



## **MEETING ROOM RENTALS & SPECIAL EVENT VENUES**

### **Special Event Venues**

Host your own private events at WINDPOWER 2014, from small intimate dinners to large parties, and give your most valued customers and prospective clients a truly unique experience to remember. From Mandalay Beach, to the Shark Reef Aquarium, fantastic award-winning restaurants and other interesting locations, the Mandalay Bay complex offers a wide variety of special event venues for hosting client events while at the show. Please email [conference@awea.org](mailto:conference@awea.org) if you are interested in booking a special event space at Mandalay Bay during WINDPOWER 2014 Conference & Exhibition.

### **Meeting Room Rentals**

AWEA's room rental program offers exhibitors the opportunity to have private space close to the exhibit hall for food functions and meetings. Reservations are made on a first-come, first-served basis, and prices vary based on room size, proximity to exhibit hall, and exhibiting/sponsorship/membership status of company requesting space.

***Please Note: Exhibitors and Top Sponsors are provided priority booking through December 31, 2013.***

Meeting room rentals are per day from 7:00 am until 7:00 pm, and may only be used for food functions, meetings, and offices. Product demonstrations or training are prohibited if the user does not have a booth in the exhibit hall. Presentations/seminars/training are prohibited without prior approval from AWEA, and if approved, can only be held on Monday, May 5. Receptions, training, or meetings specifically promoted to attendees may not occur during official conference events. In the event that meeting space is used for unauthorized functions, AWEA reserves the right to revoke and reassign space and all payments will be forfeited.

AWEA will send each meeting room user a list of official service providers with which to make arrangements for audio-visual, food and beverage, decoration, furniture, etc. The meeting room user will be responsible for all obligations relating to such arrangements, including full payment for all goods and services ordered.

Three easy steps to reserve your meeting space:

1. Download and review the Mandalay Bay Floor Plans and Meeting Room Rental Program document showing pricing information, meeting room size, and room set capacities at <http://www.windpowerexpo.org/roomrentals>.
2. Download the Agreement for Meeting Space at [http://awea.files.cms-plus.com/FileDownloads/pdfs/WP14\\_MeetingRoomRentalAgreement.pdf](http://awea.files.cms-plus.com/FileDownloads/pdfs/WP14_MeetingRoomRentalAgreement.pdf)
3. Complete the Agreement for Meeting Space and return via email to [conference@awea.org](mailto:conference@awea.org) or fax to 202-293-2567. Full payment is due when rental agreement is submitted. You will receive receipt and confirmation of room rental when payment has been received and processed.

Please note these WINDPOWER 2014 locations:

- Exhibit Hall – South Building Level 1
- Conference Sessions – South Building Level 2
- AWEA Committee Meetings – South Building Level 3