



As the UTC Region 3 Vendor Liaison and on behalf of the Utilities Telecom Council, Phillips Communications would like to invite you to participate in the UTC Region 3 2010 Fall Vendor Expo. The Expo will take place on Wednesday October 6, 2010 from 4:30pm – 8:00pm at the Wynfrey Hotel in Birmingham, Alabama and will be hosted by Southern Company.

The Vendor Expo is a tabletop show consisting of approximately 45 participating vendors and members of the UTC Region 3. As a participating vendor, you will have full access to the Vendor Expo featuring complimentary heavy hors d'oeuvres and drinks, the UTC Technical meetings on Thursday October 7, 2010 and the cocktail reception that evening. *Tables are reserved on a first come first served basis and will not be assigned until the completed registration form and the payment in full is received. Space is limited and we ask that all vendors respect the UTC Region 3 guidance that tables be shared only in the case of an exhibiting distributor and a single partner.*

Vendor Registration:

To register for this event, please submit your payment, Vendor Contract and Registration Form to:

Phillips Communications
P.O. Box 6160
Charlottesville, VA 22906
Attn: Kim Baine

Hotel Reservations:

As a UTC participating vendor you will receive the UTC discounted room rate of \$129.00. To receive this special rate, contact The Wynfrey Hotel at 1-800-996-3739 by *Sunday September 5, 2010* to make your reservation. Please make sure to notify the hotel that you are with the UTC Region 3 2010 Fall Show.

Please feel free to contact me with any questions or concerns...kbaine@pc-e.net or 434-985-3600. Looking forward to seeing you at the show!

Kim Baine

Vendor Expo Contract and Registration Form:

Vendor Expo Hours – The Expo will be held from 4:30 pm – 8:00 pm on Wednesday October 6, 2010.

Vendor Introductions – The vendor introductions will be held at 1:00pm on Wednesday October 6, 2010. All participating vendors are encouraged to attend and take advantage of this opportunity to introduce yourself and the company you represent.

Vendor Set-Up – The Expo hall will open for set-up from 1:15 pm - 4:00 pm on Wednesday October 6, 2010. Set-up must be completed by 4:00 pm on Wednesday October 6, 2010.

All vendors are required to dismantle their displays and prepare all items for removal at the end of the show. *Please do not begin this process before 8:00 pm.*

Vendor Table – This event is tabletop only. Each vendor will have a 6' skirted table. Please be considerate of all vendors and only utilize the space allotted. Any display exceeding 8' in height or blocking or intruding on another vendor's area or space will not be permitted.

AC Power – AC Power is available; however, it must be requested and paid for at time of registration.

Sponsorship – We are now offering two sponsorship opportunities...a coffee break and a cocktail reception. Both sponsorships must be requested and paid for at time of registration. All sponsorship participants will be listed in the show agenda and included on the signage for their sponsored event. In addition, along with the host and sponsor companies, the coffee break participants will be given the opportunity to contribute an item for the welcome bags and the cocktail reception participants will be included on a gift to be given to the reception attendees.

Attendee Fee – All vendors/participants are required to pay the UTC attendee fee *in addition* to the vendor fee.

Vendor Expo Registration Form:

UTC Region 3 2010 Fall Vendor Expo

The Wynfrey Hotel in Birmingham, AL

To assist with booth placement, please check the company type that applies.

Consultant

Distributor

Integrator

Manufacturer

Other _____

Company Name: _____

Street Address: _____

City/State/Zip: _____

Contact Name: _____

Phone: _____ Fax: _____

Email: _____

Attendee Name: _____ Email: _____

Vendor Expo fee and 1 attendee \$ 565.00

Attendee fee for 2nd attendee, if needed - \$30.00 \$ _____

Attendee fee for 3 or more attendee's - \$50 per attendee \$ _____

AC Power fee, if needed (\$35) \$ _____

Coffee Break Sponsorship, if applicable (\$150) \$ _____

Cocktail Reception Sponsorship, if applicable (\$ 500) \$ _____

Additional attendees:

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

To add additional attendee's, please include their payment with this registration and email or fax the attendee's name and email address to Kim Baine at kbaine@pc-e.net.

Total Due \$ _____

Payments are due on or before September 6, 2010. (A late fee of \$100 will be charged to any payment postmarked after September 6, 2010.) Vendors will not be allowed to participate in the expo until payment in full is received including late fees. Check, cashier's check or money order payments should be made payable to Phillips Communications. For credit card payments – Visa or MasterCard only - please complete the attached form. Please send your completed forms and payment to Kim Baine, Phillips Communications, P.O. Box 6160, Charlottesville, VA 22906 or fax to (434)985-2006 or email to kbaine@pc-e.net. **Your space will not be reserved until payment in full is received.** Cancellations received prior to September 6, 2010, will be refunded at ½ of the exhibit fee. Cancellations received after September 6, 2010, will not be refunded.

I have read and fully understand this Vendor Expo Contract and Registration form.

Signature: _____

Date: _____



Coffee Break Sponsorship Form
UTC Region 3 2010 Fall Show
The Wynfrey Hotel in Birmingham, AL

The Coffee Break sponsorship fee is \$150.00. As a sponsor you will be listed in the show agenda, included on the coffee break signage and invited to participate with Southern Company and Phillips Communications in donating an item for the welcome bags. These bags will be distributed to all show attendees.

Company Name: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

Will you be supplying an item for the welcome bag? Yes_____ No_____
If yes, please contact Kim regarding the details.

Please submit your completed form and payment to:

Kim Baine
Phillips Communications
P.O. Box 6160
Charlottesville, VA 22906
Fax: (434) 985-2006

Payments should be made payable to Phillips Communications

For more information, please contact Kim Baine with Phillips Communications at
kbaine@pc-e.net or (434) 985-3600



Cocktail Reception Sponsorship Form
UTC Region 3 2010 Fall Show
The Wynfrey Hotel in Birmingham, AL

The Cocktail Reception sponsorship fee is \$500.00. As a sponsor you will be listed in the show agenda, included on the signage at the reception and your logo will be included on the gift to be given to the reception attendees.

To be included in the gift, please email your company logo to Kim Baine at kbaine@pc-e.net.

Company Name: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

Please submit your completed form and payment to:

Kim Baine
Phillips Communications
P.O. Box 6160
Charlottesville, VA 22906
Fax: (434) 985-2006

Payments should be made payable to Phillips Communications

For more information, please contact Kim Baine with Phillips Communications at kbaine@pc-e.net or (434) 985-3600



Credit Card Charge Form

DATE: _____

CHARGE FOR: *UTC Region 3 2010 Fall Show*

COMPANY NAME: _____

NAME ON CREDIT CARD: _____

TELEPHONE #: _____

BILL TO ADDRESS: _____

CREDIT CARD TYPE: MASTERCARD _____ OR VISA _____

CREDIT CARD NUMBER: _____

CREDIT CARD EXPIRATION DATE: _____

TOTAL CHARGE AMOUNT: _____

PLEASE FAX COMPLETED FORM TO KIM BAINE AT (434) 985-2006.