



ELECTRIC EXPO 2022

SPONSORED BY **PECO**

Wednesday, October 26
1:00 p.m. – 7:00 p.m.

Thursday, October 27
11:00 a.m. – 6:00 p.m.

Valley Forge Casino Resort
1160 First Avenue, King of Prussia, PA 19406

Exhibitor Manual



Presented by:
The Electrical Association of Philadelphia
P.O. Box 1947
Blue Bell, PA 19422
Phone: (610) 825-1600
Fax: (610) 825-1603
Email: electric@eap.org
Web: www.eap.org



Show Overview

Thank you for exhibiting at Electric Expo 2022, sponsored by PECO! After a three-year hiatus, we are excited to reconvene the industry, helping exhibitors establish and maintain key relationships with a diverse audience of energy industry professionals.

Show Name: Electric Expo 2022, sponsored by PECO

Show Sponsor: The Electrical Association of Philadelphia (EAP)

Show Contact: Sarah Hagy, Executive Director
Call/text: (215) 200-6404 or email sarah@eap.org

Show Location: Valley Forge Casino Resort Event Center
1160 First Avenue, King of Prussia, PA 19406
Phone:(610) 354-8118

Show Dates & Hours: Wednesday, October 26 1:00 p.m. – 7:00 p.m.
Thursday, October 27 11:00 a.m. – 6:00 p.m.

Electric Expo 2022 Committee

Electric Expo Co-Chairs: Brendan Powell, Kunz-Powell & Associates, and Gabriel Schill, Locust Electric Sales

Electric Expo Committee Members:

Nnamdi Akosa, Eaton Electrical	Tom O'Neill, Square D By Schneider Electric
Bernie Clark, Hubbell Wiring Device - Kellems	Ed Pollart, Pollart Electric Sales, Inc.
Stefan F. Darczuk, Penn Panel and Box Co.	Renard Rose, Synergy Electrical Sales, Inc.
Jason Gomes, Square D By Schneider Electric	Betsy Smith, HiReli, LLC
Jared Gross, Keystone Technologies	Bill Solomon, Joseph E. Biben Sales Corporation
Fran McGovern, Leviton Mfg. Co., Inc.	Scott Stilley, eSite Systems, LLC
Rick O'Connell, Digital Filaments, LLC	Andy Zahn, Eaton Electrical

EAP Executive Director Sarah Hagy, CAE - (215) 200-6404 or sarah@eap.org

Deputy Executive Director: Mair Malfara - (215) 870-7143 or mair@eap.org

Program Manager: Matt Deibert - (484) 358-7911 or matt@eap.org

Exhibitor Resources: www.electricexpo.org/ExhibitorResources

Decorating and Exhibitor Services: Tyler Nguyen
General Exposition Services (GES)
Phone: (610) 495-8866
Email: info@generalexposition.com Website: www.generalexposition.com

Host Hotel: Valley Forge Casino Resort
1160 First Avenue, King of Prussia, PA 19406
P: (610) 354-8118 W: <https://www.vfcasino.com/>

Important Deadlines

The following is a list of important deadlines related to Electric Expo 2022. We recommend that you order all services immediately - many are time sensitive.

Show Decorator: General Exposition Services (GES)

We are pleased to welcome the return of GES as this year's Show Service Contractor ("Decorator"). They will handle the following logistics:

- Freight Handling
- Specialty Signs
- Custom Cleaning
- Furniture and Accessories
- Dismantle Labor

You may locate order forms for all the above in the [GES Exhibitor Portal](#) ("Exhibit code" is ELECTRIC22).

Shipping and Freight – Early Deadline (for discount) – Tuesday, October 14, 2022

If you are shipping your materials to the Expo through the show contractor, GES, you will receive a discount if materials arrive by October 14. **Materials must be received at the warehouse address not later than Friday, October 21** to make the show. Additional information can be found in the [GES Exhibitor Portal](#) ("Exhibit code" is ELECTRIC22).

Direct Freight Delivery to Valley Forge Casino Resort – Deadline Monday, October 24, 2022

NOTE: Deliveries to VFCR **will not be accepted prior to this date**. There are no weekend deliveries accepted at VFCR. Any deliveries to you at VFCR should be scheduled for arrival on Monday, October 24 after 10 a.m. and before 6 p.m. and include your booth number. **We highly recommend you arrange delivery EARLIER through GES; they will deliver your materials directly to your booth in the Event Center.**

Electric Order – Discount September 16

A 120-volt, 15-amp, 1500-watt quad box electrical service is included for each 10' by 10' booth. If you require additional electric, please see the VFCR Electric & IT Order Form in the [GES Exhibitor Portal](#) ("Exhibit code" is ELECTRIC22).

Hotel Room Block – Wednesday, September 21

EAP has secured a block of rooms in the Casino Tower at the Valley Forge Casino Resort, located on the same side of the hotel as the Event Center, where the Expo takes place. To secure the special room rate of **\$129/night single/double room**, call (610) 354-8118 (be sure to mention Electric Expo 2022 to get our rate) or [book online using this special link](#).

Certificate of Insurance – Wednesday, September 21

Please secure and send a COI to electricexpo@eap.org by this date; you may locate requirements for the COI under the Insurance header on the following pages.

Lead Retrieval Service – Early Bird Deadline Saturday, October 1

American Tradeshow Services will provide attendees with three options for personalized lead scanning for easy follow up post-show. Options include: an app that works with your own mobile device, a handled Honeywell Scanner, or an iPad Mini unit for scanning. You may order online [here](#) or view the order form at the end of this manual.

Audio-Visual Order – Encore Exhibitor Services

If you have any audio-visual needs, please view the VFCR Audio Visual Order Form in the [GES Exhibitor Portal](#) ("Exhibit code" is ELECTRIC22). Contact Chuck Olanyk (chuck.olanyk@encoreglobal.com) with questions.

Exhibiting at Electric Expo

Please review these show parameters carefully to ensure a successful exhibitor experience.

Activities:

Souvenirs and standard literature may be freely distributed, but exhibitors must confine their displays and activities to their assigned booth space. If you need additional space for a display, you must purchase additional booth space at the member or non-member booth rental rate. No exhibitor shall assign, sublet or share their assigned booth space in whole or in part. Any display deemed noisy or undignified by show management—including but not limited to sound motion pictures, sound devices, megaphones, loudspeakers, drilling or cutting, or sideshow tactics—is prohibited and may be shut-down. Non-exhibitors are prohibited from soliciting on the show floor.

Advertising and Sponsorship:

Discover the various opportunities available to exhibitors to build your brand and engage with your customers! [Learn more here.](#)

Announcements:

Show management will maintain control of announcements during show hours.

Attendee Advertising:

The Electrical Association of Philadelphia will make digital marketing assets available to your company so that you may invite your customers.

Attendee and Exhibitor Registration:

Attendee and exhibitor registration will open later this summer and can be accessed by visiting www.electricexpo.org. An email will be sent requesting you to register your exhibitor staff. As a reminder, there is no additional cost for staff to register.

Audio Visual Services:

Audio Visual can be ordered through Encore, to obtain an order form, log onto the [GES Exhibitor Portal](#) (“Exhibit code” is **ELECTRIC22**).

Booth Package:

The standard booth package includes:

- 6' skirted table
- Carpet
- Two folding chairs
- One identification sign to include the company name and booth number
- Wastebasket
- 8' high curtain back wall and 3' high matching dividers with aluminum uprights (for colors, see “Show Colors” below)
- A 120v, 15-amp, 1500-watt power strip electrical service
- Complimentary Wi-Fi on show floor
- List of attendees post-Expo

Cancellations:

Cancellation of space will result in the loss of monies after a certain date; all deposits are nonrefundable. Cancellations received between December 1, 2021 – April 30, 2022, will forfeit all deposits however any additional monies paid toward the balance due will be refunded. Cancellations between May 1, 2022 – August 31, 2022, will forfeit both the deposit and 50% of exhibitor fees due. Cancellations after September 1, 2022, will not receive refunds. Cancellations must be received in writing; please send any cancellations to electricexpo@eap.org.



Ceiling and Exhibit Height:

The ceiling height in the Event Center has a clearance of 14 feet. **Please note the Electric Expo has a booth height restriction of 8' generally. Also, in the area in the front half of the booth, the height restriction is 4 feet.** Installations **exceeding these height limits require special approval** by the Executive Director of the EAP (see page two).

Event Center Exhibitor Rules and Regulations: see page 11.

Display Rules and Regulations:

No construction of any kind within exhibit space shall exceed 8' in height without written approval of Management. Any construction exceeding 4' in height (including sides) must be kept within 5' of back line of exhibit space, with the exception that lighting fixtures may be suspended so as not to interfere with clear view of neighboring exhibits. Fixture hangers or special backgrounds required by exhibitors should be arranged for in advance and brought to the exhibit hall ready for assembly. Installations are subject to approval of all inspection authorities having jurisdiction. Exhibits may not extend beyond the 10' x 10' space.

Electricity:

All electric drops will be handled by the Valley Forge Casino Resort Event Center electrician. Any equipment used within the Event Center must carry a UL listing. Standard electric is 15 amp/120 volt or 20amp/120 volt. This electric is in the form of a quad box (power strip). To determine the wattage of electric to be ordered; multiply the amps times the volts (i.e., 20-amp x 120 volt = 2400). Items requiring electric will have a label detailing the electrical requirements needed for safe operation. Heavy electric will be installed once the exhibitor has satisfactorily placed the item. The exhibitor will incur additional hookup fees if they require equipment to be moved and re-wired. Extension cords used in the Event Center must be 14/3 gauge, NO EXCEPTIONS. Additionally, all cords or wires laying in the proximity of foot traffic must be secured down with appropriate caution tape, covered and protected safely. Terms and conditions governing electrical work are included on the form, log on to obtain a form to order, [GES Exhibitor Portal](#) ("Exhibit code" is ELECTRIC22).

Exhibitor Personnel Registration:

All persons working booths as exhibitors MUST be registered. Each person registered will receive an exhibitor coded badge and must be employed by the exhibiting company or have a direct business affiliation.

Exhibitor Access to Exhibit Hall (NOTE: you must have a badge):

Exhibitors will have access to the exhibit hall during the following hours for set up:

Tuesday, October 25	10:00 a.m. – 6:00 p.m.
Wednesday, October 26	7:00 a.m. – 10:00 a.m.
Thursday, October 27	8:00 a.m. – 10:00 a.m.

All booths MUST be set up by 10:00 am on Wednesday, October 26. Exhibitors will be asked to vacate the show floor at 10:00 am so that venue staff may clean the floor and prepare it for opening at 1:00 pm. NO EXCEPTIONS.

All exhibits must be completely installed by 10:00 a.m. on Wednesday, October 26. Any exhibitor who does not have their booth completely assembled by this time will relinquish their space. No refund will be made and the space may be repurposed or resold.

Exhibit Dismantle Hours: Thursday, October 27, 6:01 p.m. – 11:00 p.m.

Do not leave your booth and materials unattended during show breakdown.

All equipment & exhibit materials must be completely removed from the show floor by 11:00 p.m. on Thursday, October 27. Any materials remaining in the exhibit hall after 11:00 p.m. on Thursday, October 27 will be considered abandoned and will be removed and/or discarded at the expense of the exhibiting company. You may dismantle and carry out by yourself, but if you need any assistance from GES, they will charge accordingly. No private forklifts are allowed at Valley Forge Casino Resort.

EXHIBITOR DISMANTLING PRIOR TO 6:00 P.M. IS STRICTLY PROHIBITED. DISMANTLING WITH ATTENDEES STILL ON THE SHOW FLOOR IS A SAFETY HAZARD.

NOTE: All Carriers must check in at the dock or service desk two hours prior to FLOOR closing time or freight will be shipped C.O.D. via General Exposition Services. Details will be provided in your onsite exhibitor packet.

Exhibitor Appointed Contractors:

Exhibiting companies may employ the service of independent contractors to install and dismantle their display. However, the exhibiting company and independent contractor (Exhibitor Appointed Contractor) must comply with the following:

1. The exhibiting company must notify both Trade Show Management and GES, Inc. in writing of the intent to use an Exhibitor Appointed Contractor no later than 30 days prior to the first move-in day of Monday, October 21. The name, address and telephone number of the contracted firm must be supplied.
2. The exhibiting company must provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum \$1,000,000 of liability coverage, including property damage to Trade Show Management and the GES Company at least 10 days prior to the first move-in day of Monday, October 21.
3. The exhibiting company agrees that it is ultimately responsible for all services in connection with its exhibit, including freight, drayage, rentals and labor.
4. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the Commonwealth of Pennsylvania and City governments, and the Valley Forge Casino Resort Event Center prior to commencing work. The Exhibitor Appointed Contractor shall provide evidence as such to Trade Show Management.
5. The Exhibitor Appointed Contractor will share all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to initial condition, etc. with the GES Company.
6. The Exhibitor Appointed Contractor must furnish the names of all onsite employees who will be working on the show floor to Trade Show Management and the GES Company. The Exhibitor Appointed Contractor must also ensure that their employees have and wear identification badges as determined by Trade Show Management at all times.
7. The Exhibitor Appointed Contractor must be prepared to show that it has valid authorization from the exhibiting company for services. The Exhibitor Appointed Contractor must not solicit business on the show floor.
8. The Exhibitor Appointed Contractor must confine operations to the exhibit area of its client. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not part of any exhibiting company's booth space.
9. The Exhibitor Appointed Contractor will provide, if requested, evidence that it possesses applicable and current labor contracts to the GES Company. It must also comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppage, strikes or labor problems.
10. The Exhibitor Appointed Contractor can only install material and equipment provided and owned by the exhibiting company that is to be used in their exhibit space. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractor or Valley Forge Casino Resort and Event Center staff will be approved. This regulation is necessary because of licensing insurance, and work done on equipment and facilities owned by parties other than the exhibiting company.



Floor Load:

The load limits for the Event Center floors are 400 lbs. per square foot (over electrical tunnel), otherwise unlimited. **Please alert show management immediately of any heavy loads.**

Floor Plan:

A floor plan of Electric Expo 2022 can be found on our Expo website [here](#).

Food & Beverage:

The Valley Forge Casino Resort exclusively provides catering services. Please contact our executive director if you are in need of Food & Beverage services during the Electric Expo. **No events, meetings, or hospitality suites may be open during Electric Expo show hours.**

Forklifts:

General Exposition Services will use forklifts for the handling of freight during the Electric Expo. Forklifts will be operational during move-in on Tuesday, October 25 only (not on Wednesday!). Forklifts will be operational again during move-out once all carpet has been removed from the aisles for the removal of freight from the exhibit area. Private forklift use is not permitted in the Valley Forge Casino Resort Event Center. **One must contract the services of the GES Company when requiring the use of a forklift.**

Forms:

All forms are found by logging onto the [GES Exhibitor Portal](#) ("Exhibit code" is ELECTRIC22).

Freight and Shipping:

The best way to guarantee that your display and materials will arrive promptly on the morning of Tuesday, October 25 is by advance shipment made through General Exposition Services (GES). **The Valley Forge Casino Resort does not accept shipments of event-related freight or materials.** All freight must be delivered to GES or directly to you during Expo move-in hours. Under no circumstances will COD deliveries be accepted. A Freight Handling Form can be obtained in the [GES Exhibitor Portal](#) ("Exhibit code" is ELECTRIC22).

We highly recommend using GES in having your freight delivered. But if you have a small load, and want to do it yourself, note the following: (1) the tunnel to the Event Center is very busy; (2) management will not allow anyone to park their car in the tunnel, no exceptions!; (3) security will be on-hand to keep traffic flowing; and (4) if it is anything other than a small load, you will need to contract the GES forklift services anyway. If there is any question in your mind about the best way to go, please contact GES.

Advance Warehouse Discount Deadline: **Tuesday, October 14, 2022**

Last Date to Arrive at Warehouse Address: **Friday, October 21, 2022**

Warehouse receiving hours: Monday - Friday 8:30 a.m. - 11:45 a.m. and 12:30 p.m. - 4:30 p.m.

Advance Warehouse Shipping Address:

Name of Exhibiting Company

Your Booth Number

EAP Electric Expo 22

General Exposition Services

205 Windsor Road, Limerick Business Center, Pottstown, PA 19464

Phone: (610) 495-8866



Direct Show Site Delivery Hours: Monday, October 24, 2022

EAP Electric Expo 22
c/o General Exposition Services
Booth #_____ / Company Name
Valley Forge Casino Resort
1160 First Ave., King of Prussia, PA 19406
Phone: (610) 355-8118

NOTE: Freight deliveries to VFCR **prior to Monday, October 24 will not be accepted** and returned to sender. Any deliveries directed to VFCR must be accepted by you and must be delivered on Monday, October 24 after 10 a.m. and before 6 p.m. Include booth number. **We highly recommend delivering freight early through GES.**

Freight sent to the GES Company in advance of the Expo will be stored and then placed in the Exhibitor booth prior to or during move-in. GES Company will deliver, store and return crates delivered. Please refer the [GES Exhibitor Portal](#) (“Exhibit code” is **ELECTRIC22**) to obtain the freight handling form.

Please ensure that Electric Expo, your booth number, and company name are located on your shipping labels. There is no storage of crates in the exhibit hall as per fire marshal regulations. If you handle your own freight and do not work through the GES Company, you will need to store your crates in your vehicle during the show.

Furniture & Accessories:

Additional furniture and accessories can be ordered from GES in the [GES Exhibitor Portal](#) (“Exhibit code” is **ELECTRIC22**).

Hotel Reservations:

The Valley Forge Casino Resort is the host hotel for Electric Expo 2022. A room block has been secured in the Casino Tower, which is on the same side of the hotel as the **Event Center** where the Expo will take place. The deadline for reserving rooms at the special event rate of \$129/night single/double is **Wednesday, September 21, 2022**. Secure your room by calling (610) 354-8118 (be sure to mention Electric Expo 2022 to get our rate) or [book online here](#).

Insurance:

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save The Electrical Association of Philadelphia, Inc., the Valley Forge Casino Resort and General Exposition Services, and other show vendors and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines, and attorney fees arising out of or caused by exhibitor’s installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence or intentional acts or omissions of the Event Center, its employees or agents. The Electrical Association of Philadelphia, Inc., Valley Forge Casino Resort and General Exposition Services do not maintain insurance covering an exhibitor’s property. It is the sole responsibility of the exhibitor to obtain the appropriate amount and type of insurance to cover their property, agents or employees from theft, damage by fire, accident or any other cause. Show Management will not be responsible for any injury that may occur at exhibits or to an exhibitor’s employees, or for the loss of, or damage to, any material from any cause whatsoever, whether in transit, or during the Trade Show, regardless of whether Show Management furnishes attendants, guards or night watchpersons.

A Certificate of Insurance will be required from each exhibiting company naming The Electrical Association of Philadelphia, Inc. and its agents as additional insureds on the policy effective during the period of activity. A Certificate of Insurance must be received by Electric Expo Show Management on or before Wednesday, September 21, 2022. Please send the COI to electricexpo@eap.org.

**Internet Access:**

Complimentary wireless internet will be available to both exhibitors and show attendees. Directions for how to access the internet will be provided onsite.

Labor:

To obtain a set-up and dismantle labor order form, log onto [GES Exhibitor Portal](#) ("Exhibit code" is ELECTRIC22). You can deliver your exhibit yourself through the loading docks on move-in on Monday. You can hire GES to set-up or dismantle if you need their assistance. See also below, "Loading Docks." We strongly suggest that you work through the GES Company in handling your freight in advance of the Expo.

Lead Retrieval Systems:

American Tradeshow Services will provide attendees with three options for personalized lead scanning for easy follow up post-show. You may order online [here](#) or view the order form and overview at the end of this manual.

Liability, Property Damage Insurance:

Security will be provided throughout the show, however, Electric Expo, The Electrical Association of Philadelphia, Valley Forge Casino Report and GES will not be responsible for loss of or damage to any exhibitor's merchandise, display material, or personal property. Electric Expo/EAP will not in any way be liable for any injury that may occur to an exhibitor, their employees or agents, nor for the safety of or damage to any exhibit because of accident or any other destructive cause. The exhibitor hereby expressly waives all claims for such loss, damage, or injury.

The exhibitor shall be liable for any and all property damage and injury caused by themselves, their employees, agents or exhibits. In all cases, exhibitors desiring to insure themselves against fire, theft, public liability, etc. must do so at their own expense. Electric Expo will not be responsible for or liable for losses due to causes or conditions beyond its control, which might prevent Electric Expo from opening on time, continuing through its scheduled dates, or opening at all.

Under such conditions, Electric Expo will not be liable for any expense incurred by any exhibitor in preparation for or in promotion of their exhibit and Electric Expo may retain such part of the exhibitor rental as shall be required to recompense it for expenses incurred up to the time such contingency occurred. The exhibitor waives and releases the Valley Forge Casino Resort Event Center from all damage, compensation or claims for damage to any persons or property caused by any unforeseen occurrence as described in this paragraph.

The exhibitor releases, discharges and agrees to indemnify, defend and hold harmless The Electrical Association of Philadelphia, Valley Forge Casino Report and GES, its agents and representatives from and against any and all demands, claims, suits, causes of action, liabilities awards, losses, judgments, or damage, including attorney's fees and costs and expenses of suit of defense, which might arise, whether or not such matters may be groundless or fraudulent by reason of: (a) exhibitor's failure to comply with any federal, state or local laws, statutes, ordinances or regulations; (b) exhibitor's making of any alterations, decorations, additions, or improvements to the exhibit areas; (c) any advertising materials used by an exhibitor; (d) any injuries or other damage to third parties as a result of exhibitor failure to return the exhibit space in the condition required by this contract or to relinquish the Event Center's equipment to the Event Center at the end of the show; (e) exhibitor failure to surrender the exhibit space at the end of the show; and (f) any other injuries, accidents, damage, or losses to any persons or property or any theft or misappropriation of property caused by, related to, resulting from or happening in connection with and conduct by the exhibitor, its agents or their use of the exhibit space.



Lighting, Heating, Ventilation & Air Conditioning:

Generally, full house lighting and adequate levels of heat, ventilation, or air conditioning will be provided as required from one hour prior to the start of Electric Expo and during published exhibition hours. Energy conservation is of utmost concern and practical levels of lighting, ventilation, heating or air conditioning will be maintained during move-in and move-out periods.

Loading Docks:

The Event Center offers a drive through freight tunnel with no dock facilities. **TRAFFIC IS ONE-WAY.** The tunnel is able to accommodate trucks up to 12'6" in height. Larger trailers need to back down the exit ramp to unload directly into the Event Center. Parking of vehicles in the freight tunnel is permitted only when loading and unloading freight. Once items have been unloaded or loaded, vehicles must be removed from the freight tunnel. Persons violating this regulation will find their vehicle ticketed or towed. The Event Center has no dock level loading/unloading. Forklift service must be scheduled through the Event Center if a lift gate or ramp is not accessible from the vehicle delivering the freight.

NOTE: Exhibitors may unload freight or product by themselves but will be charged by GES if they require any assistance.

THERE IS NO PARKING IN THE LOADING AREA!: The tunnel to the Event Center is very busy. **Management cannot allow anyone to park their car or leave it unattended at the loading docks, no exceptions!** Security will be on hand to keep traffic flowing. **SUGGESTION:** If you have minimal items to load, park in the regular lot and walk your exhibit in through the front door. Carts will not be available for this, so use for self-carry items only. Or, if you must use the loading area, bring two people when unloading - one to bring the exhibit into the hall, and one to remove the vehicle immediately. Vehicles left in the loading area will be towed at the owner's expense.

Management:

The Electrical Association of Philadelphia retains the right to discontinue any exhibit or means of solicitation, which, in its opinion, is objectionable to attendees, exhibitors, the public or to the industry.

Parking:

While there is a large parking lot at VFCR, one of the most common complaints from our attendees is that they have to park far up the hill. **We kindly request that our exhibitors free-up space for our shared customers by taking advantage of valet parking available at the hotel.**

Payment:

Payment in full is due by **July 31, 2022.** Thereafter, Show Management may release space and the exhibitor will forfeit deposit(s). Space will be resold. No exhibitor will be allowed to enter the exhibit hall without being paid in full.

Plumbing:

Water, drain, and compressed air service is provided exclusively by the Valley Forge Casino Resort Exhibitor Services Department. Please contact Trade Show Management if you require these services.

Prizes and Giveaways: Promote Traffic at Your Booth!

Exhibitors are encouraged to give away prizes during the Expo. If you decide to offer prizes, how you do it is up to you. You can let your customers know to visit your booth to be eligible to win. As with anything, there are a few limitations:

1. No exhibitor will be allowed to use a microphone to give away prizes - too disruptive; instead, post a QR code that links to an entry website or purchase a lead scanner to digitally capture entries.
2. Contests/door prizes/giveaways must be free of any obligation or payment on the part of the winner;
3. No cash prizes or "pay to play" is allowed at the Event Center;
4. All attendees must be eligible to win.



Protection of Property

Nothing shall be attached in any manner whatsoever to the walls, floors, ceiling or columns of the Event Center unless authorized by the Electric Expo in writing. Each exhibitor shall take precautions to protect the floor, wall, ceiling and other surfaces from damage.

Electric Expo and its exhibitors shall not: injure or in any way deface the Event Center or the leased premises, or any equipment contained in the leased premises; cause or permit anything to be done where the Event Center or leased premises or any equipment in the Event Center shall be injured, marred or defaced in any manner; nor make or permit and alterations, decoration, additions, or improvements, structural or otherwise of any kind to the Event Center or the leased premises except with the prior written consent of the Electric Expo and upon such conditions as are required by the Electric Expo.

If any alteration, decoration, addition or improvement is made without the prior written consent of Electric Expo, the Electric Expo may remove the alteration, decoration, addition or improvement, and the exhibitor shall be liable for any and all expenses incurred by the Electric Expo for performing such work.

Registration:

See "Exhibitor Personnel Registration."

Rules & Regulations:

All exhibitors are required to follow the rules and regulations as outlined in the Exhibitor Contract. Also, please review the [Valley Forge Casino Resort Exhibitor Rules and Regulations](#). These rules and regulations are incorporated herein by reference.

Display Rules and Regulations: All exhibits shall be arranged so that aisles are clear and unobstructed for pedestrian traffic at all times and to protect the health and safety of persons in the exhibit area. All exhibits shall have some relationship to the energy industry.

All demonstrations and other sales activities must be confined to the limits of the booth of each respective exhibitor. "Over the counter" sales are strictly prohibited. The sale of individual items where the purchaser would take possession of the item during Electric Expo 2022 is not permitted. This condition does not in any way restrict the sales activities of taking orders for materials for delivery after the show has closed. Also, this condition does not have any relationship to the Internal Revenue Service ruling prohibiting sales at certain trade shows.

The operation of internal combustion engines or any other motor, machinery or device that may cause excessive noise, fumes, odors, or disturbances on the show floor is strictly prohibited. Internal combustion engines and other motors, machinery or devices may not be operated in the building. The Electric Expo Committee will make the determination of what constitutes "excessive noise, fumes, odors, or disturbances".

No oils, burning fluids, camphene, liquid oxygen, ethylene, propane, kerosene, naphtha gasoline, acetylene, or other combustible or flammable solids, liquids or gases of any kind will be permitted in the Event Center without prior written approval of Trade Show Management.

Nor will any flammable material, including bunting paper, crepe paper, etc., be permitted in the Event Center without prior written approval of Trade Show Management. All decorations of any kind and other combustible materials must be flame-proofed or treated with suitable flame retardant.

All wiring of exhibit booths and display fixtures must comply with all applicable codes, rules and regulations, and be performed in a satisfactory manner to the Event Center.



The Valley Forge Casino Resort has reserved to itself the right to exclude or remove any exhibit, equipment, materials, substance, object or vehicle, which in the sole and exclusive judgment of the Event Center may be pose a health or safety risk. Any concerns about your display or exhibit should be directed to Trade Show Management immediately for review.

Exhibitors must keep all doors, sidewalks, vestibules, passageways, halls, corridors, aisles, openings, radiators, lighting, fire exits, fire alarms, fire extinguishers, and fire hose cabinets in the exhibit hall and the Event Center uncovered and unobstructed.

Distribution of brochures, circulars, or other printed material and display of signs, posters, banners, etc. must be limited to the confines of the booth of each respective exhibitor. Any distribution or display must be done in such a manner as to not interfere with other exhibits.

Exhibitors shall not assign, sublet or share the whole or any part of their allotted space. Exhibitors shall not display any other goods other than those manufactured or sold by them in the regular course of business.

Booth identification signs will be limited to the name of the firm who has contracted for the space. No other firm or company name may be listed in the booth in any manner, except for trademarks or brand names normally affixed to a product.

Set-up & Dismantle:

See “Exhibitor Set-up” and “Exhibitor Dismantle.”

Show Colors: Black, White and Grey

- Side Drapes: Black
- Back Drape: Black, White and Grey
- Carpet: Grey Matrix
- Tables: Topped with white and draped in black

Signs:

The booth package includes a company identification sign measuring 7” x 44”. The official policy of the show is no booth sharing – only one manufacturer per booth. So, there is **only one sign per booth**. This identification sign will include a company name and booth number. Additional signs for your booth can be ordered through the [GES Exhibitor Portal](#) (“**Exhibit code**” is **ELECTRIC22**). You may use the “Special Signs Form” included by GES.

Smoking:

The Valley Forge Casino Resort Event Center is a smoke-free facility. Smoking is permitted, however, outside of the building entrances and on the casino floor.

Storage:

Storage of crates, boxes, etc. may be arranged for at GES’s service desk, which will provide tags to be used by exhibitors to identify pieces to be placed in storage for the duration of the exhibit.

Vehicle Display:

Any vehicle brought into the exhibit area for display must not contain more than ¼ tank of flammable liquid and must have a locking gas cap. The battery cables must be disconnected, and ends taped upon placement of the vehicle. Floors underneath the vehicle must be protected from any potential damage due to leakage, spillage, etc. A properly tagged set of keys to each vehicle must be given to Show Security prior to display. Vehicles cannot be refueled or drained of fuel inside the Valley Forge Casino Resort Event Center.



No repairs or alterations can be made on the vehicles. During non-show hours, the vehicles must be locked. Fire extinguishers may be required. These restrictions shall be strictly enforced! **Please advise Trade Show Management in advance if you intend to display a vehicle in your booth.**

Website:

Information about the Electric Expo 2022 can be found on our website at www.electricexpo.org.

LEAD RETRIEVAL 101

How are you capturing and following up with all of the leads collected at your booth?

“Maximize your ROI by using ATS Lead Retrieval services.”

Badges at events act as a form of identification and most importantly, electronic business cards. In an effort to streamline session attendance tracking & exhibitor lead capture show managers incorporate QR barcodes fully encoded with attendee contact info as well as important demographic data allowing the exhibitors to easily qualify and follow up.

.....

Why use event provided Lead Retrieval services?

- Easy to scan & capture attendee contact + key demographic information.
- Digital qualifiers & note taking
- Lead data available in real-time & post event (saved in Cloud for up to 60 months)
- Onsite technical support included
- Easily manage your exhibit booth team's leads
- Customization and seamless integrations into your existing CRM system available.



Dedicated device
to capture leads
Just Point & Scan

MobilePlus™



Large format
device to capture
leads
Just Point & Scan

iPad MiniPlus™



Use your own
device to capture
leads
Just Point & Scan

LeadsPlus™ App



**AMERICAN
TRADESHOW SERVICES**

LEAD RETRIEVAL ORDER FORM

DISCOUNT DEADLINE: FRIDAY OCTOBER 1, 2022

Click here to ORDER ONLINE

- Instantly capture attendee contact info! Just **"Point and Scan"** the badges QR Code
- Personalize Leads by using our **"Custom Qualifiers"** with the ability for note taking
- Real-time lead data & analytics make following up a breeze; easy and efficient
- Leads stored in the cloud for up to 60 months



Handheld
"State of the Art"
Honeywell Scanner

MobilePlus™



Use our iPad &
our LeadsPlus
Application

iPad® Mini Plus™



Use your own
IOS or Andoid
Devices

LeadsPlus™ App

ITEM	DIS. DEADLINE	SHOW RATE	QTY	SUBTOTAL
Mobile Plus	\$ 369.00	\$ 419.00	_____	\$ _____
iPad Mini Plus	\$ 449.00	\$ 499.00	_____	\$ _____
LeadsPlus App (First License)	\$ 359.00	\$ 409.00	_____	\$ _____
LeadsPlus App (Additional License)	\$ 99.00	\$ 149.00	_____	\$ _____
LeadsPlus App Bundles: (First License Included)				
3 Pack	\$ 499.00	\$ 549.00	_____	\$ _____
6 Pack	\$ 799.00	\$ 849.00	_____	\$ _____
10 Pack	\$ 999.00	\$ 1049.00	_____	\$ _____
Mobile Plus Add-Ons:		Post Dis. Deadline		
Z-Printer Plus	\$ 75.00	\$ 95.00	_____	\$ _____
Custom Survey	\$ 60.00	\$ 80.00	_____	\$ _____
Delivery & Setup	\$ 65.00	\$ 85.00	_____	\$ _____

(PLEASE PRINT) BOOTH NO. _____

COMPANY _____

EMAIL(S) _____

ADDRESS _____




CITY, STATE, ZIP, COUNTRY _____

ORDER CONTACT _____

PHONE NO. _____

ONSITE CONTACT _____

ONSITE CELL PHONE _____

CREDIT CARD NO.:   

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|

CARDHOLDER NAME: _____

EXPIRATION DATE: _____ / _____

CARDHOLDER SIGNATURE: _____

Click here to ORDER ONLINE

Username: EET2022 | Password: 1026

Sub-Total = \$ _____

Total Due (in US Funds) = \$ _____

Visit Us at: www.american-tradeshow.com Email Orders to: orders@american-tradeshow.com
 Questions? Please call: 985-240-5507 Fax: 985-809-1888
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