

2nd Annual Northeast PA Energy Solutions Expo

June 26-27, 2010

Luzerne County Fairgrounds, Dallas, PA

Exhibitor Information Sheet

The Pocono Northeast Resource Conservation and Development (RC&D) Council is a 501c3 nonprofit organization in northeastern PA. The Council and its partners will be hosting the 2nd Annual Northeast PA Energy Solutions Expo on June 26-27, 2010 at the Luzerne County Fairgrounds in Dallas, PA. We ask that you consider being an exhibitor for the event. The event is focusing on alternative and renewable energy opportunities as well as energy conservation for the homeowner and landowner. The intent of the Expo is to provide a forum where people can come to see and learn about potential energy solutions that may benefit them at their homes or properties. Please contact the Pocono Northeast RC&D Council for more information, or fill out the form below to become an event Exhibitor.

Exhibitor-Your company/organization is invited to set up a display for the length of the conference. Displays should be set up by 7:00pm on Friday, June 25th and remain set up until 3:00pm on Sunday, June 27th. Each exhibit space will be a 10x10 or 10x20 area located either in a building or outside (first come first served). Tables, Chairs, and any other materials needed for the display will be the responsibility of the exhibitor.

All 10x20 spaces regardless of affiliation	\$450.00	\$	<input type="text"/>
For-profit business- 10x10	\$250.00	\$	<input type="text"/>
Non-profit/Educational- 10x10	\$100.00	\$	<input type="text"/>

All Exhibitors will receive:

- Ten free tickets to the event
- Company/organization contact information listed on the Exhibitor page(s) of the Expo booklet
- Access to hundreds of enthusiastic people interested in learning about alternative, renewable, and energy conservation
- Networking opportunities with other businesses, organizations, and people involved in similar fields

There is opportunity for inside and outside locations for exhibitors at the Expo, as well as electricity available at some exhibitor locations on a limited basis for no additional fee. These locations (inside/outside & electricity) are on a first come, first served basis.

All other requirements for Exhibitors will be the sole responsibility of the Exhibitor, such as tables, chairs, tents, umbrellas, etc.

Exhibitor Rules and Regulations:

- A. Exhibitor set up time is Friday, June 25, 2010 starting at 3:00PM and ending at 7:00PM. All Exhibitors must report to Pocono Northeast RC&D Council to verify location assignments prior to set up. All Exhibitors will set up in the space provided by the Pocono Northeast RC&D Council.
- B. All Exhibitors are required to keep their booths open on Saturday, June 26, 2010 from 9:00AM-5:00PM, and Sunday, June 27, 2010 from 9:00AM-3:00PM. Take down cannot take place prior to 3:00PM on Sunday and must be complete by 8:00PM that evening. If property is not removed by this time a removal fee will be charged.
- C. All Exhibitors are expected to have at least one person at their exhibit at all times for the duration of the Expo, and shall conduct themselves in a professional manner. Any unruly conduct or foul language to Expo attendees will be grounds for expulsion from the Expo.
- D. No firearms, alcohol, and/or pets are allowed at the Expo.
- E. No overnight camping in tents, trailers, RV's, or other accommodations will be allowed on the Expo grounds.
- F. Exhibitors are required to have proof of insurance for the event and list the Pocono Northeast RC&D Council as additionally insured on their policy for the Expo. Proof of insurance with Pocono Northeast RC&D Council listed as additionally insured will be required.

(Application is on back of sheet)

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Exhibitor Registration Form

Contact Name _____

Business/Organization (as it will appear on recognitions) _____

Street Address _____
(Address) (City) (State) (Zip)

Phone _____ Fax _____

Email _____ Web address _____

Exhibitor Payment Options:

Send full payment with Exhibitor Registration Form by **April 16, 2010** in order to be included in printed materials to be distributed prior to the Expo date. Payment and form received after April 16, 2010 will account for inclusion in materials at the Expo, but will not include any prior materials.

Signature of Authorized Person _____

Print Name of Authorized Person _____

Business or Organization _____

➤ 10 x 20 Exhibitor Space	\$450	\$ _____
➤ 10x 10 For-Profit Exhibitor Space	\$250	\$ _____
➤ 10x10 Non-Profit/Educational Exhibitor Space	\$100	\$ _____

➤ Preference for Exhibitor Space based on first come, first served (circle one):

Indoor Indoor w/ electric Outdoor Outdoor w/ electric

Total Due \$ _____

Please send the Exhibitor Registration Form, proof of insurance, Pocono Northeast RC&D Council listed as additionally insured, and make check payable to:

Pocono Northeast RC&D Council
1300 Old Plank Road
Mayfield, PA 18433

If you have questions about any of the Sponsorship Opportunities listed here, please contact Pocono Northeast RC&D Council at (570) 282-8732 ext.4 or sue@pnercd.org.

Event Planning Partners:

