



The International District Energy Association presents:

# CAMPUS ENERGY 2017

February 20-24 | Hyatt Regency Miami | Miami, FL



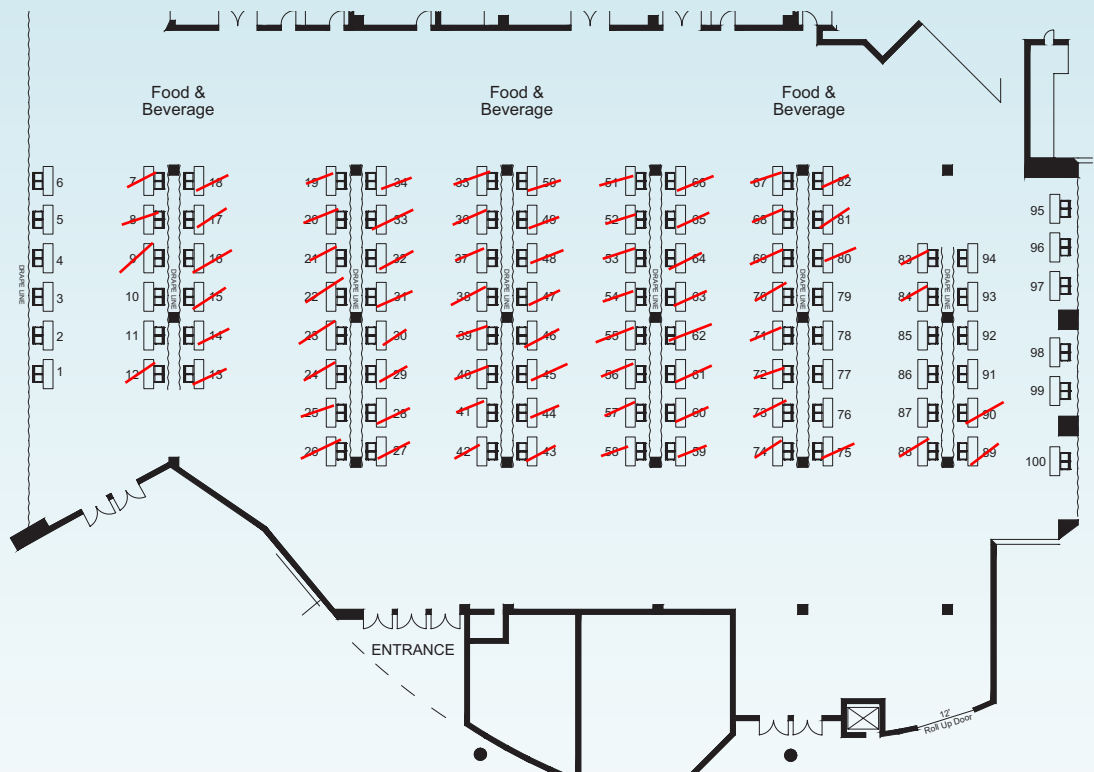
You won't want to miss this opportunity to reach a very targeted market – 100+ campus physical plant managers who maintain and upgrade the facilities at a college, university, airport or healthcare campus. Many of these key decision makers, your prospective clients, are unable to attend IDEA's June Annual Conference and Trade Show. This event provides you with direct-access to district energy professionals in an environment that is socially inviting and conducive to business interactions.

Companies who have already made their booth reservations for the IDEA2017 Annual Conference and Trade Show will have the opportunity to have a table top exhibit at IDEA's 30th Annual Campus Energy Conference sponsored by the Campus Forum of IDEA that will take place February 20-24, 2017 at the Hyatt Regency Miami.

This is the 21st year for table top exhibits at this conference, and it continues to be a very popular format. Exhibit space is limited and only available to exhibitors already committed to the IDEA2017 Annual Conference and Trade Show in Scottsdale, Arizona. Only 100 table top spaces will be available for this 2017 Campus Conference. *Space is assigned on a first-come, first-served basis, so please act promptly.*

**DEADLINE: DECEMBER 30, 2016**

## TABLE TOP EXHIBITS



### Exhibit Information

**Total Table Tops:** 100, six-foot draped tables

Table Top Fees*:	Until Dec. 1, 2016	After Dec. 1, 2016
<b>Member</b>	\$2,400	\$2,600
<b>Non-member</b>	\$2,900	\$3,100

(\*Fee includes table top, plus one full registration. Additional exhibitors must register for the conference. Fees must be pre-paid – No exceptions.)

**Exhibit Setup:** Feb. 21, 12:00 pm - 4:00 pm      **Exhibit Tear Down:** Feb. 23, 3:30 pm - 6:00 pm

**Interested?** Simply complete the enclosed form and return it to IDEA headquarters. But, remember – only those companies who have already secured their booth space for the IDEA2017 Annual Conference and Trade Show are eligible to participate. If you have any additional questions, please contact **Tanya Kozel** at [tanya.idea@districtenergy.org](mailto:tanya.idea@districtenergy.org).



**FOR MORE INFORMATION VISIT:** [www.districtenergy.org](http://www.districtenergy.org)



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## EXHIBITOR RESERVATION FORM

**Please Note: You must have already reserved your booth for the IDEA2017 Annual Conference & Trade Show in order to exhibit at this show.**

**Please reserve exhibit space at IDEA's 30th Annual Campus Energy Conference for:**

Company \_\_\_\_\_

Contact\* \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

(\*This person will receive all correspondence related to the table top exhibit for the Campus Energy Conference.)

My table top choices are as follows: 1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_ 3rd Choice: \_\_\_\_\_

List any company (s) that you do not wish to be near: \_\_\_\_\_

### TABLE TOP FEES

#### Until Dec. 1, 2016

#### After Dec. 1, 2016

**Member**

\$2,400

\$2,600

**Non-member**

\$2,900

\$3,100

**Amount Due \$** \_\_\_\_\_

- My check to cover the table top fee is enclosed, and I have already reserved my booth space for the IDEA2017 Annual Conference & Trade Show.
- My check(s) to cover the table top fee for the Campus Conference and my booth space for the IDEA2017 Annual Conference & Trade Show are enclosed.
- Please charge my table top fee(s) to my credit card:  American Express  MasterCard  Visa

Name on Card: \_\_\_\_\_

Payment Address: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ 3-4 digit code \_\_\_\_\_

Signature: \_\_\_\_\_

**Please mail this form, along with payment in U.S. dollars to:**

**Or Fax to:** (508) 366-0019



International District Energy Association  
24 Lyman Street, Suite 230  
Westborough, MA 01581

**Or Email to:** tanya.idea@districtenergy.org

**For questions, please call:** (508) 366-9339

**For IDEA Staff Use Only:**

Date Received: \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Table Top Assigned: \_\_\_\_\_

## Rules and Regulations

These Contract Conditions, Rules and Regulations are a part of the CampusEnergy2017 Application and Contract for Exhibit Space and should be carefully read before signing the space application. After completing the Application and Contract for Exhibit Space, please give a copy of these Rules and Regulations to the person(s) responsible for the construction of your table top(s).

- 1. Assignment of Space:** IDEA reserves the right to make changes to the floor plan of table tops as may be deemed necessary and revise same from time-to-time. In order to exhibit at this show, ***you must have already reserved your space for the IDEA2017 trade show in June in Scottsdale, Arizona.***
- 2. Exhibit Fees and Payment for Space.** If the required payment is not received by December 1, 2016, the show management reserves the right to reassign the reserved space. Checks should be made payable to: "IDEA" in U.S. dollars and must be mailed to: IDEA, 24 Lyman Street, Suite 230, Westborough, MA 01581. Receipt of payment does not oblige IDEA to accept a contract as binding. IDEA retains the option of returning funds.
- 3. Cancellation.** Cancellations of exhibit space must be directed in writing to IDEA, 24 Lyman Street, Suite 230, Westborough, MA 01581. Refunds, less an administrative fee of \$300 per table top, will be made at the discretion of the exhibit management, but no refund will be given for a cancellation made within 90 days of set-up day. In case of fire or any other causes beyond the control of management that prevent holding the show, this contract will not be binding.
- 4. Exhibit Space.** Total of 100, 6' table tops. Spaces will include 6' table and one side chair.
- 5. Installation and Dismantling.**  
Exhibit Set-Up: Tuesday, Feb. 21, 2017, 12:00 - 4:00 pm  
Exhibit Dismantling: Thursday, Feb. 23, 2017, 3:30 - 6:00 pm
- 6. Exhibitor Registration.** Exhibitors must follow the instructions to register online by January 13 and then they can register at the Registration Desk on Tuesday, February 21, between 9:00 am - 5:00 pm. Exhibitors will be given badges which are to be worn at all times in the exhibit hall. No one will be admitted to the exhibit hall without a badge.
- 7. Use of Space.** Exhibitors shall not assign, share or sublet any space without written consent of IDEA. Care must be taken that the display does not interfere with the view of other exhibitors. Noticeable noise produced from operation of any equipment or apparatus is not permitted.
- 8. Liability.** IDEA and the Hyatt Regency Miami Hotel will not be held responsible for the safety of the property of the exhibitors from theft, fire, damages, accident, or other causes. Exhibitor agrees to protect, save, and hold IDEA and the Hyatt Regency Miami Hotel and all agents and employees thereof (hereafter collectively called "indemnities") forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor. Further, exhibitor shall at all times protect, indemnify, save, and hold harmless the indemnities against and from any and all losses, costs (including attorney's fees), damages, liability, or expense arising from or out of or by reason of any accident of bodily injury or other occurrence to any person or persons, including the exhibitors, its agents, employees, and business invitee which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof.
- 9. Safety Regulation.** Exhibitors must adhere to all municipal and state laws, rules and regulations. No combustible decorations may be used at any time; all drapes, table coverings, and other materials must comply with fire department regulations.
- 10. Security.** The exhibit area is being held in a ballroom area. Security will not be provided. Neither IDEA nor the hotel can be responsible for any exhibit materials. Please take necessary precautions each day to safeguard your exhibit materials.
- 11. Failure to Occupy Space.** Space not occupied by the close of the exhibit installation period, as specified in these rules and regulations, will be forfeited by the exhibitor. This space may be resold, reassigned or used by the exhibit management.
- 12. Show Cancellation.** If the conference or exhibit is canceled due to circumstances beyond the control of IDEA, IDEA will not be held liable for any expenses incurred by the exhibitor beyond the rental cost of the table top space.
- 13. Selection of Exhibitors.** Only firms and organizations whose services and products are appropriately related to the purpose of IDEA shall be permitted to exhibit. IDEA reserves the right to decline or prohibit any exhibit which in its judgement is inappropriate, this reservation being all-inclusive as to person, things, printed matter, products and conduct.
- 14. Exhibitor Sponsored Functions.** Hospitality suites or dinners must be arranged by the exhibitor with the hotel and cannot coincide with official IDEA functions.