



December 7 - 8, 2021 | Salt Lake City, UT

## **CLEANPOWER 2021 AGREEMENT FOR MEETING SPACE**

Thank you for your interest in reserving meeting space during the CLEANPOWER 2021 Conference & Exhibition. **Please complete the following information in full, sign, and return the signed agreement by email to our exhibition team at [exhibition@cleanpower.org](mailto:exhibition@cleanpower.org).** Once a completed agreement with payment information is received in our office, we will confirm your meeting room assignment. **We are not able to hold meeting rooms without a completed form and payment details.**

### **MEETING ROOM USER INFORMATION**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

DATE: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_ ZIP/POSTAL: \_\_\_\_\_

COUNTRY: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ON-SITE CONTACT: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

### **MEETING ROOM INFORMATION**

PREFERRED MEETING ROOM(S): 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

ROOM SET REQUESTED: \_\_\_\_\_ START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

# OF PEOPLE: \_\_\_\_\_ MEETING TYPE: MEETINGS OFFICE EVENT

MEETING ROOM RATE: \$ \_\_\_\_\_ = TOTAL PAYMENT DUE required to host events

(ACP will confirm the meeting room rate based on your exhibiting, sponsorship, and/or membership status and reserves the right to correct the amount if necessary)

### **PAYMENT INFORMATION**

The signed agreement must be submitted to ACP in order to confirm your meeting room reservation!

INVOICE ME ☐ (payment must be received within 30 days of reservation date or room(s) will be released!)

CREDIT CARD NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

CARD TYPE: VISA ☐ MasterCard ☐ American Express ☐ SECURITY CODE: \_\_\_\_\_

BILLING ZIP CODE: \_\_\_\_\_ CARDHOLDER NAME: \_\_\_\_\_

CARDHOLDER SIGNATURE: \_\_\_\_\_

## MEETING ROOM POLICY

- Meeting room rental prices are based on the exhibiting and membership status of the meeting room user. Should the meeting room user's exhibiting and membership status change from the time of rental through the time of the event, AWEA reserves the right to re-calculate the rental fee required and charge any balance to the credit card provided. Full payment must be received within 30 days of reservation date or meeting room(s) will be released. AWEA has sole discretion to approve or deny any request for a meeting room reservation. If you are unsure of your exhibition or membership status, please contact [membership@cleanpower.org](mailto:membership@cleanpower.org).
- Meeting rooms may only be used for meetings and offices. Product demonstrations or trainings are prohibited if the user does not have a booth in the exhibit hall. Seminars or trainings are also prohibited without prior approval from AWEA. If approved, these trainings must occur on Monday, 12/6/2021. Trainings or meetings specifically promoted to attendees may not occur during official conference events. In the event that meeting space is used for unauthorized functions, AWEA reserves the right to revoke and reassign space and all payments will be forfeited. **MEETING ROOMS MAY NOT BE USED TO HOLD PRIVATE EVENTS OR RECEPTIONS UNLESS THE MEETING ROOM USER IS AN EXHIBITOR OR EVENT SPONSOR OF CLEANPOWER, OR OTHERWISE APPROVED BY ACP.**
- Meeting rooms will be assigned by ACP in the order in which completed rental forms are received. There are a limited number of meeting rooms available for reservation on a first-come, first-serve basis.
- Any damage assessments identified by the Calvin L. Rampton Salt Palace Convention Center within the meeting room are the sole responsibility of the meeting room user, and meeting room user will indemnify, defend and hold harmless ACP from and against any such damage assessments or other losses or injuries caused by meeting room user, its guests, invitees and employees. **DO NOT LEAVE VALUABLES UNATTENDED IN MEETING ROOMS!!!**
- The meeting room user agrees to abide by any rules and regulations, exclusive service providers, and other requirements as set forth by the Calvin L. Rampton Salt Palace Convention Center.
- The meeting room user will vacate the meeting room upon completion of the reserved period for the meeting room. The meeting room user will leave the meeting room in the same condition and state of cleanliness existing at the commencement of meeting room user's occupancy.
- Changes to the meeting room reservation (such as dates or size) will be accommodated when possible. Requests for a full refund or rollover of paid funds may be made through September 30, 2021. Any cancellation requests made on or after September 30, 2021 will not be refundable and all payments made will be retained by ACP. **PAYMENT MUST BE RECEIVED WITHIN 30 DAYS OF RESERVATION DATE OR MEETING ROOM(S) WILL BE RELEASED.**
- **ALL MEETING ROOM ATTENDEES MUST BE REGISTERED TO ATTEND THE CLEANPOWER 2021 CONFERENCE & EXHIBITION, AND BADGES SHOULD BE WORN AT ALL TIMES.**
- **FOR CONVENTION CENTER AND CLEANPOWER SHOW FLOOR ROOMS ONLY - ACP WILL PROVIDE SIGNAGE OUTSIDE OF YOUR MEETING ROOM. ADDITIONAL SIGNAGE PLACED OUTSIDE OF THE ROOM IS PROHIBITED UNLESS OTHERWISE APPROVED BY ACP.**

**REQUIRED:**

☐

By checking this box, the meeting room user has agreed to the meeting room policy as outlined above. If this box is not checked, the meeting room agreement will not be executed by or binding upon ACP.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company Name