

# ENERGY & TECHNICAL SERVICES CONFERENCE



## MANUFACTURER/RETAILER EXCHANGE SESSIONS

September 13 5:00pm – 6:30pm

September 14 5:00pm – 6:30pm

September 16 7:00am – 8:00am

## GUIDELINES

All vendors participating in the Exchange Sessions must abide by the following guidelines:

- All individuals who participate in the Exchange Sessions must be officially registered for the conference. The conference registration form and conference registration fee of the key contact must accompany the table reservation form and \$700 payment.
- The manufacturer/retailer exchange is not an exhibition. It is a technical exchange and an opportunity to get to know supermarket operators and answer their questions concerning your company and the development of new equipment, products and services.
- A six-foot table with skirting and standard sign with your company name will be provided by FMI.
- Displays must be limited to promotional material only. Audio, video or electrical equipment is not allowed except a laptop with a self-generating power source - electrical outlets will not be available. Pop-up displays, backdrops and product displays of any kind are not permitted. This policy will be strictly enforced.
- Table space location will be assigned by FMI and vendors will be required to remain in the assigned location. Vendors can begin table set-up at least 1 hour before each session. Vendors may not leave materials on tables overnight as the meeting space will be used for additional events. More information will be provided to the table contact closer to the conference date.
- Please email a description of your company for inclusion in the conference program/buyers guide. Please include company name, address, website, sales contact information and company description. Description should be no longer than 50 words and should include a brief overview of your company's products and services. Descriptions should be sent to **cpratt@fmi.org** by July 17, 2009.

## SPACE IS LIMITED

Registration forms will be accepted on a first-paid, first-reserved basis.