

ASME Power 2010 Conference

July 13-15 – Palmer House Hilton Hotel, Chicago, IL

Dear Prospective ASME Power 2010 Conference Exhibitor:

Thank you very much for your interest in becoming a tabletop exhibitor at the ASME Power Conference, July 13-15, 2010, at the Palmer House Hotel, Chicago, IL.

Here are a few important points you need to know:

- There are only **50** tabletop spaces available and they will be assigned on a first-come, first-served basis; however, ASME Power Conference 2009 exhibitors will be given first rights of refusal up until March 1st, after which time all remaining exhibit slots will open up to other interested exhibitors. **You are highly encouraged to fax your signed contract to 563.588.3848 as soon as possible to help ensure your exhibit space:**
 - Last year's exhibitors who return contracts prior to March 1st will be notified of their tabletop space number immediately following receipt of your signed 2010 contract. Tabletop spaces are assigned on a first-come, first-served basis. **Fax your contract to 563.588.3848; Attn: Juli.**
 - Interested exhibitors who did not exhibit at last year's Power Conference **are encouraged to submit their contracts as soon as possible**, but *will be notified after March 1st* of space availability and tabletop number, if applicable. Tabletop spaces are assigned on a first-come, first-served basis.
- Exhibits are tabletop only – your setup and materials must fit within your allotted tabletop space (Table measures 6' long x 3' wide). Regular tradeshow booth setups will not be allowed.
- The official conference dates are July 13-15; however, there will be pre-conference workshops on Monday, July 12th at which time exhibitors will be allowed access to the Exhibit Hall to set up their tabletops. Additional Move-in/Move-out details will be provided in the near future.
- Tuesday and Wednesday luncheons will be held in the Exhibit Hall from 12:00 p.m. until 12:45 p.m. During this time, exhibitors are invited to join attendees for the sit-down lunch. From 12:45 until 1:30, dessert will be served in the exhibit area – exhibitors should be at their tabletops during this time.
- The Opening Reception will be held in the exhibit area on the first official day of the conference—Tuesday evening, July 13. Each exhibitor will receive 15 free drink tickets to hand out to attendees/customers who stop by their tabletop.
- Refreshments will be provided during the scheduled breaks in the exhibit area
- In order to entice attendees to mingle with exhibitors and provide more one-on-one time, each attendee who stops by every exhibit booth will have his/her name entered in a drawing to win a prize at the end of the conference. More details to come.
- When conference registration becomes available, each exhibiting company is responsible for registering their booth personnel online at <http://www.asmeconferences.org/Power2010/>. You will be notified when registration is live.
- Additional exhibitor details will be provided as the conference draws closer. Exhibitor Bulletins will be e-mailed to the exhibitor communications person designated on the Exhibitor Contract.

Energy-Tech has once again teamed up with the ASME-Power Division to handle exhibit sales, sponsorships, and the conference program advertising sales and production. Please feel free to contact Juli Ikon (563.588.3851; jikon@WoodwardBizMedia.com) at Energy-Tech, if you have additional questions.

Thanks again for your interest in exhibiting at the 2010 ASME Power Conference, and we hope to see you in Chicago!

