

## Arkansas Water Works and Water Environment Association (AWW&WEA) 2012 Exhibitor Policy and Procedures

### 1. CONDITIONS OF PARTICIPATION

Exhibitors, including all representatives, agree to abide by the following policies and procedures within the Exhibit Area. It is understood that the AWW&WEA Exhibit Committee will control the Exhibit Area.

### 2. ELIGIBILITY

Any company manufacturing or providing products for or services to the water and wastewater industry is eligible to exhibit. AWW&WEA reserves the right to determine the eligibility of any exhibit or exhibitor, and has the right to close or reconfigure any exhibit that is found to violate the agreement described herein during the course of the exhibition. Registration for exhibit space may be made online at the AWW&WEA website ([www.awwwea.org](http://www.awwwea.org)).

Printable registration material may be found online at [www.awwwea.org](http://www.awwwea.org), or you can request an exhibitor packet by email at [angela@angelarogersgroup.com](mailto:angela@angelarogersgroup.com) or by phone at 501-835-3811.

### 3. ASSIGNMENT OF EXHIBIT SPACE

**Booth spaces will be assigned in the order in which they are received.** The completed exhibit application form and payment must be received at AWW&WEA prior to booth space assignment. The best opportunity for preferred exhibit locations is to submit your application and payment as soon as possible beginning December 1, 2011. Application forms received will be assigned on a first-come, first-served space-available basis.

Booth assignments will be available to exhibitors within two weeks of receipt. Space will not be assigned to a company that has not paid the correct fee.

All exhibit space applications will be held in the order in which they are received. Due to the number of space reservations received, AWW&WEA cannot guarantee assignment of all exhibitors' booth choices. If a requested space is not available, the 'next best available' space will be assigned as determined by: the type and size of the exhibit; its individual requirements; declared location preferences; past exhibiting history; and the overall needs of the AWW&WEA in the Exhibit Hall. Once an exhibit space has been assigned, no exhibit will be moved without agreement of all exhibitors affected and the Exhibit Committee Chair.

A copy of the proposed **floor plan** is included in the exhibitor packet. Please select your first, second and third choices for exhibit location. AWW&WEA cannot guarantee assignment of all exhibitors' booth choices. Exhibit spaces already reserved can be found on the exhibit hall map online at [www.awwwea.org](http://www.awwwea.org).

The floor plan may change once space assignments are completed to configure the requested multiple-booth areas.

### 4. EXHIBIT BOOTH – Includes 2 Exhibitor Registrations

All exhibit booths are 10'x10' or multiples thereof. The cost of each exhibit booth is \$600.00. Each exhibit booth includes 8' high back drape, 3' high side rails. 100-sq. ft. of blue carpeting, one 6' skirted table, two metal folding chairs and one vendor identification sign. A wide range of additional rental items and services is offered through The Roark Group and the Hot Springs Civic and Convention Center. **All booth set-ups must be complete by 11:00 a.m. Sunday and remain intact and staffed until 2:00 p.m. Tuesday.**

## 5. LARGE EQUIPMENT SPACE

Multiple 10' x 10' display spaces for larger equipment, such as trucks, backhoes, trenching units, etc. are available at a reduced price for exhibitors that purchase an exhibit booth. At least one standard exhibit booth must be purchased before a large equipment space can be requested. This area, strictly dedicated to large equipment, may be located adjacent to or incorporated within the exhibit booth area. The cost of each 10' x 10' large equipment space is \$225.00. The Exhibit Committee reserves the right to reassign the large equipment spaces so that the arrangement of the exhibition is in the best interest of the attendees and exhibitors. **Set-up must be completed by 11:00 a.m. Saturday.** The entire exhibit shall be confined within the allocated space. Any questions regarding this should be directed to the Exhibit Committee Chair.

## 6. EXHIBITOR REGISTRATION

All exhibitors and representatives must register for the AWW&WEA Conference. Two Exhibitor Registration fees are included in the 2012 Exhibit Application fee. Each additional exhibitor must pay the exhibitor conference registration price of \$95.00.

## 7. EXHIBITOR REGISTRATION BADGE

NO ONE WILL BE ALLOWED IN THE EXHIBIT AREA WITHOUT AN EXHIBITOR REGISTRATION BADGE. Please make sure that **all** your representatives are registered for the annual meeting and have their badges.

## 8. EXHIBIT FEES AND PAYMENT POLICY

Each standard 10' x 10' exhibit space is \$600.00; each large equipment space is \$225.00; each additional Exhibitor Registration fee is \$95.00. At least one standard exhibit booth must be purchased before a large equipment space can be requested. Payment of fees must be remitted with the Exhibit Application and Exhibitor Registration form. If the Exhibit Application, Exhibitor Registration form and fee payment are not received, the request will be considered invalid and the submitted item will be returned to the prospective exhibitor.

## 9. CANCELLATION POLICY

Exhibitors are requested to contact AWW&WEA to cancel their space reservation. However, the cancellation is not effective until it has been received in writing (AWW&WEA, C/O Angela Rogers Group, P. O. Box 1958, Little Rock, AR 72203) or by fax (501-835.3311). If an exhibitor cancels on or before **March 1, 2012** a full refund will be sent. If the exhibitor reduces the space reserved, the cancellation clauses apply to that portion of the space cancelled.

## 10. REFUND POLICY

To receive a refund after March 1, 2012, exhibitors shall notify the Exhibit Committee Chair, IN WRITING, on or before the cancellation date. **No refund will be processed without approval of the Exhibit Committee Chair. No Refunds will be given after April 16, 2012.**

## 11. SUBLETTING OF BOOTH SPACE

Booth space or any part thereof shall not be assigned or sublet without written consent of the Exhibit Committee Chair.

## 12. EXHIBIT ACTIVITIES

Exhibits will be confined to services rendered by the exhibiting firm, or products manufactured or sold by the company in the regular course of its business. During exhibit hall hours each exhibit will be staffed by a company representative. All business activities, giveaways and advertising matter will be conducted and/or distributed within the assigned booth area. Displays outside the Convention Center will not be allowed.

The exhibiting firm shall assemble and/or erect exhibits during the designated time indicated on the Dates to Remember page. Exhibiting firm shall not disassemble or remove the exhibit in any part during exhibit hall hours or at the request of the Exhibit Committee Chair. Assembly and removal schedules will be indicated on the Exhibit Hall Schedule.

### **13. RESTRICTIONS**

The Exhibit Committee will control aisle space. Aisle space will not be used for exhibits or demonstration purposes. Tables and chairs will not be permitted in aisle space. No attachments of any kind will be made to the building without prior approval. Displays outside the Convention Center will not be allowed. Unpleasant noises, odors, etc., will not be tolerated.

### **14. SHIPMENT OF EXHIBITS**

The Roark Group will receive, store and deliver exhibits and related materials for a fee. The exhibit must be addressed as follows:

(Your name or your company's exhibit name)  
Booth #  
ARKANSAS WATER WORKS &  
WATER ENVIRONMENT ASSOCIATION  
C/O Yellow Freight  
4500 W. 65<sup>th</sup> St.  
Little Rock, AR 72209

- Please mark clearly -  
HOLD FOR ARKANSAS WATER WORKS AND  
WATER ENVIRONMENT ASSOCIATION CONVENTION  
HOT SPRINGS CONVENTION CENTER  
APRIL 29, 2012 – MAY 2, 2012

The expense of off-site storage and shipment to the conference site is the responsibility of the exhibitor. Please contact The Roark Group at 479-636-3651 for cost and final arrangements or check the packet for Drayage Fees. Your local hotel may also provide these type services.

### **15. LABOR AND EQUIPMENT TO SET UP AND REMOVE EXHIBIT**

The Roark Group can provide this service, upon request IN ADVANCE, on a regular per hour fee basis. Please contact The Roark Group at the number listed above. If substantial forklift time will be needed for your booth setup, an additional charge for the forklift and driver may be incurred.

### **16. EXHIBIT HALL DECORATIONS**

The Exhibit Hall will be decorated by The Roark Group. If needed, additional decorating materials, upgraded carpet and other items may be available. Contact The Roark Group for additional information and charges.

### **17. SIGNS**

Exhibitors will not be allowed to post any sign or bill within the Convention Center property without permission of the Convention Center management and AWW&WEA. No sign or bill will be posted outside the Exhibit Hall without permission of the Exhibit Committee Chair.

### **18. NO SMOKING IN THE EXHIBIT HALL**

Smoking in the Convention Center, including the Exhibit Hall, will not be permitted at any time. This includes before and after exhibiting hours, exhibits set-up and dismantling.

## **19. CHANGE OF LOCATION OR CANCELLATION OF EXHIBITION**

Should, for any reason, the selected meeting place be unavailable for exhibiting or should any other contingencies prevail which would, in the opinion of AWW&WEA, prohibit or greatly limit attendance at the conference, AWW&WEA reserves the right to cancel the Exhibition or move the exhibit location to another facility or city, and the AWW&WEA will not be liable for any expense incurred by reason thereof. In the event of cancellation of the Exhibition, AWW&WEA will refund to exhibitors all booth charges.

## **20. LIABILITY AND RESTRICTIONS**

The AWW&WEA is not responsible for injury to any exhibitor's representative or property. The AWW&WEA is not responsible for loss by fire, theft, damage, or any other causes whatsoever. The AWW&WEA reserves the right to remove or eliminate any objectionable exhibit, individual, printed material, souvenir, or other action that might harm or impair the professional standards of the annual conference. The AWW&WEA and the Convention Center are not responsible for the protection and safety of exhibitors, their representatives or any exhibited material. Small, portable, or expensive equipment or property should be properly secured while the Exhibit Hall is open. This equipment and/or property should be removed after exhibition hours and placed in safekeeping. Any security service, room closing or other protective measure by AWW&WEA shall be deemed gratuitous. The AWW&WEA is not responsible for the conduct of any personnel involved in any gratuitous action. All exhibitors agree to indemnify AWW&WEA, to include any agents, and hold harmless any claim that such exhibitor, or representative, agent, employees, contractors or insurers may assert against AWW&WEA in connection with any injury to person or property caused by the actions or negligence of such exhibitor, or representatives, agents, employee, or contractors. This includes paying all court costs, attorney fees, and other expenses incurred by the AWW&WEA in defending against, satisfying, or compromising any such claim or claims.

## **21. INTERPRETATION AND ENFORCEMENT**

These policies and procedures become a part of the contract between the exhibitor and the AWW&WEA. The AWW&WEA has sole power to interpret and enforce these rules and may amend them at any time. Any matter in question not covered by these policies and procedures is subject to the decision of AWW&WEA. All decisions so made are binding on all parties affected by them as by the original policies and procedures. Exhibitors, to include any representative, who fail to observe these policies and procedures, or whose conduct is unethical or unprofessional, will be immediately dismissed from the Exhibition without refund or other appeal.