



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 2018

**RE: NYWEA SPRING TECHNICAL CONFERENCE AND EXHIBITION
June 11-13, 2018
EXHIBITION – TUESDAY, JUNE 12 – ONE DAY
THE SAGAMORE, BOLTON LANDING, NY**

Dear Exhibitor:

The New York Water Environment Association (NYWEA) will host the 2018 Spring Technical Conference and Exhibition on June 11-13, 2018 at The Sagamore, Bolton Landing, NY. 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. It will also provide 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 Space 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 conference. Send completed forms to:

NYWEA
525 Plum Street, Suite 102
Syracuse, NY 13204
315 422-3851 fax

If you require additional information, please contact the NYWEA office at 315-422-7811. We look forward to seeing you at the 2018 NYWEA Spring Technical Conference & Exhibition.

Sincerely,

David Barnes
Conference Management Chair

cc: Patricia Cerro-Reehil, NYWEA Executive Director

NYWEA SPRING MEETING & EXHIBITION
JUNE 11-13, 2018 – The Sagamore, Bolton Landing, NY
A One Day Exhibit on Tuesday, June 12, 2018

EXHIBIT TERMS

LOCATION OF EXHIBITS:

The exhibition will be held at the Sagamore, Bolton Landing, NY. 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 one day. Registration permits one (1) person for each booth unit rented. Breakfast, lunch & dinner are provided Tuesday evening and are included with each booth registration. An exhibitor can bring an additional person to the booth for the price of \$100; the additional registration includes breakfast & lunch only. See registration form.

BOOTH PURCHASE PRICE:

Exhibit booths may be purchased for \$650 each. Booth diagram is not to scale. Layout subject to change.

BOOTH EQUIPMENT AND SERVICE INFORMATION:

A (6) foot draped table, two chairs, and shared wastebasket are included. Electrical will be extra. The exhibitor shall make payment for electrical service and any additional special electrical equipment directly to the hotel. 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
3. Total Number of Boxes (1 of 2, and so forth)

The Street/Shipping address for the Sagamore, Bolton Landing, NY is:

The Sagamore Hotel
 110 Sagamore Road
 Bolton Landing, NY 12814
 518-743-6208

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 packages delivered to the hotel that do not meet the above requirements. Hotel staff will not be responsible for loading and/or unloading of packages. ALL packages must be pre-arranged for inside delivery. Please consult with your sales representative with any questions to ensure prompt processing of your material.

INSTALLATION AND REMOVAL TIME:

This is a one-day Exhibition to be held Tuesday, June 12, 2018. Exhibitors may set-up on Monday, June 11, 2018 after 12:00 pm or on Tuesday, June 12, 2018 before 7:30 am. Exhibit displays must be in place by 8:00 am on Tuesday, June 12, 2018. Dismantling may not begin before 5:30 pm. All exhibits must be removed from the exhibit area by 10:00 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 12, 2018 in the Event Center at the Sagamore Hotel, Bolton Landing, NY with the following tentative schedule:

Monday, June 1	Tuesday, June 12: 8:30 am – 5:30 pm
12:00-6:00 pm Exhibitor Set-up	7:30 am Buffet Breakfast
	9:00 am – Various Operations Challenge events 4:30 pm will take place in the exhibit hall
	10:00 – Coffee Break 11:00 am
	12:00 – Lunch 1:30 pm
	2:30 - Coffee Break 3:30 pm
	4:30 pm Reception
	5:30 pm Exhibitor Hall Closes

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 7:30am to 9am.
- Coffee breaks 10:00 – 11:00 am and 2:30 – 3:30 pm.
- Lunch – a buffet lunch will be served on Tuesday from 12:00 – 1:30 pm.
- **An evening reception will be held Tuesday evening from 4:30 –5:30 pm.** This event provides exhibitors with another great opportunity to network with meeting attendees. We request that all exhibitors keep their booths in place until 5:30 pm Tuesday night.

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 Sagamore, Bolton Landing, 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 Sagamore, Bolton Landing, 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 2018 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 12, 2018- Sagamore, Bolton Landing, NY**

EXHIBIT SPACE APPLICATION

Company Name

Contact Name

Phone

E-mail Address

Booth Number Requested (refer to floor plan): **Layout is subject to change.**

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

Electric (extra fees will apply): Yes No

COST/PAYMENT INFORMATION: Check (✓) if Payment included:

Booth – each booth unit includes one (1) one-day registration @ \$650.00 – Tuesday, June 12, 2018, 8:00 am – 5:30 pm. Exhibitor Reception 4:30 pm – 5:30 pm. Breakfast, lunch and dinner on Tuesday Evening are included with booth registration. Additional booth attendee is \$100 each and includes both breakfast and lunch only. The Tuesday Dinner is an additional cost of \$50.

Booth Cost (incl. one registration) _____ @ \$650.00/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 = \$ _____
 Tuesday Dinner \$50

E-mail Address

Additional Attendee

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

One Day Tuesday \$100 = \$ _____
 Tuesday Dinner \$50

E-mail Address

TOTAL \$ _____

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. I will use a previous description if I do not receive a new one.

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 _____

Payment Options: Check # _____ Credit Card MC VISA AMEX

Card Number _____ Exp. Date _____ V-Code _____

Signature _____

Company _____

Contact Person _____

Address _____

E-Mail _____

City _____ State _____ Zip _____ Telephone _____

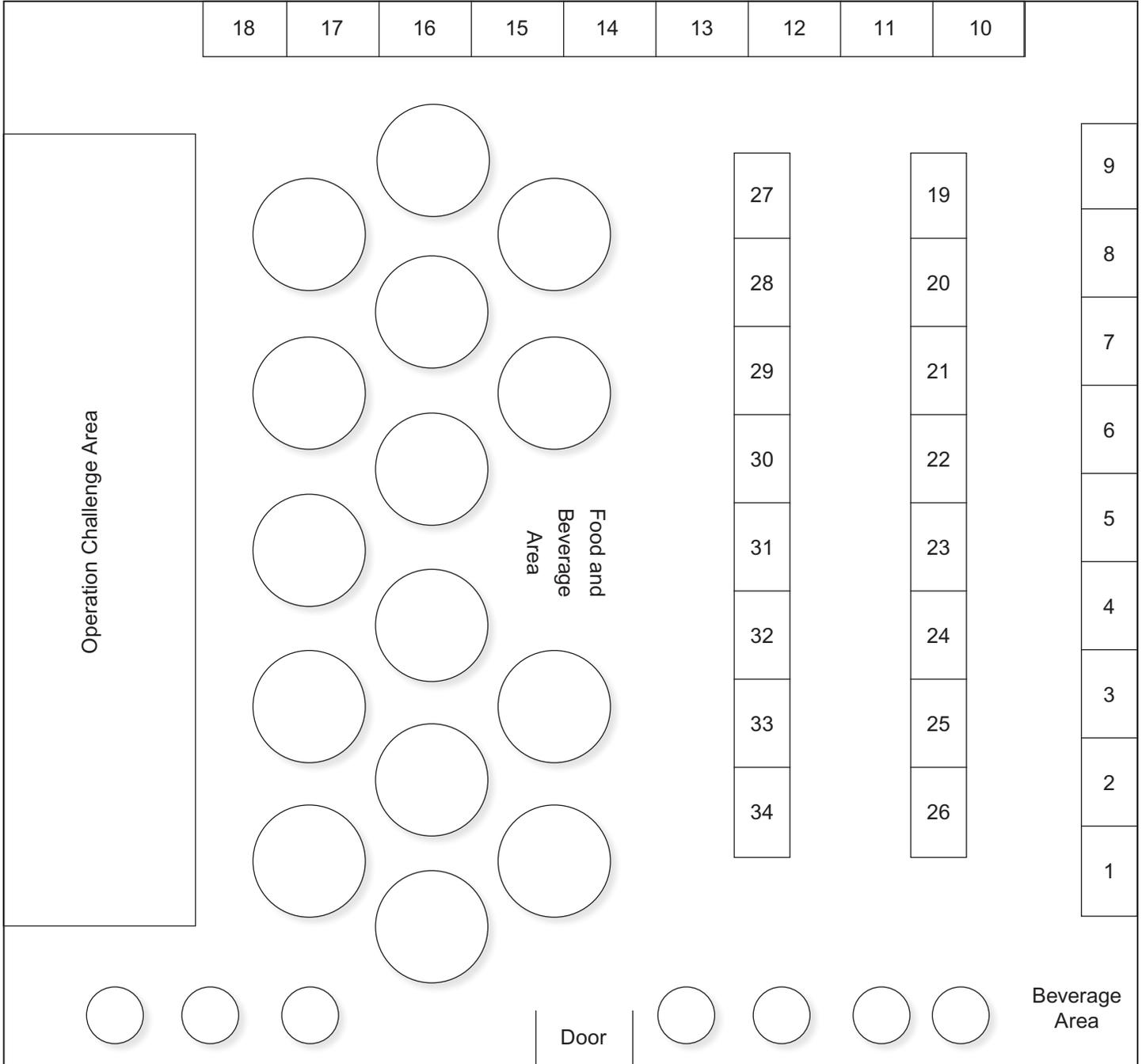
Return registration form and payment to:
Maureen Kozol
New York Water Environment Association
525 Plum Street, Suite 102
Syracuse, NY 13204
Phone: 315 422-7811
Fax: 315 422-3851
mgk@nywea.org

NYWEA Spring Meeting & Exhibition, June 11–13, 2018

The Sagamore Resort & Conference Center, Bolton Landing, NY

Exhibit Hall Floor Plan

This floor plan represents approximate booth placement and is not drawn to scale. The floor plan may be adjusted to meet the needs of NYWEA, exhibitors and registrants at any time.



This diagram illustrates the exhibit area for **June 12**, 2018. Electricity is available through the hotel for an additional charge. Please note that this floor plan is not drawn to scale. NYWEA reserves the right to make such modifications and changes in booth display assignments as may be necessary to adjust the floor plan at any time to meet the needs of NYWEA, the exhibitors and registrants.

Booth: 1–34

○ = tables

⊠ = SOLD