

## GENERAL INFORMATION

Information on the topics below is listed below in the General Information section:

- Location and Address
- Exhibition Hours (move-in, show hours, dismantle)
- Exhibit Hall Specifications
- Official Services Provider
- Labor Jurisdictions
- Freight
- Carpet
- Booth Catering
- Hospitality Events
- Exhibitor Meeting Rooms
- Security
- Liability & Insurance
- Standard Booth Equipment
- Unusual Displays / Equipment
- Exhibitor Registration
- Sponsorships
- Questions (contact information)

### Location and Address

(Note: Please refer to the appropriate pages in this manual for the exact shipping address.)

#### **Colorado Convention Center**

700 14<sup>th</sup> Street  
Denver, Colorado 80202

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

### Exhibition Hours

Show Hours:

(Please note the new show hours for this year!)

Tuesday, June 2nd	9:00 am – 5:00 pm
(optional extended hours are 5:00 pm to 7:00 pm)	
Wednesday, June 3rd	9:00 am – 5:00 pm
Thursday, June 4th	9:00 am – 12:00 pm

This year the Opening Reception will be held Monday evening again at a location being determined right now. Watch this space and your email for more information!

This event will start off CLEANPOWER with a flair and bring together attendees and exhibitors alike. All exhibitors and attendees will have a ticket to attend. The timing of the event also allows set-up of the exhibition to proceed during the day on Monday.

- From 5:00 pm – 7:00 pm on Tuesday, June 2nd, exhibitors will again have the option to host after hours receptions at their booths in the exhibit hall. This helps you avoid the cost of renting a venue to entertain your clients. Please contact [exhibition@awea.org](mailto:exhibition@awea.org) for more information.

Please note that all food and beverage for your booth must be purchased from Centerplate, the official and exclusive concessionaire for the building.

- All booths must be staffed during show hours.
- The Exhibit hall will open at 9:00 am all three days: Tuesday/Wednesday/Thursday; however, exhibitors may access the show floor at 7:00 am all 3 days for private meetings at your booth. You will need to escort any non-exhibiting customers to your booth as they will not be able to access the show floor on their own before the official opening time each day.
- There will be General Sessions this year on the main exhibit floor in the Colorado Convention Center tentatively scheduled at 11:00 am. All exhibitors are welcome to participate by viewing them live at the back of the hall or on screen from any education station. Also continuing from last year, all of the education sessions held Tuesday – Thursday remain on the show floor and all participants (including exhibitors) will be able to access the sessions, panels, and individual presentations. This has increased traffic flow in the exhibit hall, as well as provided exhibitors with an opportunity to benefit from the educational events as time allows.
- Exhibit halls will close on Thursday, June 4th at 12:00 pm. However, the exhibit hall delegates will not be asked to vacate the floor until 12:30 pm to allow you time to wrap-up discussions. Booths may not be dismantled early—it conveys a negative image of your firm to the attendees.

#### Move-In Schedule:

Please reference the targeted move-in floor plan to determine when you are scheduled to move in to the hall for no fee. You are welcome to contact GES via expresso to request a different move-in time (for a fee) if necessary. See the Target Variance Request in this manual. Not all requests can be guaranteed.

#### Move-Out Schedule:

Thursday, June 4th                      12:30 pm - 8:00 pm

Note: Empty crates and containers will be delivered starting approximately 90 minutes after the close of the exhibit hall.

Friday, June 5th                         8:00 am - 5:00 pm

Saturday, June 6th                      8:00 am - 10:00 am

#### Exhibit Hall Specifications

The CLEANPOWER 2020 exhibition will utilize exhibit halls “A” through “F” of the Colorado Convention Center. Specific questions regarding the facility’s exhibit hall, freight docks and freight doors can be directed to GES.

#### Official Services Provider

AWEA is pleased to announce that we are partnering with GES as our Official Service Provider for the CLEANPOWER 2020 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 Denver, Colorado.

### 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 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.

### Children Policy

No children of any age may be in the exhibit hall during move-in or move-out hours – this is for safety reasons and is prohibited by the convention center. Children under 18 will be permitted in the exhibit hall for free as long as they are accompanied at all times by an adult. Young adults 18 or older would need to be registered, badged, and accompanied at all times by an adult. Strollers are not permitted in the exhibit hall for safety (tripping) reasons but can be left with bag check.

### Carpet

Carpet or flooring 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 whichever 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 Centerplate. 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. As a reminder and as with nearly all convention centers in the USA, catering is an exclusive service and any foods or drinks to be distributed from your booth must be ordered from the center's caterer.

### Hospitality Events

As noted earlier, on Tuesday, June 2nd from 5:00 pm – 7:00 pm exhibiting companies are welcome 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. Hospitality events are not permitted during conference or exhibition hours as each exhibitor agreed upon in the Rules & Regulations section of the Exhibitor Reservation Form. This includes during Monday's Opening Reception.

### Exhibitor Meeting Rooms

**Meeting rooms are available to rent at the Colorado Convention Center**, both on the show floor and on the meeting room levels. Further details can be found in this manual under Room Rentals. Renting meeting rooms at the convention center is the most convenient option for both your staff and your customers. No meeting room is closer to the attendees and your booth than one located on the show floor itself!

### 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, see the order form in this manual.

### Liability & Insurance

The American Wind Energy Association, CLEANPOWER 2020 Conference and Exhibition, Colorado Convention Center, 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. If your firm does not currently carry the required insurance, it can be ordered from the vendor listed in the exhibitor liability section of 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.

### 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 CLEANPOWER 2020. For questions regarding the logistics of bringing equipment or unusual displays, contact Mark Bakke at [mbakke@awea.org](mailto:mbakke@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 is available within this manual. Registration is now open. If you have any questions or need assistance with exhibitor registration, please contact [wind@xpressreg.net](mailto: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 Brent Nussbaum [bnussbaum@awea.org](mailto:bnussbaum@awea.org) or (202) 383-2542.

### Questions

- For exhibition related questions, please contact [exhibition@awea.org](mailto:exhibition@awea.org) or (202) 383-2502 / (202) 383-2514.
- For meeting room questions, please contact [wbarton@awea.org](mailto:wbarton@awea.org) or (202) 249-7342.
- For sponsorship related questions, please contact [bnussbaum@awea.org](mailto:bnussbaum@awea.org) or (202) 383-2542.
- For conference program questions, please contact [education@awea.org](mailto:education@awea.org).
- For exhibitor registration questions, please contact [wind@xpressreg.net](mailto:wind@xpressreg.net) or (508) 743-8502.