

January, 2008

Name of Exhibitor
Name of Company

Dear ,

Thank you for your interest in purchasing a display table in the exhibit area for the **Fifty-Eighth Annual Meeting of the Alabama Chapter, IAEI**. The meeting will be held **April 13, 14, 15, 2008, at the Renaissance Riverview Plaza Hotel in Mobile, Alabama**. I am enclosing some information which should be helpful to you.

Program: Exhibits can be set-up **Sunday, April 13, between 1:00 and 5:00 PM** in the **“Windjammer Suite”**. The Sunday evening greeting social will be held from 6:30 to 8:00 PM in the **“Exhibit Suite”**. All meeting coffee/coke breaks (20 minutes each) on Monday and on Tuesday AM will take place in the **“Exhibit Suite”** (see program). The **“Exhibit Suite”** will be open Monday and Tuesday mornings before the meeting starts from 8:00 to 8:30 AM. Coffee will be available at this time. We are also holding the pre-banquet social hour (6:30-7:30 PM), prior to the Monday evening banquet, in the **“Exhibitor Suite”**. Our intention is to see that you have maximum exposure to communicate with and show your electrical products and information to the many electrical inspectors, engineers, contractors, electricians, and other electrical industry representatives in attendance.

The **Renaissance Riverview Plaza Hotel** is offering special group rates of **\$99 per night, plus tax, for standard rooms, kings and double-doubles**. Hotel registration can be made by phone toll free at **1-800-922-3298**. Be sure to let them know that you are with the **Alabama Chapter, IAEI**. The cut-off date for hotel registration at the group rate is **March 13, 2008**. Early hotel registration is encouraged to guarantee a room. There is a \$12:00 per day fee for to park in the deck adjacent to the hotel. This seems to be our best and most secure option for parking.

Display boxes can be shipped to the hotel, but not more than one week prior to the meeting. Be sure the group name, **“IAEI, Alabama Chapter”** and the **Set-up date “April 13, 2008”** are on the outside of each box. The boxes will be stored by the hotel and delivered to the event room by the **“Set-up Time”**. They should be identified with your company name and addressed to:

Renaissance Riverview Plaza Hotel
Attn: Your Name Here
64 South Water Street
Mobile, Alabama, 36602

(over)

Registration: The exhibit fee is **\$200.00** per display table, which includes up to two company representatives. Make checks payable to **Alabama Chapter, IAEI** and mail with the completed registration form to:

Terry Graydon, Inspections
Sec/Treas Al. Chapter, IAEI
PO Box 1111
Montgomery, AL 36111-1111

If you have any questions involving code or product standard issues about your products or any other electrical code issues that you would like to include in the meeting discussion, please add them at the bottom of the registration form. We have a display area which will accommodate approximately fifteen (15) exhibit tables. Please help us plan for the meeting by returning your registration form as soon as possible. Also, if you received this invitation and cannot participate, please let us know as soon as possible. If you have questions, please feel free to contact me.

Note: The front entrance to the hotel is now on Royal Street, which is one block North of Water Street.

Note: If you choose to make your hotel reservation online, go to www.marriott.com and complete the form. Our group code is "aeiaeia".

Note: If you need power to your exhibit table, please complete the enclosed form and return with the fee, Attn: Cindy Carroll, to the hotel not less than two weeks prior to the meeting. The fee for 110V/20 Amp is \$35.00 plus 10 % tax (\$38.50) for the entire meeting, not per day. Please contact Cindy (251-415-3066) at the hotel if you have additional questions. Sorry we were unable to provide this service to you without a fee this year.

Note: You may also view this information and return your registration form online at the Alabama Chapter, IAEI Web-Page: www.iaeialabama.com

Thanks for your support of IAEI and National Electrical Code education.

Terry Graydon

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