



WINDPOWER 2013 Conference & Exhibition

May 5-8, 2013

McCormick Place, Chicago, Illinois

EXHIBITOR REGISTRATION INSTRUCTIONS

Please note: Your organization is a confirmed exhibitor for the WINDPOWER 2013 Conference and Exhibition; however, you still need to register the individuals who will be attending the conference and working your booth.

Each exhibitor receives a certain number of free passes with their booth. A detailed chart of free passes can be found at the end of these instructions.

What is included in the exhibitor passes?

- **Exhibitor Conference:** Get the BEST access to the education and networking opportunities! The Exhibitor Main Conference Pass includes:
 - Access to the Exhibition the entire show Monday – Wednesday (Exhibitor main conference passes also provide access to the exhibit halls one (1) hour prior to the official opening time to allow exhibitors to prepare their booths)
 - Access to all Conference sessions Monday - Wednesday (*does not include technical training seminars held on Sunday*)
 - Access to speaker presentation materials
 - Lunches in the exhibit hall Monday – Wednesday
 - Access to the Opening Reception on Sunday evening on the Lakeside Terrace at the convention center
 - Morning & afternoon beverage breaks by the session rooms
 - Monday's exhibit hall happy hour
 - Tuesday's poster reception
 - Show directory with all session descriptions and exhibitor listings with contact information
 - Conference bag

- **Booth Personnel Pass:** For the staff who will be primarily working your exhibit booth on the show floor. The Exhibitor Booth Personnel Pass includes:
 - Access to the Exhibition the entire show Monday – Wednesday (Exhibitor booth personnel passes also provide access to the exhibit halls one (1) hour prior to the official opening time to allow exhibitors to prepare their booths.)
 - Access to the Opening Reception on Sunday evening on the Lakeside Terrace at the convention center
 - Monday's exhibit hall happy hour
 - Tuesday's poster reception
 - Show directory with all session descriptions and exhibitor listings with contact information
 - Conference bag

Please Note: Booth Personnel Passes will no longer receive a complimentary lunch each day, however there will be paid concession areas within the hall available to purchase lunch. The number of passes allotted to each booth size has been increased and any additional passes needing to be purchased will be at a lower cost than last year due to this change. Additionally, new rules at McCormick Place allow exhibitors to bring in food from outside of the building to feed your booth staff only.

Booth Personnel Passes will not have access to Conference sessions (other than 2 General Sessions) unless you upgrade to an Exhibitor Conference pass or purchase a Conference Session Ticket to attend one (1) session of your choice Monday - Wednesday.



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What if I need more registration passes?

- Additional booth personnel passes can be purchased for \$249 each (\$299 onsite).
- Additional exhibitor conference registrations can be purchased at the exhibitor rate of \$799 if purchased by March 11, \$899 if purchased by May 4, or \$999 if purchased after May 4 - onsite.
- Like last year, you may “upgrade” a free booth personnel pass to an exhibitor conference pass to take advantage of the additional educational and networking opportunities! We will apply the value of the booth personnel pass to the cost of the exhibitor conference registration and all you need to do is pay for the difference!
- **A couple of NEW items related to Exhibitor Registration:**
 - If you purchase an Exhibitor Main Conference pass within the first 30 days of registration opening, you will save an additional \$50 off of the listed prices shown above.
 - Exhibitors will also be able to purchase 1-day exhibition passes this year, however those individuals will NOT have access to the exhibit hall before the official opening time each day.

What other items can be purchased during the registration process?

There are several optional events which can be added to your primary registration for an additional fee. *Please note, some of the events are space-limited and may sell out prior to the conference.*

- There will be a small number of technical training seminars on Sunday, May 5th organized by various trade associations in affiliated or similar industries. More information will be posted when registration goes live.
- A Conference Session Access Ticket can be purchased for booth personnel passes or one-day exhibitor hall passes allowing access to 1 conference session of their choosing Monday – Wednesday during the conference. Limit 1 per person.
- The Conference Dinner will be held on Tuesday, June 5 at the Field Museum. Individual tickets as well as reserved corporate tables (including 10 tickets) may be purchased during registration.

Additional instructions on redeeming free passes and purchasing additional registrations will be sent to exhibitors once registration is open in January. *All registration prices noted above are subject to change until registration is officially open.*

Questions? We have enhanced the customer service abilities related to registration this year, including phone registrations and online chat options to assist attendees and exhibitors as they register online. To reach the WINDPOWER contact center, email wind@xpressreg.net or call 508.743.8502