THE UTILITY EXPO EVENT SERVICES COMMITTEE
ROLES & RESPONSIBILITIES

Objective

To provide direction and recommendations to show staff and vendors on all operational and support functions of the show.

Responsibilities & Authority

Policies, procedures and services developed by the Event Services Committee will be presented to The Utility Expo Management Committee for its final approval. Based on priorities and goals set by the Management Committee, determine direction and provide guidance to staff in the implementation of exhibition services, activities and programs. This includes but not limited to:

- Review and recommend exhibit space availability and utilization.
- Review and recommend exhibit space and registration badges rates.
- Review and recommend Show Rules & Regulations.
- Review and develop priority formula used in the assignment of exhibit space and Priority housing.
- Determine the product groups and product concentration area placement.
- Evaluate exhibitor eligibility as needed.
- Review exhibitor/attendee offerings and provide input to tactical implementation of show services.

Committee Information

Committee information means all non-public information provided by AEM to committee members. Committee information is considered confidential and is to be used by committee members to accomplish your committee’s purpose and goals, and for no other purpose.

Leadership

The committee leadership consists of Chair and Vice Chair nominated by AEM staff. The Chair serves a three-year or one show cycle term.

Composition

- Members of the Event Committee are comprised of 2 AEM staff leads.
- The committee consists of 15-20 members representing a cross section of the products and services represented within the exhibition.
Terms of Office

- Members are selected to a two year or one show cycle terms, which begins after the previous exhibition, winter of each year.

- Volunteer leaders may be elected to fill vacancies to complete unexpired terms of members that resign from the Committee.

- There is no limit to the number of terms that can be served by a member, however members are rotated off in the effort to keep the committees perspective new and evolving.

Meetings & Time Commitment

- Attend 2 to 3 meetings during the two-year planning cycle as well as occasional conference calls. Face-to-face meetings are typically full day meetings. Participation by proxy is discouraged.

- Active participation is vital to the successful completion of the Committee’s responsibilities.

Staff Liaison

Brianne Deja, Operations Manager
Angela Weller, Senior Director, Event Services