



AWEA's Offshore WINDPOWER Conference & Exhibition  
The Rhode Island Convention Center, Providence, RI  
October 22-23, 2013

## **GENERAL INFORMATION**

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

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### **Location**

#### **Rhode Island Convention Center**

One Sabin Street  
Providence, RI 02903-1814  
Tel: 401.458.6000  
Fax: 401.458.6500

### **Exhibition Hours**

#### **Move In Hours:**

Monday, October 21<sup>st</sup> 11:00 am – 7:00 pm

#### **Show Hours:**

Tuesday, October 22<sup>nd</sup> 08:00 am – 6:15 pm  
Wednesday, October 23<sup>rd</sup> 08:00 am – 2:00 pm

#### **Move Out Hours:**

Wednesday, October 23<sup>rd</sup> 02:30 pm – 9:00 pm

- This year the exhibit hall will NOT be open on the evening of Monday October 21<sup>st</sup>, however, there will be an Opening Reception (available to all event participants) at the convention center that evening, so we recommend having your staff arrive Monday afternoon to participate in the reception.
- All booths must be staffed during show hours.
- Exhibit halls will open at 8:00 am on Tuesday, and at 8:00 am on Wednesday; however, exhibitors may access the show floor one (1) hour prior to the hall opening to attendees.
- The exhibit hall closes on Wednesday, the 23<sup>rd</sup> at 2:00 pm. However, the exhibit hall delegates will not be asked to vacate the floor until 2:30 pm to allow you time to wrap-up discussion – **\*\*please note, exhibitors are not permitted to tear down booths prior to the hall closing.**



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## **Exhibit Hall Specifications**

The Offshore WINDPOWER 2013 exhibition will utilize exhibit halls C & D of the Rhode Island Convention Center

Freight Docks: The center has 10 dock doors available for use during move-in  
Lowest Ceiling Height: 30' throughout.

## **Official Services Provider**

AWEA is pleased to announce that we are partnering with GES as our Official Service Provider for the Offshore 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!

## **Rhode Island Convention Center – Exclusive Services**

Each city and facility is different in terms of union regulations and exclusive services. In Providence the convention center is in charge of providing telecommunications (phone/internet), utilities (electricity, water, compressed air), rigging, catering, cleaning services and parking. Please refer to the Rhode Island Convention Center website <http://www.riconvention.com/exhibit/exhibit-facility-services/> and the order forms included in this exhibitor manual 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 you plan to provide your own carpet or flooring, you must order 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 the exclusive catering company of the Rhode Island Convention Center. For more information on booth food and beverage, please see the catering order form in this exhibitor manual

## **Exhibitor Meeting Rooms**

A limited number of meeting rooms are available to rent in the Rhode Island Convention Center and attached hotel, Please Contact Elesha Peterson Carr for more information at [epetersoncarr@awea.org](mailto:epetersoncarr@awea.org) / 202-383-2558.



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## **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.

## **Liability & Insurance**

The American Wind Energy Association, Offshore WINDPOWER 2013 Conference and Exhibition, Rhode Island Convention Center, 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 maintains 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 the Exhibitor Insurance Form in this exhibitor manual.

## **Standard Booth Equipment**

All in-line booths will come with an identification sign, an 8'-high back drape and 3'-high draped side walls

Note: Carpet and furnishings are not included in the booth reservation and must be arranged separately.

## **Exhibitor Registration**

Each exhibitor receives an allotment of passes based on the size space reserved. Exhibitors' primary contacts 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 when registration opens. If you have any questions or need assistance with exhibitor registration, please contact [conference@awea.org](mailto:conference@awea.org) or 202-383-2512.

## **Sponsorships**

Looking for additional opportunities to improve brand awareness, increase name recognition, and enhance your industry reputation? Sponsorship opportunities are available! For more information, contact Brandon Kopp at [bkopp@awea.org](mailto:bkopp@awea.org), 202-383-2514

## **Parking**

Parking passes will not be available for pick up until the first day of Exhibitor Move In. All parking passes can be picked up at the Exhibitor Services / Business Center located on the 3rd Level of the Rhode Island Convention Center.

Overnight Parking is \$18 per day and includes in and out access to the parking facility.

## **Questions**

- Please contact Brandon Kopp at [bkopp@awea.org](mailto:bkopp@awea.org) or 202.383.2514.