



# Southeastern Distribution Apparatus School and Conference

August 19<sup>th</sup> - 22<sup>nd</sup>, 2024

The Hotel at Auburn University  
and Dixon Conference Center  
Auburn, Alabama

Utility Technology Association is a 501c(6) non-profit organization dedicated to the delivery of high quality, practical and comprehensive training designed to meet the needs and challenges of today's electric utility industry.

# Southeastern Distribution Apparatus School & Conference

## General Information

The **2024 Southeastern Distribution Apparatus School and Conference** is sponsored by Utility Technology Education. The conference will be held **August 19<sup>th</sup> - 22<sup>nd</sup>**.

The school is an annual event with educational programs for electric utility managers, engineers, and technicians. Classes range from Fundamentals and Applications of Distribution System Apparatus for the substation or apparatus technician to SCADA, Communications and Smart Grid Engineering applications for the utility engineer or specialist.

The school provides a forum for electric utility personnel from IOU's, Cooperatives, and Electric Municipals to discuss utility practices, procedures, new technologies, and common issues with peers and representatives from industry.

The conference is divided into concurrent modules to better provide instruction for utility professionals at all levels of experience.

## Location

The **Hotel at Auburn University and Dixon Conference Center** is centrally located three miles from Interstate 85 in **Auburn, Alabama**.

The Hotel at Auburn University is situated in a charming university campus environment within easy walking distance to many shops and restaurants in the quaint, historical downtown **Auburn, Alabama**.

Find out more about the hotel and location at [www.auhcc.com](http://www.auhcc.com).

The Hotel at Auburn University  
241 South College Street  
Auburn, Alabama 36830

## Hotel Accommodations

A block of rooms has been reserved for attendees at the **Hotel at Auburn University**. Reservations can be made through the hotel by phone at **(800) 228-2876**.

Hotel room reservation link is on the school website. Please **make your reservations by August 2<sup>nd</sup>** to insure availability.

**The special room rate is \$159.00 plus tax.**

Group Rate: SE Distribution Apparatus School

## Exhibit Hall

The Exhibit Hall will be open **Monday through Wednesday**. Exhibits will open at 4:00 PM on Monday evening.

Attendees will be able to enjoy an evening of hospitality with exhibitors on Monday and Tuesday. Exhibits will be open during the day on Tuesday

and Wednesday. All breaks on Tuesday and Wednesday will be in the Exhibit Hall.

Displaying & Hosting Exhibitor Company registration includes door prizes that will be provided for drawings during exhibit hospitality hours.

## Exhibit Hall Set-Up Information

The Exhibit Hall will be open for set-up on Monday at 8:30 AM. Required display set-up must be completed by 2:30 PM on Monday and should not be dismantled before 12:00 PM on Wednesday. Early tear downs without prior approval of the event coordinator will be subject to an additional fee of \$200.00 and may affect your ability to attend future events.

The booth space will be 6' x 4' with one covered table, chair, and electrical service. Free wireless Internet will be provided. One additional exhibit display table can be purchased for \$150 per table.

## Advanced Registration is Imperative

The final printed program will include the contact information of all exhibitors and participants. Exhibitors will be emailed a list of all registered participants a week before the conference and a final list will be sent after the conference.

Payment can be made via **Check, Purchase Order, Invoice, or Credit Card**. Credit Card Payment is accepted only with on-line registration. MasterCard, VISA, and American Express credit cards accepted.

## Exhibitor Registration Fee

Displaying Exhibitor - Table	\$ 675
Hosting Exhibitor - No Table	\$ 495
Additional Exhibitor	\$ 295
Additional Exhibit Table	\$ 150

## Pre-Registration By August 5<sup>th</sup>

Late and On-Site Registration are subject to an Additional Charge of \$100.

## Cancellation Policy

REFUNDS, less a \$50 administrative fee, will be made for all cancellations received in writing one month prior to the event date.

REFUNDS, less a \$100 administrative fee, will be made for all cancellations received in writing two weeks prior to the event date.

NO REFUNDS will be made within two weeks of the event, but a substitution of attendee may be made by notifying Utility Technology Association prior to the event.

## Three Categories For Exhibiting

### Displaying Exhibitor - Table

Displaying Exhibitor Fee includes Registration for One Person, One Covered Exhibit Table, Electrical Service, Lunch on Tuesday and Wednesday, Dinner on Wednesday.

Pre-Event and Post-Event Participant Registration List via Email, and Recognition of Company as Networking /Hospitality Breaks Sponsor.

### Hosting Exhibitor - No Table

Hosting Exhibitor Fee includes Registration for One Person, Lunch on Tuesday and Wednesday, Dinner on Wednesday.

Pre-Event and Post-Event Participant Registration List via Email, and Recognition of Company as Networking / Hospitality Breaks Sponsor.

**NOTE: Hosting Exhibitor is allowed to display product with a Displaying Exhibitor.**

### Additional Exhibitor

Additional Exhibitor Fee includes Discounted Registration for One Person, Lunch on One Day.

Pre-Event and Post-Event Participant Registration List via Email.

**NOTE: Additional Exhibitor must be from a Displaying Exhibitor or Hosting Exhibitor Company.**

### Additional Exhibit Table

An additional exhibit table may be purchased by a Displaying Exhibitor. Limit one exhibit table per Displaying Exhibitor.

### Exhibit Hall Coordinators

Chris Crawford, *Superior Power Products*  
Tom Davino, *1898 & Co. | Burns & McDonnell*  
Chip Kanour, *Utility Specialists, Inc.*  
Jack Kelley, *Tri-State Utility Products, Inc.*

## Contact Information

### Utility Technology Association

Suzanne Powell

(770) 519-1676 || [suzanne@utilitytech.org](mailto:suzanne@utilitytech.org)

## Register On-Line

[www.utilitytech.org](http://www.utilitytech.org)

# Exhibitor Registration Form

## About Utility Technology Education

Utility Technology Education is a non-profit organization dedicated to the delivery of high quality, practical and comprehensive training designed to meet the needs and challenges of today's electric utility industry.

Utility Technology Education programs are unique because they are designed and taught by experts in the utility field. Instructors come from a wide-range of backgrounds including electric utilities, equipment manufacturers and consulting engineering firms.

## Exhibit Hours

Exhibits will open at 4:00 PM on Monday evening. Students will be able to enjoy an evening of hospitality with exhibitors on Monday and Tuesday. Exhibits will be open during the day on Tuesday and Wednesday. All breaks on Tuesday and Wednesday will be in the Exhibit Hall. Door prizes are provided and will be drawn during exhibit hospitality hours. School participants must be present to win.

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The Hotel at Auburn University, Auburn, Alabama

\_\_\_\_\_  
First Name Last Name

\_\_\_\_\_  
Badge Name (if different from above)

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Postal / Zip Country

\_\_\_\_\_  
Work Phone Mobile Phone

\_\_\_\_\_  
Email

Register On-Line at

[www.utilitytech.org](http://www.utilitytech.org)

## Registration Fees

\_\_\_\_\_ \$675 **Displaying Exhibitor** - Fee includes Registration for One Person, One Covered Exhibit Table, Electrical Service, Lunch on Tuesday and Wednesday, Dinner on Wednesday, Pre-Event and Post -Event Participant Registration List via Email, and Recognition of Company as Networking / Hospitality Breaks Sponsor.

\_\_\_\_\_ \$495 **Hosting Exhibitor** - Fee includes Registration for One Person, Lunch on Tuesday and Wednesday, Dinner on Wednesday, Pre-Event and Post -Event Participant Registration List via Email, and Recognition of Company as Networking / Hospitality Breaks Sponsor. **NOTE: Hosting Exhibitor is allowed to display product with a Displaying Exhibitor.**

\_\_\_\_\_ \$295 **Additional Exhibitor** - Fee includes Discounted Registration for One Person, Lunch on One Day, and Pre-Event and Post -Event Participant Registration List via Email. **NOTE: Additional Exhibitor must be from a Displaying Exhibitor or Hosting Exhibitor Company.**

\_\_\_\_\_ \$150 **Additional Exhibit Table** - An additional exhibit table may be purchased by a Displaying Exhibitor. Limit one exhibit table per Displaying Exhibitor.

\$ \_\_\_\_\_ **Total Payment**

## Payment

Check payable to **Utility Technology Association** enclosed for \$ \_\_\_\_\_

Please Invoice \_\_\_\_\_ Purchase Order Number \_\_\_\_\_

Credit Card Payments accepted only with On-Line Registration (VISA, MasterCard, and American Express)

## Return Registration Form To

**Utility Technology Association**

Suzanne Powell

PO Box 695

Clermont, Georgia 30527

Please email questions to [suzanne@utilitytech.org](mailto:suzanne@utilitytech.org) or contact **Suzanne Powell at (770) 519-1676**