

2023 Meeting Room Application

This form is fillable as a PDF. Please consider not printing!



Company Information

| | |
|--------------------------------|--|
| Company Name | |
| Address | |
| Address 2 | |
| City | |
| State / Province & Postal Code | |
| Country | |

Contact Information

| | Primary Contact (On-Site Contact) | Secondary Contact |
|-------|-----------------------------------|-------------------|
| Name | | |
| Title | | |
| Email | | |
| Phone | | |

Rates Rates are the same for both show floor and convention center rooms.

| | Rate Through 2/1/23 | Rate After 2/1/23 |
|---------------------------|---------------------|-------------------|
| Member, Exhibitor | \$3,500 | \$3,850 |
| Member, Non-Exhibitor | \$5,500 | \$6,050 |
| Exhibitor, Non-Member | \$7,500 | \$8,250 |
| Non-Member, Non-Exhibitor | \$10,000 | \$11,000 |

Room Choices (please list at least 3 options)

No. Rooms Requested

Total Cost (# Rooms x Rate)

Payment Information

Amount ☐ Check ☐ Wire / ACH ☐ American Express ☐ MasterCard ☐ Visa

Card Number Exp. Date CVV

If you need additional information or changes to your invoice, please contact exhibition@cleanpower.org or call +1(202) 383-2500. Make checks payable to ACP in U.S. dollars & drawn from a U.S. bank. Applications submitted on or before March 20, 2023, require the full balance of meeting room fees to be paid within 30 days of invoicing. Applications submitted after March 20, 2023 require the full balance of meeting room fees to be paid by May 22, 2023. Fees not paid in full by this schedule risk loss of assignment. **The undersigned Exhibitor has read, understands, and agrees to comply with the requirements set forth in the "CLEANPOWER 2023 Meeting Room Application/Contract Terms and Conditions" which are made a part of this reservation and contract by reference. Exhibitor acknowledges that it has had the opportunity to review these terms and conditions which are available on pages 2 of this document.**

Authorized Name

Signature Date

2023 Meeting Room Terms & Conditions

Meeting room rental prices are based on the exhibiting and membership status of the meeting room user. Should the meeting room user's exhibiting and membership status change from the time of rental through the time of the event, ACP reserves the right to re-calculate the rental fee required and charge any balance to the credit card provided. Full payment must be received within 30 days of invoicing or May 22, 2023, whichever comes first, or meeting room(s) will be released. ACP has sole discretion to approve or deny any request for a meeting room reservation. If you are unsure of your exhibition or membership status, please contact membership@cleanpower.org.

Meeting rooms may only be used for meetings and offices. Product demonstrations or trainings are prohibited if the user does not have a booth in the exhibit hall. Seminars or trainings are also prohibited without prior approval from ACP. If approved, these trainings must occur on Monday, 05/22/2023. Trainings or meetings specifically promoted to attendees may not occur during official conference events. In the event that meeting space is used for unauthorized functions, ACP reserves the right to revoke and reassign space and all payments will be forfeited.

MEETING ROOMS MAY NOT BE USED TO HOLD PRIVATE EVENTS OR RECEPTIONS UNLESS THE MEETING ROOM USER IS AN EXHIBITOR OR EVENT SPONSOR OF CLEANPOWER, OR OTHERWISE APPROVED BY ACP.

Meeting rooms will be assigned by ACP in the order in which completed rental forms are received. There are a limited number of meeting rooms available for reservation on a first-come, first-serve basis.

Any damage assessments identified by the Ernest N. Morial Convention Center within the meeting room are the sole responsibility of the meeting room user, and meeting room user will indemnify, defend and hold harmless ACP from and against any such damage assessments or other losses or injuries caused by meeting room user, its guests, invitees and employees.

DO NOT LEAVE VALUABLES UNATTENDED IN MEETING ROOMS!!!

The meeting room user agrees to abide by any rules and regulations, exclusive service providers, and other requirements as set forth by the Ernest N. Morial Convention Center.

The meeting room user will vacate the meeting room upon completion of the reserved period for the meeting room. The meeting room user will leave the meeting room in the same condition and state of cleanliness existing at the commencement of meeting room user's occupancy.

Changes to the meeting room reservation (such as dates or size) will be accommodated when possible. Requests for a full refund may be made through March 20th, 2023. Any cancellation requests made after March 20, 2023 will not be refundable and all payments made will be retained by ACP.

ALL MEETING ROOM ATTENDEES MUST BE REGISTERED TO ATTEND THE CLEANPOWER 2023 CONFERENCE & EXHIBITION, AND BADGES SHOULD BE WORN AT ALL TIMES.

ACP WILL PROVIDE SIGNAGE OUTSIDE OF YOUR MEETING ROOM. ADDITIONAL SIGNAGE PLACED OUTSIDE OF THE ROOM IS PROHIBITED UNLESS OTHERWISE APPROVED BY ACP.