



WINDPOWER 2014 Conference & Exhibition

May 5-8, 2014

Mandalay Bay, Las Vegas, Nevada

GENERAL INFORMATION

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Location and address

(Note: Please refer to the appropriate pages within this exhibitor manual for the exact shipping address!)

Mandalay Bay Resort and Casino
3950 Las Vegas Blvd. South
Las Vegas, Nevada 89119

All Exhibition and Conference Sessions will be held at this venue.

Exhibition Hours

Show Hours:

Tuesday, May 6	10:00 am – 6:00 pm
Wednesday, May 7	10:00 am – 6:00 pm
Thursday, May 8	9:00 am – 1:30 pm

- WINDPOWER is shifting from a Sunday – Wednesday schedule to a Monday-Thursday schedule for 2014 and future years. This change is the result of feedback from attendees and exhibitors that did not want to have to travel to the show on a Sunday.
- The exhibit hall will NOT be open on Monday this year and will open for the first time at 10:00 am on Tuesday morning. However, there will be an Opening Reception (included in all Exhibitor Main Conference passes and Exhibitor Booth Personnel Passes) in the evening of Monday, May 5th at Mandalay Bay, and we recommend having your staff arrive Monday afternoon if possible to maximize their networking opportunities with attendees.



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- From 6:00 pm – 8:00 pm on Tuesday, May 6th, exhibitors have the option to host after hours receptions at their booths in the exhibit hall, to avoid the cost of your having to rent a venue to entertain your clients. Please contact exhibition@awea.org for more information.
- All booths must be staffed during show hours.
- Exhibit halls will open at 10:00 am on Tuesday and Wednesday, and at 9:00 am on Thursday; however, **exhibitors** may access the show at 9:00 am on Tuesday and 8:00 am on Wednesday and Thursday. Non-exhibiting attendees will not have access to the exhibit hall during this time.. New for this year, there will be an hour of dedicated exhibition-only time from 10:00 am – 11:00 am following the General Sessions on Tuesday and Wednesday morning.
- Exhibit halls will close on Thursday, May 8th at 1:30 pm. However, the exhibit hall delegates will not be asked to vacate the floor until 2:00 pm to allow you time to wrap-up discussion – ****please note, if you tear down your booth prior to this time, you will be charged a penalty fee of 10% the cost of your booth.**

Move-In Schedule:

Please reference the targeted move-in floor plan to determine when you are scheduled to move in to the hall. You are welcome to contact GES's freight manager to request a different move-in time if you need it.

ALL crates must be removed from the show floor by 12:00PM Monday May 5th, work on booths may continue after this time however every item must be contained within the footprint of your booth so that the aisle carpets can be laid and vacuumed.

Move-Out Schedule:

Thursday, May 8	1:30 pm - 8:00 pm
Note, empty crates and containers will be delivered starting approximately 90 minutes after the close of the exhibit hall.	
Friday, May 9	8:00 am - 8:00 pm
Saturday, May 10	8:00 am – 12:00 pm

Exhibit Hall Specifications

The WINDPOWER 2014 exhibition will utilize the Bayside exhibit halls on level 1 of the South Convention Center in Mandalay Bay.

Floor Load: 350 lbs per square foot

Freight Docks: Hall A1 has 30 direct access docks through 2 freight doors, each 18'-5" wide x 15'-5.5"h. Hall A2 has 35 direct access docks through 1 freight door 20'-0" wide x 24'-0" high and 2 freight doors that are each 18'-5" wide x 15'-5.5" wide.

Freight Doors: 4 freight doors per hall

Largest Freight Door Size: 20'-0" wide x 24'-0" high (Hall A2)

Lowest Ceiling Height: 30' throughout.

Official Services Provider

AWEA is pleased to announce that we are partnering with GES as our Official Service Provider for the WINDPOWER 2014 Conference & Exhibition. GES is responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!

Labor Jurisdictions

Each city is different in terms of union regulations, please refer to the labor pages inside the exhibitor manual for information specific to Las Vegas.



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Freight

Be sure that the individual responsible for your display has copies of all your shipping bills-of-lading. It is very difficult to trace a shipment without proper references. AWEA encourages exhibitors to use GES – the preferred show carrier. GES offers a 10% discount on drayage fees for exhibitors that utilize their shipping services. AWEA also recommends use of the Advanced Warehouse for your freight, **especially if shipping internationally** as this allows a larger buffer in case any of your items are delayed in customs.

Carpet

Carpet is mandatory in all booths. Unless your display has its own carpet or flooring, you must order carpet from GES. You are free to choose whatever color carpet you wish for your booth.

Booth Catering

Food and beverage in your exhibit booth must be arranged through the banquet catering team at Mandalay Bay. If you so desire, we encourage you to arrange catering as an additional draw to your booth. For more information on booth food and beverage, please see the Additional Service Order Forms tab of this kit.

Hospitality Events

On Tuesday, May 6th from 6 PM – 8 PM exhibiting companies are encouraged to conduct hospitality events in their booths on the show floor if they so choose. Hosting a reception in your booth will save you the expense of renting an outside venue for your event. Tuesday evening is also the best evening of the event to host an off-site hospitality event as there is no official conference function this evening. Hospitality events are not permitted during conference or exhibition hours as each exhibitor agreed in the Rules & Regulations section of the Exhibitor Reservation Form.

Exhibitor Meeting Rooms

A limited number of meeting rooms are available to rent at Mandalay Bay. Please contact Elesha Peterson Carr for more information at epetersoncarr@awea.org / 202-383-2558.

Security

Security guards will be stationed at the exhibit hall entrance, and selected docks, during non-show hours beginning with move-in. All reasonable precautions will be taken to protect your equipment and displays during installation, show hours, and dismantling. However, show management, service contractors, and exhibit facility management are not responsible for the safety of property from theft, damage by fire, accident, or other causes. All property of the exhibitor is understood to be under exhibitor control in transit to, from, and/or within the exhibit hall. If you wish to arrange for security within your booth during non-show hours, contact Lori Rugh, lrugh@awea.org or (661) 821-2149.

Liability & Insurance

The American Wind Energy Association, WINDPOWER 2014 Conference and Exhibition, Mandalay Bay, all conference hotels, the official Services Providers, their agents or employees shall not be responsible for any loss, theft, or damage to the property of the exhibitor, his or her employees or representatives. Further, AWEA will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use or occupancy of the exhibit space by the exhibitor, and the exhibitor shall indemnify and hold harmless AWEA from all liability which might ensue from any cause whatsoever. If the exhibitor's materials fail to arrive, the exhibitor is nevertheless responsible for all amounts due hereunder. The exhibitor understands that none of the organizations or sponsors maintain insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance. **AWEA requires exhibitors obtain their own insurance** – please see *Certificate of Insurance example in this manual*.

Some additional insurance/fire information may be necessary for certain booth sizes or equipment. AWEA will contact those exhibitors directly under separate cover.



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Standard Booth Equipment

All booths will come with an identification sign, an 8'-high back drape and 3'-high draped side walls (for in-line booths). **Note: AWEA requires all exhibitors to carpet their entire booth space and order any furniture needed – this material is NOT provided but is required.**

Unusual Displays / Equipment

We encourage exhibitors to bring machinery and equipment displays to WINDPOWER 2014. For questions regarding the logistics of bringing equipment or unusual displays, contact Mike Swinburne at mswinburne@awea.org or (202) 383-2502.

Exhibitor Registration

Each exhibitor's primary contact will be emailed information about registering your company representatives for the conference. **You must register your exhibiting staff online.** More information about exhibitor registration will be sent before registration opens in January. If you have any questions or need assistance with exhibitor registration, please contact wind@xpressreg.net or 508.743.8502.

Sponsorships

Looking for additional ways to improve brand awareness, increase name recognition, and enhance your industry reputation? Sponsorship opportunities are available! For more information, contact Mike Swinburne at mswinburne@awea.org or (202) 383-2502.

Questions

- For exhibition related questions, please contact exhibition@awea.org or 202.383.2502 / 202.383.2514.
- For sponsorship related questions, please contact mswinburne@awea.org or 202.383.2502
- For conference program questions, please contact education@awea.org
- For exhibitor registration questions, please contact wind@xpressreg.net or 508.743.8502