

THE BOND BUYER Presents
THIRD ANNUAL
Financing
Prepaid Energy
Contracts



EXHIBITOR MANUAL

Be sure to give a copy of this manual to your on site personnel. This manual has pertinent information regarding set up & tear down of the exhibitor booths.

GENERAL INFORMATION

Please review this kit carefully and completely. It contains important information relating directly to the exhibit procedures for the 3rd Annual Financing Prepaid Energy Conference. You will obtain prompt and efficient attention to your exhibit needs. Please follow the enclosed procedures and inform **The Woodlands Waterway Marriott** of your requirements in advance of the conference move-in hour on June 1, 2008. It is important to us that you have a successful show, including an easy move-in and move-out.

To make your participation in this conference goes as smooth as possible, we urge you to:

- Mail or fax ALL order forms as early as possible to the hotel.
- Keep duplicate copies of forms for your records and give them to your onsite contact for the show.
- **Avoid on-site orders.**

The exhibit hall is located in the Waterway 4 Ballroom on the 2nd floor. Exhibitors will be provided with one (1) 6' table, two (2) chairs and 1 wastebasket.

There will be 100% ballroom lighting in the exhibit space; however, specific lighting per exhibit is the sole responsibility of the exhibitor; lighting services should be ordered through the hotel.

SHIPPING INFORMATION

- **If you are a staying guest, and you do ship to the hotel you are responsible for the \$25 flat shipping charge and for making arrangement for delivery, set up and tear down of your booth. Shipment must not be scheduled to arrive earlier than Wednesday, May 28, 2008.**
- **Be sure to keep copies of your UPS, FEDEX, or private company shipping track numbers, in case your onsite staff has trouble locating their materials.**
- *To retireve your boxes please go to the hotel belldesk.*

SHIPPING ADDRESS

Name (of person who will be on-site)
Company Name
Bond Buyer Prepaid Energy Conference
June 1-3, 2008
The Woodlands Waterway Marriott
1601 Lake Robbins Drive
The Woodlands, TX 77380
Meeting Manager: Suzanne Sinatra
Hotel Contact: Brent Foreman

Attention: Package Room
Hold for Guest Arrival
Delivery Date & Destination: June 1, 2008, Waterway 4 Ballroom

EXHIBIT HALL SCHEDULE

Below are the exact hours that the exhibit hall will be opened since all catered events besides lunch will be held in the exhibit hall when the sessions break.

Sunday, June 1, 2008

2:00 pm to 5:00 pm Exhibitor Move-In

Monday, June 2, 2008

8:00 am - 9:00 am Breakfast in exhibit hall

10:45 am - 11:15 am Morning break in exhibit hall

4:00 pm - 4:30 pm Afternoon break in exhibit hall

5:30 pm - 7:00 pm Cocktail Reception in exhibit hall

Tuesday, June 3, 2008

7:00 am - 8:00 am Breakfast in exhibit hall

9:30 am - 10:00 am Morning break in exhibit hall

10:00 am - 1:00 pm Exhibitor Move-Out

ADDITIONAL CONFERENCE INFORMATION

HOSPITALITY SUITES/SOCIAL EVENTS

Hospitality suites, meetings, and social events must not encourage the absence of attendees or exhibitors from the conference or exhibit hall during official hours of the conference or exhibition. **Before contacting the hotel, you must contact Suzanne Sinatra at *SourceMedia, Inc.* for approval of all hospitality suites, meetings or social events not sponsored by *SourceMedia, Inc.* *SourceMedia, Inc.* reserves the right to cancel any function on hotel property that has not been previously approved by Suzanne Sinatra.**

SECURITY

While show management will exercise reasonable care in safeguarding your property, neither SourceMedia nor **The Woodlands Waterway Marriott**, nor any of their officers, agents or employees assumes responsibility for such property. Do not leave unpacked display materials unattended during setup or removal hours. On removal, pack, seal and address all containers for return shipment before leaving your booth. Securely fasten all lightweight high-theft-risk items to display boards or lock in showcases. Personal items of value should never be left in an unattended exhibit (esp. handbags, phones, & laptops). During move-out, exhibitors should remain with their goods and merchandise until it is picked up and receipted for storage in a designated area. Any material that is left after that time will be forced on a bill of lading and shipped to the warehouse, or be shipped by an alternate carrier at the expense of the exhibitor. Appropriately identified personnel will be permitted on the show floor during installation and dismantling hours.

LIABILITY

The exhibitor indemnifies and agrees to hold harmless SourceMedia, Inc., and **The Woodlands Waterway Marriott** and their officers, directors, employees and agents, from and against any actions, losses, costs, damages, claims and expenses (including attorney's fees) arising from any damage to property or bodily injury to an exhibitor, his agents, representatives, employees by reason of the exhibitor's occupancy or use of the exhibition facilities.

INSURANCE

Exhibitors are advised to see that their company's insurance policy includes extraterritorial coverage as well as theft, public liability and property damage for traveling to the show, during the show, and in transporting equipment to its next destination. We strongly recommend securing a rider to your company's policy that provide such coverage. Exhibitors should be aware that SourceMedia and **The Woodlands Waterway Marriott** takes no responsibility for loss, theft or disappearance.

TELECOMMUNICATIONS REQUEST FORM

Please complete and fax in your telecommunications request form to **The Woodlands Waterway Marriott** as soon as possible. All of your telephone and internet requirements should be expressed to the hotel's Telecommunications Department well in advance of the show in order to avoid significant late charges for onsite orders. SourceMedia will not be responsible for any costs associated with these requirements. Note that prepayment is required before installation can begin.

ELECTRICAL REQUESTS

All requests for electrical services (power drops, connection and hard wiring of voltage services, electrical motors, etc.) and electrical labor for each exhibitor will be performed by and **MUST** be ordered through **The Woodlands Waterway Marriott**. Each exhibitor will be held responsible for ordering and paying for electrical services per exhibitor booth in advance to ensure availability; onsite orders are strongly discouraged.

FIRE REGULATIONS

No combustible decorations, such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All materials must be certified non-flammable and conform to fire regulations of the **Houston Texas Fire Department**. Any packing containers, wrapping paper, etc. are to be removed from the exhibit floor and may not be stored under the tables or behind displays. All materials and fluids that are flammable must be kept in safety containers. Exhibit area fire alarm boxes must not be covered. All fire exits and fire exit signs must be free, clear and visible at all times. Smoking will not be permitted in exhibit area or in any open exhibit space commencing with move-in through move-out.



Event Technologies Department
 1601 Lake Robbins Drive – The Woodlands, TX 77380
Ph: 281-681-5732 Fax: 281-681-5792

Woodlands Waterway Marriott Exhibitor Order Form

Exhibitor _____
 Onsite Contact _____ Title _____
 Billing Address _____
 City _____ State / Province _____ Zip / Postal Code _____
 Telephone # () _____ Booth Number _____
 Show Name _____
 Delivery Date _____ Pick Up Date _____

Method of Payment

Bill to Room Credit Card Type _____ Company Check # _____
 Card # _____ Name on Card _____
 Signature _____ Expiration Date _____
 Is faxed copy of invoice needed? Yes No
 Fax # () _____ Attention: _____

<i>Electrical Charge – 436</i>	<i>Cost X</i>	<i># of Days</i>	<i>=</i>	<i>Total</i>
20 Amp, 110 Volt Circuit, 2200 Watt(Standard)	\$58.88 X	_____	=	_____
Over 20 Amps, 208 Volt Circuit (one time charge) \$9.16 per amp X (total amps)	\$9.16 per amp X (total amps)	_____	=	_____
Power strip	\$13.08 X	_____	=	_____
<i>Internet Charges – 439</i>				
IBAHN High Speed Internet Service	\$163.55 X	_____	=	_____
<i>Telephone Charges – 436</i>				
Analog Telephone Line	\$98.13 X	_____	=	_____
<i>Water Supply – 436</i>				
Water Usage for Day	\$98.13 X	_____	=	_____
Usage of Water hose	\$32.71 X	_____	=	_____
Additional equipment available upon request.				
				=
Total				=

*****ALL SERVICE CHARGES AND TAXES ARE INCLUDED WITH COST*****

**PLEASE COMPLETE AND MAIL OR FAX TO MARRIOTT ATTN:
 EVENT TECHNOLOGY DEPARTMENT
 1601 Lake Robbins Drive – The Woodlands, TX 77380
 PH: (281) 681-5732 FAX: (281) 681-5792**