



New York Water Environment Association, Inc.

The Water Quality Management Professionals

525 Plum Street, Suite 102 • Syracuse, New York 13204

(315) 422-7811 • Fax: 422-3851 • www.nywea.org

April 2017

Dear Exhibitor:

We invite you to join the New York Water Environment Association (NYWEA) at the Hyatt Regency, Rochester, NY, June 5-7, 2017 for the Spring Meeting and Exhibition which brings together water quality professionals to exchange ideas and information. This meeting is expected to attract over 300 registrants including professional engineers, licensed operators, consulting engineers, public officials, educators, scientists, students and other professionals interested in the water environment industry.

The exhibit area will allow for the display of the latest products and services for the industry and your participation will enable registrants to become more aware of your products, services and equipment. Exhibiting at this meeting also provides you with a forum to meet new professionals in the industry as well as maintain contact with past and present industry friends.

Attached you will find an Exhibit Registration Form and Exhibit Terms. Exhibit registrations will be confirmed in advance of the show. Please complete the appropriate items and return them with your payment of either a check made payable to NYWEA or with a credit card. **Payment for the exhibition must be made in full in advance of meeting.** Send completed forms to:

NYWEA
525 Plum Street, Suite 102
Syracuse, NY 13204
315 422-3851 fax
mgk@nywea.org

If you require additional information please contact the NYWEA office at 315-422-7811. We look forward to seeing you at the 2017 NYWEA Spring Technical Conference & Exhibition in Rochester, NY.

Sincerely,

Joyette

Joyette Tyler

Conference Management Co-Chair

David Barnes

Conference Management Co-Chair

cc: Patricia Cerro-Reehil, NYWEA Executive Director

NYWEA SPRING MEETING & EXHIBITION
JUNE 5-7, 2017 – Hyatt Regency, Rochester, New York
One Day Exhibit on Tuesday, June 6th

EXHIBIT TERMS

LOCATION OF EXHIBITS: The exhibition will be held at the Hyatt Regency, Rochester, New York. All measurements shown on the floor plan are as accurate as possible, but the New York Water Environment Association (NYWEA) reserves the right to make such modifications and changes in booth assignments as may be necessary to adjust the floor plan at any time to meet the needs of NYWEA exhibitors and exhibits.

EXHIBITOR REPRESENTATIVE ADMISSIONS: Exhibitor’s representative’s admission is included in the booth fee and includes attendance to technical sessions for Tuesday. Registration permits one (1) person for each booth unit rented. **Breakfast, lunch, reception, & Tuesday Dinner are included with each booth registration.** An exhibitor can register additional representatives for the booth for the price of \$100 per person, for Tuesday; the additional registration includes breakfast, lunch & reception for Tuesday. See registration form.

BOOTH PURCHASE PRICE: Exhibit booth space may be purchased for \$600 each. Booth diagram is not to scale.

BOOTH EQUIPMENT AND SERVICE INFORMATION:

An 6’ x 18” draped table and shared wastebasket are included. Please bring your own extension cords. Electrical requirements must be arranged directly with the hotel. The exhibitor shall make payment for electrical service and any additional special electrical equipment directly to the hotel. See hotel electricity request form. The exhibit hall is carpeted.

SHIPPING AND RECEIVING: When sending packages the following information must be on the package:

1. Name of Sender, Company of Sender, Address and Phone Number of Sender
2. Group Arrival Date, Group Contact, Group Name

The Street/Shipping address for the hotel is:

Hyatt Regency
 125 E Main St
 Rochester, New York 14604

The Hotel will not accept any packages earlier than three (3) days prior to the program. Any packages left at the Hotel for longer than three (3) days after the meeting will be discarded. If packages need to be shipped back to your organization, a Shipping Form must be completed. Special arrangements must be made in advance with your sales representative if you are shipping ten (10) packages or more and/or your single package is over our weight limit of 100 pounds. Hotel staff will not be responsible for loading and/or unloading of packages. ALL packages must be pre-arranged for inside delivery.

INSTALLATION AND REMOVAL TIME: This is a one-day Exhibition to be held Tuesday, June 6th 2017. Exhibitors may set-up on Monday, June 5, 2017 from 1:30 – 7:00 pm or on Tuesday, June 6th from 7:00 am – 8:00 am. **Exhibit displays must be in place by 8:00 am on Tuesday, June 6th.** Dismantling may not begin before 5:30 pm on Tuesday, June 6th. All exhibits must be removed from the exhibit area by 8:00 pm. Materials not removed by this time will be removed and put into storage at the Exhibitor’s expense. There is no space available for storage of empty cartons, crates, etc.

EXHIBIT HOURS: The exposition will be held on June 6th in the exhibit hall of the Hyatt Regency, Rochester, New York with the following schedule:

Monday, June 5, 2017	
1:30 pm-7:00 PM	Exhibits Setup
Tuesday, June 6, 2017	
7:30 AM-5:00 PM	Registration
8:00 AM-5:30 PM	Exhibits
9:00 AM-4:00 PM	Operations Challenge Events
9:00 AM-12:00 PM	Morning Sessions
12:00 AM-1:30 PM	Buffet Lunch
1:30 – 4:30 PM	Afternoon Sessions
4:30 PM-5:30 PM	Operations Challenge Award Ceremony/Reception

BOOTH ASSIGNMENT AND CONFIRMATION:

Booth assignments will be made based upon availability and on a first-come, first-serve basis as determined by the date of receipt of request and deposit.

Booth confirmation letters including booth assignments, preliminary agenda, hotel reservation information, shipping instructions and electrical information will be mailed prior to the meeting.

EXHIBIT HALL EVENTS:

- Breakfast will be served from 7:30 am to 8:30 am on Tuesday
- Coffee breaks 10:00 – 11:00 am & 2:30 – 3:30 pm
- Lunch – a buffet lunch will be served on Tuesday (12:00 – 1:30 pm).
- Operations Challenge Award Ceremony on Tuesday evening (from 4:30 –5:30 pm). - We request that all exhibitors keep their booths in place until 5:30 pm Tuesday evening.

EXHIBIT FACILITY: The exhibitor assumes responsibility and liability for losses, damages and claims arising out of injury or damage to the Exhibitors' displays, equipment and other property brought upon the premises of the Hyatt Regency, Rochester, NY and shall indemnify and hold harmless the Hotel, NYWEA and their agents, servants and employees from any and all such losses, damages and claims. There are no other agreements or warranty between the Exhibitor and NYWEA except as set forth in this document. The rights of NYWEA under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of NYWEA.

SECURITY AND INSURANCE: NYWEA will NOT provide security service for this meeting. Exhibitors are solely and fully responsible for their own exhibit material and should insure their exhibit against loss or damage from any causes whatsoever. Valuables should not be left in the exhibit area. All property of the Exhibitor is understood to remain in its care, custody and control in transit to or from or within the confines of the Hyatt Regency, Rochester, NY.

CARE OF BUILDING AND EQUIPMENT:

Exhibitors, or Agents, must not damage or deface the walls or floors of the building, the tabletops, or the equipment of the displays. When such damage appears, the Exhibitor is liable to the owner of the property so damaged. All materials used in decorations must be flameproof. Electric wiring must conform to Electric Code Safety Rules, all applicable fire laws, electrical codes and other laws, which affect the installation, conduct and disassembly of the exhibits. Combustible material or explosives are not permitted in the exhibit hall. The Exhibitor shall also comply with all reasonable requests of officials of the hotel with respect to installation, conduct and disassembly of its exhibit.

CANCELLATION OF EVENT: In the event that it is necessary to cancel a portion of or all of the NYWEA 2017 Spring Meeting and/or the exhibits, due to any cause beyond the direct control of NYWEA including, but not limited to damage to or destruction of the convention and exhibit building, labor strikes, adverse weather conditions, the Exhibitor shall be reimbursed only for actual costs incurred by NYWEA.

CANCELLATION OF REGISTRATION: In the event that an Exhibitor desires to cancel a reservation, NYWEA must receive a request for cancellation in writing and a refund will only be granted if NYWEA is able to fill the reserved booth with a replacement Exhibitor.

EXHIBIT CONTACT PERSON:

Maureen Kozol
New York Water Environment Association
525 Plum Street, Suite 102
Syracuse, NY 13204
Phone: 315 422-7811x 3
Fax: 315 422-3851
mgk@nywea.org



NYWEA SPRING MEETING & EXHIBITION
JUNE 5-7, 2017 – Hyatt Regency, Rochester, New York
EXHIBIT SPACE APPLICATION

 Company Name

 Contact Name

 Phone

 E-mail Address

Booth Number Requested (refer to floor plan):

1st Choice _____ 2nd Choice _____ 3rd Choice _____

COST INFORMATION: Each booth includes one (1) one-day registration @ \$600.00 –Tuesday June 6th. Tuesday Breakfast, lunch, reception & dinner are included. Additional representatives may be added for the price of \$100/person/day and will include breakfast & lunch only for the registered day. The Tuesday Dinner is an additional cost and can be purchased onsite.

Electric is additional and may be purchase through the hotel. Please use the attached form to submit directly to the hotel.

Booth Cost (incl. one registration) _____ @ \$600.00/per booth = \$ _____

 Provide Exhibitor's Name & Company (if different)

 E-mail Address

Additional Attendee

 Add. Attendee's Name & Company (if different)

One Day Tuesday \$100 = \$ _____

 E-mail Address

Additional Attendee

 Add. Attendee's Name & Company (if different)

One Day Tuesday \$100 = \$ _____

 E-mail Address

TOTAL \$ _____

PAYMENT:

Check # _____ Credit Card MC VISA AMEX
 Card Number _____ Exp. Date _____ V-Code _____
 Card Signature _____
 Company _____
 Contact Person _____
 Address _____
 E-Mail _____
 City _____ State _____ Zip _____ Telephone _____

Return registration form and payment to:
 Maureen Kozol
 New York Water Environment Association
 525 Plum Street, Suite 102
 Syracuse, NY 13204

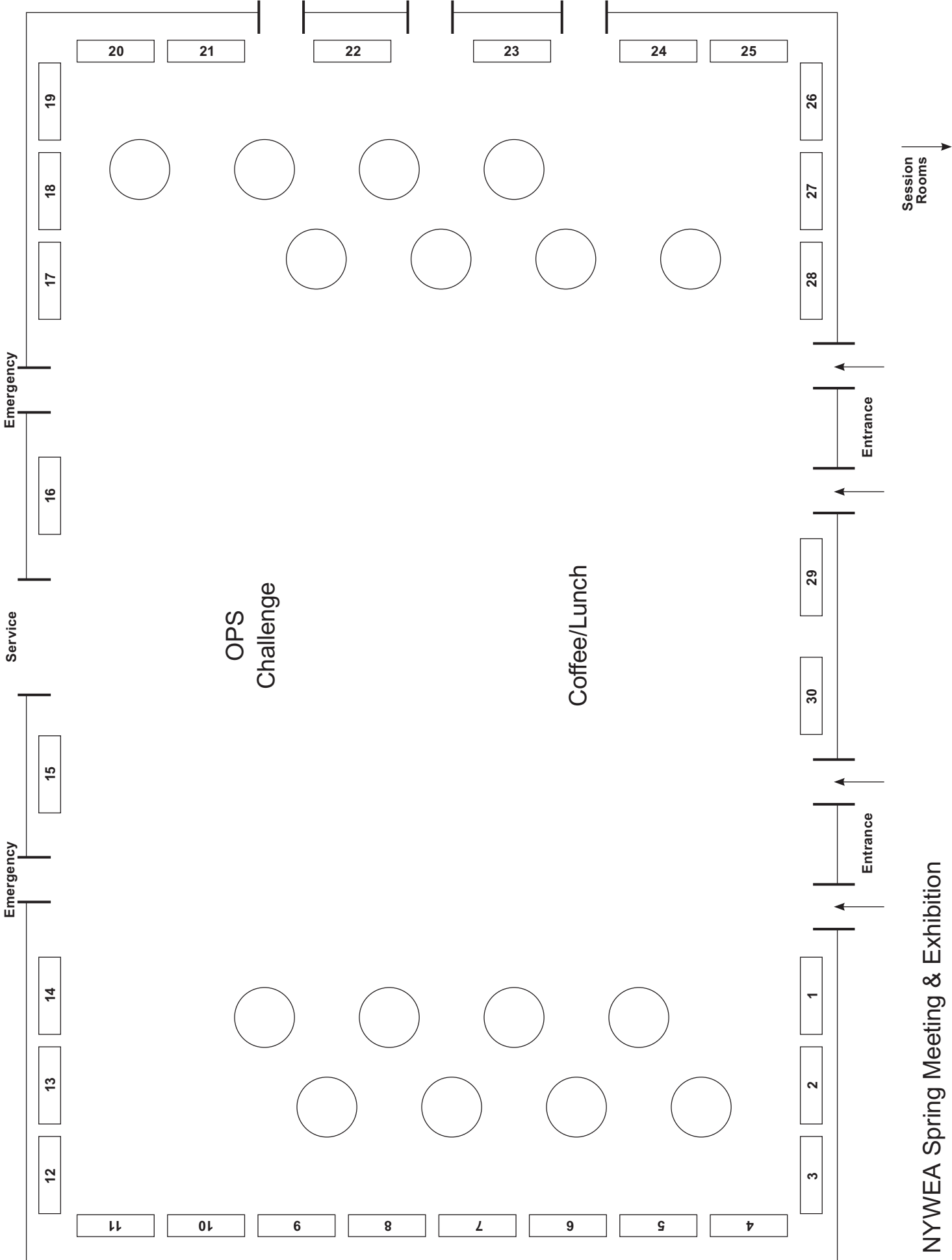
 Phone: 315 422-7811
 Fax: 315 422-3851
mgk@nywea.org

****Payment for the exhibition must be made in full in advance of meeting.****

Please email to mgk@nywea.org a 30-word company description, include your web address and company logo to be printed in the on-site program. A previous description will be used if a new one is not received by 5/20/17.

SIGNED: The exhibitor agrees to abide by all terms, conditions and regulations set forth in the "Exhibit Terms" (previous page). In addition, the Exhibitor agrees not to use any exhibit material that exceeds 8 feet in length *unless* the exhibitor purchases a second booth.

Signature _____ Date _____



NYWEA Spring Meeting & Exhibition

Session Rooms →

Entrance

Entrance

Coffee/Lunch

OPS
Challenge

Emergency

Service

Emergency

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