



## WINDPOWER 2013 Conference & Exhibition

May 5-8, 2013

McCormick Place, Chicago, Illinois

### GENERAL INFORMATION

Information on the topics below is organized alphabetically in the General Information section:

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#### Location and address:

McCormick Place  
2301 S. Lakeshore Drive  
Chicago, IL 60616  
[mcpngeninfo@mccormickplace.com](mailto:mcpngeninfo@mccormickplace.com)

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

#### Exhibition Hours

##### **Show Hours:**

|                  |                    |
|------------------|--------------------|
| Monday, May 6    | 10:00 am – 6:00 pm |
| Tuesday, May 7   | 10:00 am – 6:00 pm |
| Wednesday, May 8 | 9:00 am – 3:30 pm  |

- The exhibit hall will NOT be open on Sunday this year and will open for the first time at 10:00 am on Monday morning. However, there will be an Opening Reception (included in all Exhibitor Main Conference passes and Exhibitor Booth Personnel Passes) on Sunday from 5:00 – 7:00 pm on the Lakeside Terrace at the convention center, so we recommend having your staff arrive Sunday afternoon if possible to maximize their networking opportunities with attendees.
- All booths must be staffed during show hours.
- Exhibit halls will open at 10:00 am on Monday and Tuesday, and at 9:00 am on Wednesday; however, **exhibitors** may access the show floor one (1) hour prior to the hall opening to attendees.
- Exhibit halls will close on Wednesday, May 8<sup>th</sup> at 3:30 pm. However, the exhibit hall delegates will not be asked to vacate the floor until 3:30 pm to allow you time to wrap-up discussion – **\*\*please note, if you**



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***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. **ALL Booths must be completed by 12:00PM Sunday May 5<sup>th</sup>**

### **Indoor Move-Out Schedule:**

|                  |                    |
|------------------|--------------------|
| Wednesday, May 8 | 3:30 pm - 10:00 pm |
| Thursday, June 7 | 8:00 am - 8:00 pm  |
| Friday, June 8   | 8:00 am - 12:00 pm |

### **Exhibit Hall Specifications**

The WINDPOWER 2013 exhibition will utilize exhibit halls A1 and A2 in the South Hall of McCormick Place.

**Floor Load:** 400 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:** 40' throughout.

### **Official Services Provider**

AWEA is pleased to announce that we are now partnering with GES as our Official Service Provider for the WINDPOWER 2013 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, and since WINDPOWER was last held in Chicago in 2009, there have been major labor union changes in the building designed to save you, the exhibitor, money. Please refer to the McCormick Place work rule changes detailed in this Exhibitor Manual and contact GES for additional information.

### **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.

### **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 SAVOR, the exclusive catering company of McCormick Place if these items are to be made available or served to attendees. 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. **Please note –McCormick Place now permits exhibitors to bring food from outside of McCormick Place to feed your specific booth staff only. You are NOT permitted to bring in any outside food or beverage to the convention center to serve to or provide for anyone visiting your booth.**



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### **Hospitality Events**

On Monday, May 6<sup>th</sup> 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. Monday 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 in McCormick Place, Please Contact Elesha Peterson Carr for more information at [epetersoncarr@awea.org](mailto: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](mailto:lrugh@awea.org) or (661) 821-2149.

### **Liability & Insurance**

The American Wind Energy Association, WINDPOWER 2013 Conference and Exhibition, McCormick Place, all conference hotels, the official Services Provider, 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.

### **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 2013. For questions regarding the logistics of bringing equipment or unusual displays, contact Mike Swinburne at [msswinburne@awea.org](mailto:msswinburne@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](mailto:wind@xpressreg.net) or 508.743.8502.



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### **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](mailto:mswinburne@awea.org) or (202) 383-2502, or Brandon Kopp at [bkopp@awea.org](mailto:bkopp@awea.org), 202-383-2514

### **Questions**

- For exhibition related questions, please contact [exhibition@awea.org](mailto:exhibition@awea.org) or 202.383.2514.
- For sponsorship related questions, please contact [exhibition@awea.org](mailto:exhibition@awea.org)
- 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