

**\*\*\* EXHIBITOR REGISTRATION INFORMATION \*\*\***

**Online registration will open on June 21st at 10:AM**

Annual Conference Exhibit Booth Registration will only be available online at [www.ncsafewater.org](http://www.ncsafewater.org)

Companies may purchase multiple booths in one transaction. Please verify prior to beginning the registration process that you have the usual credit card information at hand and that the card is valid for the dollar amount of the charge. Booth price is \$1,200 each.

From our home page at [www.ncsafewater.org](http://www.ncsafewater.org), click on the link for the **97th Annual Conference**, then click the **"Become an Exhibitor"** option. Once into the registration system, follow the simple on-screen steps to enter your contact information, select your booth(s) and make payment.

Please be aware that a booth(s) is not reserved until payment is authorized and you have received confirmation.

**VERY IMPORTANT:** Confirmation of your booth purchase will be emailed to the address of the individual that you designate as the **Primary Contact Person** in the registration process. **This confirmation contains not only receipt for your purchase but the username and password information you will need to register your booth personnel. Booth personnel are not automatically registered at the time of booth purchase.**

This **Primary Contact Person** will be your organization's point person to receive the Exhibitor packet from Hollins Exposition Services with loading/unloading and setup information, as well as any communications we may need to pass on.

**\*\*\* BOOTH STAFF REGISTRATION \*\*\***

Registration for (3) booth staff members is included with the purchase of each booth.

Additional personnel may be registered for \$150 per person. These additional registrants will have access to meals and socials but will not be eligible for CEU's. Credit card payment will be requested at time of registration for additional staff.

The registration software will allow you to download your logo which will display when your booth is clicked on, detail information about your company and products, biographical information and even pictures of your staff members. You may go back into your booth registration prior to the conference to make changes, additions or deletions to your information.

**\*\*\* CEU CREDITS/PDH \*\*\***

If you do plan on attending classes for CEU credit, please be sure to enter your license information in the space provided on the booth personnel registration form.

As always, staff at the NC-AWWA-WEA are ready and willing to assist you. Please contact [mkeser@ncsafewater.org](mailto:mkeser@ncsafewater.org) or (919)784-9030, Ext 1003, if you have questions or need additional information.

# 2017 Annual Conference Exhibits Information, Rules, & Regulations

PLEASE REVIEW THE ATTACHED INFORMATION CAREFULLY BEFORE RESERVING AN EXHIBIT SPACE. During the online registration process exhibitors will be asked to confirm that they have reviewed the following details and will be expected to abide by them during the 2016 Annual Conference.

## General Rules & Regulations

1. Exhibit space is being provided with the understanding that the NC AWWA-WEA and the Raleigh Convention Center are not liable for any occurrences due to negligence of the exhibitor. Exhibitors, their successors and assigns, agree to save and hold harmless NC- AWWA-WEA and any of its employees, officers and directors from all cost, injury, and damage incurred by any of the above, and from any other injury or damage to any person or property whatsoever, any of which is caused by an activity, condition, or event arising out of the performance, preparation for performance or nonperformance of any provision of this agreement by Exhibitors. Exhibitors agree to maintain such insurance that will fully protect the NC AWWA-WEA from any and all claims of any nature, including claims under the Workers' Compensation Act and for damages for personal injury, including death, which may arise in connection with the operation of the exhibitor's display and which is caused by negligence of the exhibitor.
2. All posted information and links are subject to approval by NC AWWA-WEA and will be accepted at NC AWWA-WEA's sole discretion. NC AWWA-WEA reserves the right to remove or request modification of any link at any time. Exhibitors wishing to dispute a decision may contact the Executive Director.
3. NC AWWA-WEA assumes no responsibility for the violation of trademarks or copyrights.
4. Distribution or posting of pornographic material is prohibited.
5. Exhibitors will abide by all other provisions of said rules and regulations, fire regulations and all other regulations of government agencies and the Raleigh Convention Center.
6. NC AWWA-WEA will not be responsible for the loss or damage of any equipment or materials.
7. NC AWWA-WEA will have sole control over the admission of persons to the exhibit area.
8. If you are planning on hosting an outside event during the NC AWWA-WEA conference, we request that you **avoid** conflicting with the following events:
  - Welcome Reception: Sunday, November 12 at 5:00pm -6:30pm
  - "HIT IT OUT OF THE PARK" Exhibit Hall Gala Reception: Monday, November 13 - 5:00pm – 7:00pm
  - Gavel Gala & Awards Banquet: Tuesday, November 14 at 5:30pm-10:00pm
9. The Annual Conference brochure will be available mid-summer. It will be mailed to members and posted online. An announcement of online availability will be included in eNews. This brochure will contain information regarding purchasing additional tickets (*for registered attendees ONLY*) and golf registration.
10. Information from **Hollins Exposition Services** relative to ordering additional supplies, shipping your display, etc. will be emailed to your primary contact person in September. It will also be available on the Annual Conference page of our website.

## Exhibit Space Description

11. All exhibit spaces will be 10' by 10' deep. The cost per booth is \$1200. 163 booths will be available.
12. Each exhibit space will be furnished with
  - One (1) 8' table
  - Two (2) chairs
  - One (1) electrical outlet, limited to 120 volt, single phase, 60 hertz
  - WIFI access
  - Pipe, drape, carpet and sign
13. Additionally, the **non-refundable** cost for the Exhibit Space includes:
  - Three (3) Exhibitor Conference Registrations: These registrations include Sunday and Monday night Socials with heavy hors d'oeuvres, Monday and Tuesday lunches, and eligibility for contact hours/PDH's. Additional Exhibit Booth registrations may be registered with an exhibit booth for \$150 per person.
  - 1 beverage ticket per registered exhibit attendee.
  - Unlimited Exhibit Hall passes for clients who otherwise would not attend the conference. These guests will be able to access the exhibit hall during the hours of 1:30 to 3PM on Monday afternoon and 10:15 to 11:15 on Tuesday AM. Guests must be instructed to stop at the registration desk and pick up a visitor nametag before entering the hall.
  - Receipt of a paper copy list of registered attendees and their contact information.
  - Acknowledgement as an exhibitor in the Annual Conference Program *for complete exhibit space registrations received before September 25, 2017.*
14. Exhibitors will provide other furnishings at their own expense.

15. Phone lines and water sources are NOT available.
16. Exhibitors may provide their own sign for their exhibit, however, one will be provided.
17. Exhibitors will be allowed to purchase more than one (1) booth space at a cost of \$1200 per booth. The Exhibits Committee reserves the right to limit the number of spaces purchased by one company.
18. Large equipment is not allowed in the exhibit hall.
19. All demonstrations and exhibits must be confined to the exhibit space and shall be limited to displays which can fit on the top of the table or within an approximate 10' wide by 10' deep space.
20. No exhibitor shall assign, sublet, or share the whole or any part of the exhibit space provided.
21. The NC AWWA-WEA and its authorized representatives reserve the right to request modification of any questionable exhibit.
22. Exhibitors will make their own arrangements for delivery and receipt of any shipments related to their exhibit.
23. Exhibitors will make their own arrangements for any special audio-visual equipment they should require.
24. No gift drawings or major giveaways are permitted at the booths, typical giveaways, such as; pencils, pens, glasses, cups, etc. are acceptable.
25. The NC AWWA and the NC WEA are nonprofit organizations. Provision of the exhibit space is for product education and training purposes only. Direct sales are strictly prohibited.
26. Exhibitors will select their own exhibit space during the online registration process. During the selection process exhibitors will be able to see a map of the exhibit hall including a list of reserved exhibit spaces and the companies reserving those spaces. Booth registration is strictly on a first come, first served basis. NC AWWA-WEA has no control over an exhibitor's selection of vacant booth(s) after any registration is complete.

#### Application and Payment

27. Online registration will be the only registration method available to reserve an exhibit booth space. Credit card payment is required to complete online registration.
28. In the event of **cancellation** of an exhibitor, NC AWWA-WEA will make space available to another party requesting exhibit space based on the order in which the requests are received. Once reserved, the *Exhibit Space cost is non-refundable*.
29. Once all available booths have been purchased, a limited number of applications and payments will be held on a waiting list. Companies may contact Marianne Keser (919-784-9030, ext. 1003) to be placed on the waiting list. Payments for wait-listed companies will not be processed until a booth is assigned.

#### Conference/Exhibit Schedule

30. The exhibits area will be **available for set-up at approximately 8:00 am on Sunday** and **set-up must be completed by 3:30pm on Sunday**  
Further details will be provided before the conference.
31. If an exhibit is not set-up by 3:30pm on Sunday and/or the exhibitor has not reported to the Exhibits Committee Chair-Matt Mancuso at 919-339-3831 by 7:00pm on Sunday, the *exhibit booth will be forfeited*. Booths fees will NOT be refunded.
32. *No exhibits are to be dismantled prior to 1:20pm on Tuesday afternoon following the lunch buffet*. Any exhibitors dismantling booths before 1:20pm on Tuesday will not be invited to exhibit at the next Annual Conference. The exhibit material **must be dismantled by 4:00pm on Tuesday**.
33. It is recommended booths be manned during periods the exhibits are open except for short durations of time. Tentative hours during which the exhibits will be open are:
  - Sunday, November 12, 2017: 4:00 pm – 6:30 pm
  - Monday, November 13, 2017: 9:00 am – 7:00 pm
  - Tuesday, November 14, 2017: 7:30 am – 1:20 pm
34. The NC AWWA-WEA reserves the right to make adjustments to this schedule.
35. Upon arrival, exhibitors will receive one (1) list of pre-registered attendees per booth. Additional pre-registration attendee lists will be available near the conference registration desk at noon on Monday, November 13th. You may request to have a list of on-site attendees mailed to you after the conference. This list is available only to those who have purchased a booth.

#### Exhibit Space Attendees

36. Each exhibit worker must be registered for the Conference and must wear their nametag at all times when staffing the booth. Nametags/registrations **CANNOT** be shared or transferred. Once a registration packet/nametag has been picked up, that person is considered "present" and changes cannot be made to that registration. Individuals are responsible for picking up their own nametag. Please **DO NOT** pick up nametags belonging to your co-workers.
37. All persons must be registered for the conference and must wear their conference registration nametag. Please instruct your guests to stop at the registration desk to pick up a visitor name badge.

38. For NC AWWA-WEA record keeping purposes, all exhibit attendees must be assigned and registered with a specific exhibit booth as either one of the three included Exhibitor Registrations or as an additional Exhibit Representative.

***These rules will be enforced. Failure to comply with the rules in 2017 will jeopardize your invitation to exhibit at the Annual Conference in the year 2018.***