About the Conference
SouthEastern Environmental Conference is bringing together experts in energy, water, land, air and environmental management from across the Southeastern U.S. to share their vision for our region’s future. What a great opportunity! Your company will meet face-to-face with qualified buyers and decision makers from the manufacturing industries, utilities, municipalities and consulting firms. This two and half day conference is scheduled for October 30 - November 1, 2017. The host hotel for all conference activities is the Perdido Beach Resort in Orange Beach, Alabama. There will be a general session on Monday morning, followed by a variety of technical breakout sessions and discussion forums for the remainder of the conference. General session speakers will address key issues in environmental stewardship and provide pertinent information on current topics of interest. Breakout sessions will include topics covering a wide range of environmental subjects and updates on regulatory matters. The conference program will blend new and traditional topics.

Who attends this Conference?
A variety of participants including:
• Environmental, Health and Safety Managers
• Environmental Consultants
• Environmental Trainers
• Municipal Government
• Process Managers
• Attorneys
• Hazardous Waste Managers
• Energy Efficiency Managers
• Quality Control Managers
• Plant Superintendents
• Human Resource Managers
• Compliance Managers
• Building Superintendents
• State Agency Personnel
• Environmental Professionals

About the Exhibition Expo:
The Exhibition Hall will be divided into 50 booths. The rental fee is $750 and includes one attendee registration. There are 50 booths; 28 are 10 ft. wide and 22 are 8 ft. wide. Please note on the registration form which booth size you prefer. Should you choose an 8 ft. wide booth, you may deduct $100 from your booth rental fee.

All exhibit personnel must be pre-registered. All booth personnel must have a badge to be admitted to the Exhibition Hall and be a permanent employee of the company making the application. Badges are not transferable. Only personnel employed by the rental company are permitted to work in the booth. Each booth rental includes ONE conference registration package, which includes admission to all general and concurrent breakout sessions which occur October 30 - November 1, 2017.

For an additional $150 each, you may add up to three booth personnel. This cost includes Monday, Tuesday and Wednesday of the conference and all meals during those days.

Exhibition Hours:
Set-up time for the exhibit booths will be Sunday, October 29th from 12:30-6:00 p.m. The exhibition hall will be open during the following times: (Subject to change)

Monday
7 a.m. - 4 p.m.

Tuesday
7:45 a.m. - 6 p.m.

The exhibit hall closes at 6 p.m. on Tuesday for tear down from 6 p.m. - 8 p.m.

Registration Information:
Booth space is limited and will be rented on a first-paid, first-served basis. Please include a description of your product(s)/services on the application. We reserve the right to reject any application whose products or services do not directly relate to environmental issues. To ensure getting a booth or desired location we recommend that you register online. Once registered, please send the completed registration form and signed Exhibitor Guidelines to rhester@ccs.ua.edu. Only applications with payment will be processed. Payment for booth rental fees by purchase order must be paid within 30 days of billing or your application is forfeited. Telephone applications can not be accepted. Please do not fax your form with the credit card information to us. Once you fax the form, please call us with your credit card information.
**Student Participation Reception:**
We are holding a student presentation reception Monday afternoon from 4 p.m. to 6 p.m. in the ballroom on the lobby level. Up to 20 students from various Colleges/Universities will present their poster board projects. Refreshments, finger foods and a cash bar will be available. Please make plans to attend this fun networking opportunity and support our efforts to get students involved in the conference.

**Exhibit Contractor:**
Once your application has been confirmed, Wave Audio Visual Productions (WAVP) will contact you approximately one month prior to the conference regarding your incidental needs. Each booth is equipped with a six-foot draped table, a chair and a sign if marked on application. We strongly encourage exhibitors to ship their materials through WAVP. Otherwise, exhibit materials shipped to the Perdido Beach Resort will be subject to handling fees. Any additional needs must be arranged through the exhibit contractor prior to arriving on site.

**Space Assignment:**
Using the diagram provided, select three locations for a booth. Booth assignments will be made based on preference available when the paid application is processed. You will be contacted with your booth assignment approximately 30 days before the conference. For example:

<table>
<thead>
<tr>
<th>Booth Number</th>
<th>Choice</th>
</tr>
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<tbody>
<tr>
<td>1st</td>
<td>1</td>
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<tr>
<td>2nd</td>
<td>2</td>
</tr>
<tr>
<td>3rd</td>
<td>3</td>
</tr>
</tbody>
</table>

**Booth Cancellation/Refund:**
In the event of a cancellation by an exhibitor, a full refund may be granted up to September 29, 2017. A 50% cancellation fee will be assessed after September 29, 2017. No refunds will be granted after October 16, 2017.

**Additional Points of Interest:**
- There will be an exhibitor reception on Tuesday afternoon. Booth prizes will be awarded during the reception. Participants may wear masks and costumes, and may also bring children. Feel free to bring candy to hand out. Participants must be present to win a prize. Please note: Exhibitors will not eligible to win prizes during the Exhibitor Reception.
- If you offer a gift, we will award them during the exhibit reception on Tuesday.
- The exhibit hall will not open on Wednesday. Teardown will begin at 6 p.m. and conclude at 8 p.m. on Tuesday, October 31, 2017. No teardown will be permitted before 5 p.m. on Tuesday, October 31, 2017.

**Hotel Accommodations:**
The Perdido Beach Resort is the host hotel for this conference. A two night minimum (Sunday and Monday) is required. Lodging reservations can be made after you have registered for the conference. The hotel rate for the conference is $129 per night plus 11% tax. Once your paid exhibit registration is confirmed, you will receive the group number necessary for lodging reservations. When you receive the group number, you may call the hotel toll free 800-634-8001 to make your reservation. Reservations are available online by going to www.perdidobeachresort.com and following the instructions given on your confirmation letter. Please note: Deadline for reservations within the reserved room block is September 27, 2017. Rooms are limited, so complete your exhibit registration as soon as possible to receive the group rate. After September 27, 2017, requests are based on availability and the conference room rate cannot be guaranteed.

**Individual Cancellations/No Shows**
The Perdido Beach Resort will allow guests the right to cancel their individual guest room reservation without penalty up to five (5) days prior to arrival. Based on contracted billing arrangements, the Perdido Beach Resort will charge the individual’s credit card for two nights’ room rate for any reservations cancelled within five (5) days of arrival or the guest’s failure to check in. “No show” rooms will be held until 9 a.m. the day following the arrival date on the reservation. Any remaining nights of a “no show” reservation will be cancelled and charged for two nights’ room rate.

**Contact Information:**
The exhibit manager for this conference is Rhonda Hester.
To contact her: 800-421-7141 (toll free);
Fax: 205-348-5343 or email: rhester@ccs.ua.edu
Please read carefully, sign and return with your application.

• The products and services displayed are directed primarily to environmental professionals.

• I understand that booth rental space shall include one draped six-foot table, one chair, and one sign (if marked on application). In addition, I understand that Wave Audio Visual Productions will handle exhibit accommodations.

• I understand that exhibits must be installed by 7 a.m. on Monday, October 30 and that the exhibit hall will be open for assembly of display on Sunday, October 29 from 12:30 p.m. - 6 p.m.

• I understand that my exhibit will be open all day Monday from 7 a.m. - 4 p.m. and all day Tuesday from 7:45 a.m. - 6 p.m. I will not tear down my exhibit before 6 p.m. on Tuesday without prior approval. I may tear down my booth Tuesday between 6 p.m. - 8 p.m.

• I understand that exhibit booth personnel must be permanent company employees exhibit personnel and that admission shall be by badge only; identification badges are not transferable. A product or account representative is not considered to be a company employee.

• I will have an authorized representative present at my exhibit throughout all exhibit periods and during the installation/dismantling of the exhibit.

• My exhibit will not obstruct the view of adjoining exhibits nor operate in any manner objectionable to other exhibitors. All lighting within the exhibit will be arranged and operated so as not to be distracting to adjacent exhibits. The products I display will not obstruct the aisles.

• My company is charged with having knowledge of and compliance with all laws, ordinances and regulations regarding to health, fire prevention and public safety. All display materials must be fire safe. Electrical wiring must conform to National Electrical Code Safety rules. If inspection indicates neglect of compliance, or otherwise presents a fire hazard or danger, I must remove all or parts of such display at my expense.

• My company personnel shall not injure or deface the walls, floors, stairs or any other part of the Perdido Beach Resort or display materials and/or equipment belonging to others. If such damage should occur, I am responsible for the damage and will be liable to the owner of the property so damaged.

• I understand that the conference director must approve raffles, donations and other promotional plans no later than Wednesday, October 25, 2017, and I will be responsible for the delivery of any gift to a participant.

• I understand that retail sales are not allowed. The exhibit space is not a point of sale facility.

• I understand that the rights of an exhibitor shall not be assignable to any other firm or person. Every reasonable precaution will be taken to protect property throughout the event, however, The University of Alabama, the Perdido Beach Resort and their representatives will not be held responsible for exhibitor safety, protection against theft, or protection against damages from fire, accident, vandalism and other causes.

All property of exhibitors will remain under exhibitors’ custody and control in transit to, from and during the event, subject to the rules and guidelines set forth in this agreement.

Please acknowledge acceptance of above guidelines by signing below.

Name: _________________________________________________________________   Date: __________________________
APPLICATION AND CONTRACT FOR EXHIBIT SPACE
SouthEastern Environmental Conference
October 30 - November 1, 2017 • Perdido Beach Resort • Program #2A35718

Exhibit Fees:

☐ 8 x 10 Booth Rental ($750) ______
☐ 8 x 8 Booth Rental ($650) ______
Additional Conference Personnel (Limit 2) ______
$150 Per Person (includes Monday & Tuesday) + ______
Guest/Spouse Meal Package $150 + ______
GRAND TOTAL = ______

Name of Firm: _____________________________________
Contact Person: ☐ Dr. ☐ Miss ☐ Mr. ☐ Mrs. ☐ Ms.
Name:___________________________________________
Position: __________________________________________
Address: _________________________________________
City: _____________________ State: ____ Zip: __________
Phone: ____________________ Fax: __________________
Email Address: ____________________________________
Booth information will be sent to this email address.

Information for all booth personnel must be provided in advance. (Please Print)
If more than one, note additional fee above.

1. ___________________________________________
   City: ____________________________ State: ______
   Email: ___________________________
2. ___________________________________________
   City: ____________________________ State: ______
   Email: ___________________________
3. ___________________________________________
   City: ____________________________ State: ______
   Email: ___________________________

Method of Payment:

☐ I am enclosing a check for $__________ made payable to
   The University of Alabama.
☐ Charge $__________ to my credit card.
☐ MasterCard ☐ VISA
☐ Discover Card ☐ American Express
Card# ____________________________________________
Expiration Date: ______________ Security Code: ______
Authorizing Signature: ______________________________

Do you need a sign for your booth? ☐ Yes ☐ No

Booth Choice: (Give booth number choice)
   1st Choice: ____  2nd Choice: ____  3rd Choice: ____

Do you need wireless internet service at your booth?
☐ Yes ☐ No

Billing Address
(If different from contact address.):
Do you have a different billing address? Please add that info here.

_______________________________________________
_______________________________________________
_______________________________________________
You may place my name and company information in the Conference booklet. ☐ YES ☐ NO

Description of products or services you wish to display. Your booth placement may be affected by this description. This description will be included in the conference book.

PLEASE PRINT
_______________________________________________
_______________________________________________
_______________________________________________

Approved by: ________________________ Date: _______
Company Contact

Approved by: ________________________ Date: _______
Conference Exhibit Manager

Mail To:
SouthEastern Environmental Conference
Registration Services
Box 870388, Tuscaloosa AL 35487
205-348-3000 or Toll Free: 800-432-2015

A percentage of this registration fee goes to the Capstone Foundation to cover a portion of the expenses for this conference. Remember to include the signed Exhibit Guidelines.

The University of Alabama is an affirmative action/equal opportunity institution.

Certificates will be issued to all exhibitors and awarded at the end of the program based on your attendance.
Guest/Spouse Package
Exhibitor guests are invited to join in all the festivities and meals with a guest/spouse ticket package. The cost of this package is $150.

The conference guest package includes three breakfasts, two lunches, one exhibitor reception and one student presentation reception.

Attendee Name: ______________________________________

Guest Name: ________________________________________

Sponsorship Opportunities:
This conference represents a collaborative effort from state, government, education, and corporations to offer high quality speakers for the conference program. This collaborative effort requires additional monetary support. We would like to offer you an opportunity to be part of this effort in the form of a corporate sponsorship. Sponsorship contributions will be allocated to cover various expenses of the conference including speaker honorarium / expenses, refreshment breaks, WIFI and mobile app and sponsoring a student. All forms of sponsorships will be duly recognized in the conference program and will send a visual message throughout the Southeast that environmental issues are important to your company. Your contribution will help the conference to continue providing the latest and most valuable information relating to environmental issues in the workplace.

As an exhibitor, if you choose to become a sponsor, you may receive a discount on your booth reservation.

For more information on the different levels of sponsorship, call Rhonda Hester at 205-348-4666.
Exhibit Room Layout

Blue Booths: 8' x 10'
Gray Booths: 8' x 8'

In addition to having Grand Point (main exhibit hall) we also have Grandview (room behind Grand Point) and Night Reef (old bar). These areas will be used for participants and exhibitors who wish to sit down for breakfast and lunch.
MARK YOUR CALENDARS
OCTOBER 30 - NOVEMBER 1, 2017

REGISTER EARLY!
SPACE IS LIMITED!

seec.ua.edu