



**International Association of Electrical Inspectors  
Annual Southern Section Education Seminar and Business Meeting  
Alexandria Hilton Mark Center, Alexandria, Virginia  
October 12<sup>th</sup> - 15<sup>th</sup>, 2008**

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## **EXHIBITOR**

Dear Exhibitor,

The Virginia Chapter of the International Association of Electrical Inspectors is proud to host the 80<sup>th</sup> Southern Section Educational Seminar and Business Meeting in Alexandria, Virginia October 12th – 15th, 2008.

On behalf of the Virginia Chapter and Southern Section, we would like to invite you to participate as an exhibitor. Our exhibit area will be situated to provide maximum exposure to display your products and/or services, as well as hosting the Sunday reception and scheduled breaks during the meeting.

Please see attached forms, contract, and exhibit information. **Be sure to inform the hotel you are part of the IAIEI, Southern Section, “Education Seminar and Business Meeting” when you attempt to make room reservations.**

Please do not hesitate to call if you have any questions or concerns. See attached hotel exhibitor information sheet. Please fill out the attached Exhibitor Contract, advertisement form, and return to address listed below. (Please Make Checks Payable To: I.A.E.I. 2008 Southern Section Meeting).

Terry Moore  
P.O.B. 1541  
Lorton, Va. 22199  
(703) 244-9791  
tlmoorenc@aol.com

If you are able, please contribute to the door prizes by bringing some give away items for the early bird drawings, as well as other door prize you may want to give away at your booth or the banquet. Thank you for your support, without you our event could not be a success.



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## Exhibitor Contract

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Number of Booth Spaces required \_\_\_\_\_ X \$500.00 each = \_\_\_\_\_  
**(Each Booth Space includes 2 chairs, 2 tables and are 8'X10'. An exhibit room layout and assigned space location will be sent to each exhibitor by September 5, 2008.)**

Each Booth Space purchased **includes one** complete registration.

Please list Booth personnel below:

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax : \_\_\_\_\_  
Email: \_\_\_\_\_

Additional guests or representatives may attend the banquet at a cost of \$75.00 each.  
(Children under 12 years of age are free).

Additional Guests/Representatives \_\_\_\_\_ X \$75.00 each = \_\_\_\_\_

**Please see Hotel Exhibitor Service Order Contract for Electrical, Internet and other Associated Fees. Please pay additional Service Order Contract Fees directly to the Hotel. Thank you.**



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## Exhibitor Contract

### Exhibitor Schedule:

Exhibits will be located in the lower level of the hotel adjacent to the loading dock for your convenience. This area is next to the conference meeting room for maximum exposure.

Exhibitor Setup: Sunday, October 12<sup>th</sup>, 1:00 p.m. to 5:30 p.m.

Exhibits Open: Sunday, October 12<sup>th</sup>, 6:00 p.m. to 8:00 p.m.

Exhibits Open: Monday, October 13<sup>th</sup>, 8:00 a.m. to 5:00 p.m.

Exhibits Open: Tuesday, October 14<sup>th</sup>, 8:00 a.m. to 5:00 p.m.

Exhibitor Breakdown: Wednesday, October 15<sup>th</sup>, 10:00 a.m. to 12:00 p.m.

### Payment Information:

Booth Space(s)	(\$500.00 each)	Subtotal	_____
Additional Banquet Guest(s)	(\$75.00 each)	Subtotal	_____
Golf Tournament	(\$99.00 each)	Subtotal	_____
Golf Hole Sponsorship	(\$100 each hole)	Subtotal	_____
Program Ad	(Per ad form)	Subtotal	_____
		Total	_____