



# March 14-16, 2016

## The Adolphus Hotel • Dallas

1321 Commerce Street • Dallas, TX 75202  
Tel: 214-742-8200

### Exhibitor Registration

We invite you to join us as a tabletop exhibitor at EPS EXPO 2016. We will host our exhibitors in the Grand Ballroom. The following events will be held in the Grand Ballroom to maximize networking opportunities and ensure optimal traffic flow for our exhibitors:

- Welcome Reception
- Networking Breaks
- Breakfast (March 15 & 16)

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 8, 2016.**

#### TO REGISTER:

EMAIL : [dstearns@epsindustry.org](mailto: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:		Fax:	
Email:			

### Exhibitor Fees

**Your company banner(s) or booth must be no longer than 6 feet. If they are, 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	\$600		<input type="checkbox"/>	

### Payment

Check Enclosed ☐ Send Invoice ☐ 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: \_\_\_\_\_ 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 2016 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 8, 2016, 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 14
Tear Down Time	11:30 – 1:00 pm	Wednesday, March 16

## 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 2016  
Hold For: [Guest Name]  
Arrival Date: [Guest Arrival Date]  
Hotel: Adolphus Hotel  
Address: 1321 Commerce Street  
Dallas, TX 75202 USA  
Phone: 214-742-8200

## Preliminary Schedule of Events

### Monday, March 14

5:00 – 7:00 p.m. Welcome Reception with Exhibitors  
Roberts Service Award

### Tuesday, March 15

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 16

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**