



CLEANPOWER 2020 AGREEMENT FOR MEETING SPACE

Thank you for your interest in reserving meeting space during the AWEA CLEANPOWER 2020 Conference & Exhibition. **Please complete the following information in full, sign, and return the signed agreement by email to Wade Barton at wbarton@awea.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): 1st _____ 2nd _____ 3rd _____

ROOM SET REQUESTED: _____ START DATE: _____ END DATE: _____

OF PEOPLE: _____ MEETING TYPE: MEETINGS OFFICE EVENT*

*Exhibit booth or
event sponsorship
required to host events

MEETING ROOM RATE: \$ _____ = TOTAL PAYMENT DUE

(AWEA will confirm the meeting room rate based on your exhibiting and membership status and reserves the right to correct the amount if necessary)

PAYMENT INFORMATION

The signed agreement must be submitted to AWEA 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. 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@awea.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, 6/1/2020. 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 AWEA.**
- Meeting rooms will be assigned by AWEA 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 Colorado 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 AWEA 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 Colorado 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. Cancellation of a meeting room reservation will be subject to a cancellation fee of 25% of funds paid per room until February 28, 2020. Any cancellation requests made on or after March 1, 2020 will not be refundable and all payments made will be retained by AWEA. **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 AWEA CLEANPOWER 2020 CONFERENCE & EXHIBITION, AND BADGES SHOULD BE WORN AT ALL TIMES.**
- **FOR CONVENTION CENTER AND CLEANPOWER SHOW FLOOR ROOMS ONLY- AWEA WILL PROVIDE SIGNAGE OUTSIDE OF YOUR MEETING ROOM. ADDITIONAL SIGNAGE PLACED OUTSIDE OF THE ROOM IS PROHIBITED.**

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 AWEA.

Authorized Signature

Date

Printed Name

Company Name