



the prescription for a healthier building

Tuesday, May 6th, 2008

COUNTRY SPRINGS HOTEL

Pewaukee, WI

YOU ARE INVITED TO BE AN EXHIBITOR!

The Wisconsin Green Building Alliance (WGBA) invites you to exhibit at this Healthcare Sustainability Symposium for professionals in the industry. The conference is sponsored by Focus on Energy and others committed to moving sustainability forward in Wisconsin. Attendees will include hospital, nursing and assisted living facility owners and facility managers, architects, engineers, and green decision-makers. Expected attendance is 200 plus. For information on this event and to see a list of exhibitors to date visit: www.focusonenergy.org/goinggreen

EXHIBITOR FEE:

\$200 (includes 1 skirted 8' table, 1 chair, and 1 full conference registration)

Each additional exhibitor is \$75 per person including lunch.

EXHIBITOR BENEFITS:

- Alphabetized company listing in the conference directory.
 - One electronic attendee list to be distributed after the conference.
- Your company's listing on the conference website with a link to your website.

INSTALLATION, EXHIBITION AND TEAR DOWN

Note: Specific set-up times will be announced later. No display shall be dismantled or removed from the Exhibit Hall until the end of the Exhibit Show at 4:15 pm on May 6th. If a display is removed prior to the scheduled closing, that exhibitor may not be allowed to return in future years. All displays must be removed by 5:30 pm. The Exhibitor agrees to pay any extra charges incurred for the removal of displays and to release the Wisconsin Green Building Alliance from any liability for loss by theft or damage caused in moving property of the Exhibitor after 5:30 pm on May 6th.

PAYMENT FOR BOOTH

All booth fees must be paid in full and payment received by WGBA on or before April 30, 2008. After May 1, 2008, the Wisconsin Green Building Alliance does not have to hold space that is not fully paid.

REFUNDS

There will be no refunds on cancellations received after May 1, 2008. WGBA may cancel any exhibit space for non-compliance with the terms, condition and regulations of this contract for nonpayment of the space rental.

HOTEL ROOMS

A block of rooms are being held for exhibitors and attendees at a discounted rate of \$99.99 single or double, until April 5, 2008. Direct inquiries and reservation requests to the Country Springs Hotel (262) 547-0201, mention "Going Green Healthcare Event."



EXHIBIT ALLOCATION

Assignment is in order of receipt of a signed contract and in order of preference, as stated by the Exhibitor or from space available. WGBA reserves the right to alter locations of Exhibitors or of booths as shown on the official floor plan at its sole discretion, if deemed advisable in the best interests of the show, or to separate competitors.

EXHIBIT SPECIFICATIONS

Rent includes an 8' long skirted table and 1 chair. Additional chairs or tables, electrical outlets, freight, storage, etc. are not included in the exhibitor fee. A packet of services and equipment that can be ordered will be returned with a confirmation of booth space. The Exhibitor is required to make any arrangements for equipment and services at their own expense. WGBA assumes no obligations for these arrangements.

REGISTRATION AND BADGES

Convention badges for exhibit attendants are provided. The booth registration includes one exhibitor. Any additional staff will be required to register at a cost of \$75 per additional exhibitor.

USE OF SPACE

Exhibitor shall not sublet, divide or share exhibit space with any person not identified in the Exhibit Space Contract without written permission of WGBA. Distribution of advertising materials is limited to the area of each exhibit space. Exhibitor shall not obstruct the aisles adjacent to exhibit space. No structure or sign will be allowed which obscures adjoining exhibits or which extends above the backdrop of the booth area.

CARE AND SURRENDER OF EXHIBIT SPACE

Exhibitor agrees it will not in any way injure, damage, mar or deface the building premises, furniture, fixtures or equipment on or about the Country Springs premises and shall be liable for any such damage or injury caused by its employees, agents or other persons admitted to the premises by the Exhibitor, its agents or employees. Exhibitor agrees to quit and surrender exhibit space at the time set forth herein, and to comply with Country Springs Hotel rules for access.

LIABILITY

The Exhibitor agrees to indemnify and hold harmless WGBA, its officers, agents and employees from and against any and all claims, demands or suits alleging liability for losses, damages, expenses, costs and disbursements, including reasonable attorneys fees, and any other relief, for any actual or claimed injury or death to any person or damage to any property sustained as a result of the Exhibitor's use of or presence on the premises described in the Exhibit Space Contract, regardless of whether proximity caused by the WGBA, its officers, agents or employees, unless Exhibitor can prove that such injury, death or damage was caused solely by the active negligence of WGBA, its officers, agents or employees.

If the convention is cancelled due to circumstances substantially beyond control of WGBA, the WGBA's sole liability to Exhibitor due to cancellation shall be to refund the fee paid.

FREIGHT

Freight will be handled by the drayage company. Information will be included with your confirmation letter. WGBA assumes no obligation for these arrangements and the Exhibitor must assume all of the costs.

OFFICIAL REGULATIONS

Exhibitor will comply with all laws of the U.S. and the state of Wisconsin and all ordinances of the City of Pewaukee and all rules and requirements of the police and fire departments or other municipal authorities of the City of Pewaukee, and will not permit anything to be done in its exhibit space in violation of any such law, ordinance, rule or regulation. Exhibitor will also conform to rules and regulations adopted or prescribed by Country Springs Hotel.



the prescription for a healthier building

May 6, 2008
Country Springs Hotel, 2810 Golf Rd., Pewaukee, WI

EXHIBITOR REGISTRATION CONTRACT

Exhibitor's Contact Name: _____

Company Name: _____

Company Mailing Address: _____

City/State/Zip code: _____

Phone: (with Area Code) _____ Fax: _____

E-mail Address: _____ Web site: _____

Name(s) of representative(s) who will be at show: (Please print name clearly as desired on nametags.)

NOTE: Each booth includes 1 full conference registration. Additional exhibit representatives are \$75 per person.

Name: _____

Name: _____

Check the appropriate category below. (If you have questions about exhibiting or are interested in becoming a WGBA member, call Susan Loomans at 414-224-7766.

___ Exhibitor Table Registration @ \$200.00 \$ _____

___ Additional Exhibitor registration @ \$75.00 each \$ _____

Total enclosed: \$ _____

PLEASE MAKE CHECK PAYABLE TO:

Wisconsin Green Building Alliance, 759 N. Milwaukee Street, Suite 304, Milwaukee, WI 53202

Credit card (MC and VISA) are accepted by phone at 414-224-7766. Fax completed forms to 414-224-1458

_____ **Yes**, we are interested in being a conference sponsor. Please contact me with more information.

_____ **Yes**, we are interested in becoming members of *Wisconsin Green Building Alliance*. Please send more information!