AEE by no later than the final fee balance payment date (shown below). The balance of such fee is due on or before forty five (45) days prior to move-in day.

## CANCELLATION POLICY

All cancellations are required to be submitted in writing to AEE. 25% of the contracted rate will be forfeited for cancellations made (90) days prior to the first move-in day. 50% of contracted rate will be forfeited for cancellations made (60) days prior to the first move-in day, and 100% of contracted rate will be forfeited if cancellation is received inside (30) days prior to the first move-in day. Reduction of booth size will be considered cancellation of the space reduced from the original reservation.

If you are unable to exhibit in an expo, booth reservation fees can be transferred to another AEE presented expo within one year of the original event date. No difference in registration fees paid shall be refunded and exhibitor is responsible for any difference for transfers to a higher cost event.

## EXHIBITOR/SPONSOR SET-UP/CLOSING RESPONSIBILITIES

Exhibits must be set up by 5:00pm on the day prior to opening day. AEE reserves the right to reassign space after this time or to force freight at the cost of the Exhibitor/Sponsor.

All booths must be carpeted at the expense of the Exhibitor/Sponsor. AEE reserves the right to force installation of carpet after 5:00pm on the day prior to the opening day of the Show at the expense of the Exhibitor/Sponsor.

Exhibits or part of an exhibit may not be removed until after the closing hour of the last date of the Show unless other arrangements have been made in advance and approved by AEE. Exhibits must be removed from the building by the dates/times specified below. In the event that the Exhibitor/Sponsor fails to remove its exhibit in the allotted time, AEE reserves the right at the Exhibitor/Sponsor's expense, to ship the exhibit through a carrier of AEE's choosing or to place the same in a storage warehouse subject to the Exhibitor/Sponsor's disposition or make such other disposition of this property as it may deem appropriate without any liability to AEE.

## BOOTH LOCATION

AEE reserves the right to change the Show floorplan or relocate Exhibitor/Sponsor's assigned booth location in its exclusive discretion.

## EXHIBITOR/SPONSOR CONDUCT

The distribution of samples, souvenirs, publications, etc., or other sales or sales promotion activities must be conducted by Exhibitor/Sponsor only from within its booth. The distribution of any article that interferes with the activities or obstructs access to neighboring booths, or that impedes aisles, is prohibited. The Exhibitor/Sponsor shall conduct and operate its exhibit so as not to annoy, endanger or interfere with the rights of other Exhibitor/Sponsors and visitors. AEE reserves the right to prohibit any exhibit of any Exhibitor/Sponsor that, in its sole discretion and judgment, is inappropriate, offensive, or may detract from the general character of the Show. Exhibitor/Sponsor's booth(s) must be staffed by the Exhibitor/Sponsor during all open Show hours.

## FORCE MAJEURE

In the event the Show or a portion of the Show is not held as a result of any cause not reasonably within AEE's control (including, but not limited to, acts of terrorism, unavailability of transportation that prevents the occurrence of the Show, acts of God, war, civil disturbances, declaration of national emergency, accidents or labor disputes, fire, flood, storms etc.) then both parties will be relieved of performance of their obligations under this agreement (and any accompanying payment obligations) without liability of any kind. AEE shall not be responsible for reimbursing the Exhibitor/Sponsor any part of the Fee paid by the Exhibitor/Sponsor or for any direct or indirect loss due to a required change of dates, location, or cancellation of the Show or a portion of the Show.

Sept 25-27, 2024 | Music City Center | Nashville, TN

June 25-26, 2025 |Huntington Convention Center | Cleveland, OH

Sept 2025 | TBC

## LISTINGS AND PROMOTIONAL MATERIALS

By exhibiting at the Show, you grant AEE a fully paid, perpetual non-exclusive license to use, display and reproduce your name, trade names and product names in any directory (print, electronic or other media) listing your company at the Show and to use such name in Show promotional materials.

## INSURANCE

Exhibitor/Sponsor shall, at its own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below:

Workers' Compensation Insurance complying with all federal laws and laws of the state in which the Show is being held.

Comprehensive General Liability Insurance with limits not less than \$1,000,000 per each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damages, including coverage for personal injury, contractual and operation of mobile equipment, products and liquor liability (if applicable).

Automobile Liability Insurance with limits of not less than \$500,000 per each occurrence, combined single-limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.

Comprehensive General Liability and Automobile Liability insurance policies shall name AEE as an additional insured. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, shall be furnished to AEE no later than fifteen (15) days before move-in day.

## LIABILITY

The Exhibitor/Sponsor assumes all responsibility for any and all loss, theft, damage, or injury to the person, or to Exhibitor/Sponsor's displays, equipment and other property during the Show, and while on the Hynes Convention Center premises, and hereby waives any claim or demand it may have against AEE or its affiliates, sponsors, cosponsors, employees, contractors, or against the Hynes Convention Center or its parents, subsidiaries or affiliates arising from such loss, theft, damage or injury. In addition, the Exhibitor/Sponsor agrees to defend (if requested by and with counsel satisfactory to AEE), indemnify and hold harmless AEE and the Hynes Convention Center and their respective parent, subsidiary and other affiliated or related companies from and against any liabilities, obligations, damages, fines, suits, costs and expenses and claims of including, without limitation, attorneys' fees and costs up through and including any appeal, arising from or in connection with the Exhibitor/Sponsor's occupancy and use of the Hynes Convention Center premises or any part thereof or any negligent act, error or omission or willful misconduct of the Exhibitor/Sponsor or its employees, contractors, subcontractors or agents.

## COMPLIANCE WITH LAWS

Exhibitor/Sponsor shall abide by all laws, rules, regulations, and ordinances of any applicable government authority and all rules of the Hynes Convention Center, including but not limited to compliance with the Americans with Disabilities Act.

## GOVERNING LAW

This Agreement shall be governed in accordance with the laws of the State of Georgia without giving effect to any choice or conflicts of law principles. The parties agree to submit to the exclusive personal jurisdiction and venue of the state courts in DeKalb County, Georgia or the federal court in the Northern District of Georgia for disputes relating to this agreement.

## AGREEMENT TO TERMS AND CONDITIONS

Exhibitor/Sponsor agrees to observe and abide by the foregoing terms and conditions and by such rules made by AEE from time to time for the efficient or safe operation of the exhibit. AEE, in its sole judgment, may refuse to consider for participation in future events any Exhibitor/Sponsor who violates or fails to abide by such terms and conditions.

By signing this Agreement, the undersigned certifies that he or she has read, understands and agrees to abide by the foregoing terms and conditions.

Company Name (Print)

Signature

Date



3168 Mercer University Drive | Atlanta, GA 30341, USA | Tel: (770) 447-5083 | aeecenter.org