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973-467-1400 Fax 973-467-4066
www.areetradeshows.com



Welcome to Atlantic Region Energy Expo 2008!

Following is the Exhibitor Service Kit containing order forms for various items you may require for your booth.

EXHIBITOR REGISTRATION FORM

For your convenience, you may register your booth personnel as well as register for the convention's ticketed functions, i.e. Monday's Golf Outing and the Wednesday evening Convention Reception online at www.areetradeshows.com – Exhibitor Registration. If you prefer, you may use the enclosed Exhibitor Registration Form and mail to: Expo Trac, PO Box 1280, Woonsocket, RI 02895. Payment must accompany your registration for the ticketed functions.

HOTEL RESERVATIONS

Hotel rooms have been reserved at both the Tropicana Casino and Resort and the Sheraton Atlantic City.

Room requests are on a space available basis only. Be sure to make your reservations early.

Tropicana Casino and Resort

Brighton and The Boardwalk, Atlantic City, NJ

1-800-247-8767

Code: HAREE8 Rate: \$120/night

Cut off date: March 29, 2008

Sheraton Atlantic City

Two Miss America Way, Atlantic City, NJ

1-888-627-7212

Code: AREE08 Rate: \$139/night

Cut off date: March 29, 2008

EXHIBIT DATES & SHOW HOURS

The trade show is being held in Hall C and Flex at the Atlantic City Convention Center. Trade show hours are:

Wednesday, April 23, 2008 12:00noon - 5:00pm

Thursday, April 24, 2008 9:30am – 12:30pm

THE MARKETPLACE

The Marketplace of New Products will be located at the center of the Trade Show. If you have an interest in participating in **The Marketplace**, please contact AREE headquarters at 973-467-1400.

SHOW DECORATOR/DRAYAGE COMPANY

AEX Convention Services

3089 English Creek Avenue

Egg Harbor Twp., New Jersey 08234

Telephone (609)272-1600 Fax (609)272-1680. Website: www.aexservices.com

SECURITY

Security will be provided in the Exhibit Hall on Tuesday and Wednesday evenings. It is important to remove any small items of exceptional value from the trade show floor.

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BOOTH EQUIPMENT

Each booth is provided with back and side drapes in show colors. A booth sign is also included with exhibitor's company name, city and state.

The Exhibit Hall floor is concrete. Show management will carpet the aisles. If you have a need for booth carpeting, you must make arrangements with AEX Convention Services. Exhibitors may supply their own floor covering but it must be installed and removed by AEX Convention Services labor.

EXHIBIT INSTALLATION & DISMANTLING

Exhibits will be set up during the following hours:

Tuesday, April 22, 2008	8:00am - 5:00pm
Wednesday, April 23, 2008	8:00am – 10:00am

Exhibits will be dismantled during the following hours:

Thursday, April 24, 2008	12:30pm – 8:00pm
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No erection of exhibits will be permitted during trade show hours.

Exhibitors can unload and reload their own vehicle at the loading dock in a specified area provided: They provide their own hand trucks; they utilize no motorized lift equipment; and their vehicle is no larger than a panel van. Exhibitors can hand carry exhibit material through the garage entrance provided they do not utilize material handling equipment other than personal baggage luggage carriers.

Any display not removed by 6:00pm on Thursday, April 24 will be moved to the drayage company warehouse at the exhibitor's expense. All trucks must be removed from the Exhibit Hall by 6:00pm on Thursday. If not removed, vehicle will be moved to an outside parking area at the exhibitor's expense.

TRUCK EXHIBITS

All truck exhibitors will receive additional materials via certified mail detailing arrival time as well as other requirements. If a vehicle does not meet the standards of the vapor sniffer test, it will forfeit its opportunity to exhibit in the show. A fee of \$75 will be imposed if any truck exhibitor has failed to disconnect both connections on their vehicle's battery. In addition, AREE will provide a drip pan for each vehicle to be used in accordance with regulations of the Atlantic City Convention Center.

SPECIAL EXHIBITOR PARKING

AREE exhibitors are eligible to purchase parking passes at the Atlantic City Convention Center that will afford them "in and out" access during the day. Parking passes will be sold at the freight gate and cost \$15 per day. Please see enclosed material for more information.

Thank you again for your participation in Atlantic Region Energy Expo 2008! If you have any questions, please do not hesitate to contact our office at 973-467-1400.

Enclosures