



NYWEA 2025 ANNUAL MEETING EXHIBITOR INFORMATION

Exhibit Open February 3 & 4

New York City Marriott Marquis

1535 Broadway | New York City, NY 10036 | (212) 398-1900

LOCATION OF EXHIBITS: The Exhibition will be held on the 5th floor Westside Ballroom of the New York Marriott Marquis Hotel. All measurements and booth layouts shown on the exhibit map (https://members.nywea.org/members/evr/eventreg_booth_view.php?org_id=NYWE&evd=49215729) are as accurate as possible, but the Association reserves the right to make such modifications and change booth assignments as may be necessary to adjust the floorplan at any time to meet the needs of the Association, exhibitors and exhibits.

BADGES: Exhibitor pre-registration is recommended. Please make sure your booth attendees are entered in the system prior to 1/31/25 as we are using a self-badging system this year and will eliminate waiting in line to have your information entered into the system.

EXHIBIT HOURS: The Exhibition will be held Monday, February 3 and Tuesday, February 4, 2025 on the 5th floor of the Marriott Marquis Hotel and will be open in accordance with the following schedule:

MONDAY 2/3 - Opening Session 8:30 AM

Exhibition Opens 10:30 AM

Official Ribbon Cutting 11:45 AM

Lunch on Own 12:00 to 1:30 PM

Technical Sessions Begin 1:30 PM

Coffee Break 2:30 - 3:30 PM

Technical Sessions End 4:30 PM

Reception in Exhibit Hall 4:00 - 6:00 PM

TUESDAY 2/4 - Exhibition Opens 8:30 AM

Technical Sessions Begin 9:00 AM

Coffee Break 10:00 to 11:00 AM

Lunch (Included in Fee) 12:00 to 1:30 PM

Technical Sessions Begin 1:30 PM

Coffee Break 2:30 - 3:30 PM

Exhibit Area Closes 4:15 PM

Technical Sessions End 4:30 PM

EXHIBITOR REPRESENTATIVE ADMISSIONS: Complimentary Exhibitor Registration for two people is included in the booth fee. Admission will be provided for those two people to staff each booth, each day. Additional registrations for persons to staff booths may be purchased at \$160 per person: https://members.nywea.org/members/evr/reg_event.php?orgcode=NYWE&evd=49215729
Note: These registrations include lunch on Tuesday, but do not include access to technical sessions.

BOOTH EQUIPMENT: The exhibit is designed for a Table Top Exhibit Arrangement. The standard booth will be 8 feet deep by 8 feet wide and will have an 8-foot-high flameproof back wall drape and 3-foot-high flameproof side rail drape. Each booth will be equipped with the following: one 9" x 40" booth identification sign (company name, and booth number); one 2-foot x 6-foot decorated table (white vinyl top, three sides of pleated skirting); two molded folding chairs; one wastebasket and cleaning services.

- **Electric service is not included** in the price of the booth. It is the responsibility of the Exhibitor to arrange for this service and pay for it directly with the hotel: <https://nywea.org/wp-content/uploads/2024/12/Outside-Vendor-Electrical.pdf>
- **If you have AV needs:** <https://nywea.org/wp-content/uploads/2024/12/Outside-Vendor-AV.pdf>
- **Marriott Marquis Outside Vendor info:** <https://nywea.org/wp-content/uploads/2024/12/Outside-Vendor-Information-2025.pdf>

IMPORTANT NOTES

- On Tuesday, lunch will be served in the exhibit area, and is included as part of your registration fee. Monday lunch can be purchased through the hotel.
- Coffee will be provided for the exhibitors at 8:00 a.m., Monday and Tuesday.
- Coffee will be provided during break times in the exhibit area for the registered attendees and exhibitors.
- Tap water will be provided continuously throughout the day.
- A demonstration will be held in the exhibit area during lunch on Tuesday by one of the operations challenge teams.

EXHIBIT FACILITY: If a more elaborate display is used, the exhibitor should plan for additional costs for delivery, set-up and dismantling of the exhibit, and it is recommended that the exhibitor use an exhibit service company to provide these services. Exhibit materials MUST NOT be shipped directly to the hotel. Exhibit materials may be hand carried into the hotel or a bellhop may be used to deliver the material to the exhibit area provided the material can, in fact, be hand carried. Hotel employees can prevent this and force the use of special delivery service if the material is too bulky or too heavy. Therefore, large numbers of cartons and bulky cartons should be avoided to minimize this occurrence. For those who plan to carry and set-up their own exhibit, you may be required to use personnel to set-up your exhibit.

INSTALLATION AND REMOVAL TIME: Exhibitors may begin their installation Sunday, February 2, 2024 at 3:00 PM. You will also have access on Monday, February 3, 2024 after 7:00 AM. Exhibits must be in place by 10:30 AM, Monday. Exhibit materials sent to the Exhibit Service firm will be installed on Sunday. Dismantling by Exhibitors may begin after 4:00 PM on Tuesday, February 6th, 2024. Exhibit service company staff will not be permitted in the exhibit area until 4:30 PM. If you do not require the assistance of the exhibit service company,

you can store shipping carton(s) below your table or behind a poster. Dismantling shall be complete by 7:00 PM on Tuesday evening. If you are using the Exhibit service company to package and ship your exhibit, they will have personnel there on Tuesday evening to take care of the packaging and shipping of your exhibit. Materials not removed by 7:00 PM on Tuesday will be put in storage at the exhibitor's expense. There is no space available for storage of empty cartons, crates, etc. at the New York Marriott Marquis. Arrangements may be made with the Exhibitor Service Contractor for storage.

SECURITY AND INSURANCE: The Association will provide security during the evening hours on Sunday, February 2 and Monday, February 3. However, the Exhibitor is solely and fully responsible for its own exhibit material and should insure its exhibit against loss or damage from any cause whatsoever. All property of the Exhibitor is understood to remain in its care, custody, and control in transit to and/or from or within the confines of the exhibit hall. 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 Marriott Marquis Hotel and shall indemnify and hold harmless the Association from any and all such losses, damages and claims. The Exhibitor is cautioned to carefully read all the insurance provisions contained in the Exhibitor's Manual. You are advised to consult your insurance broker for proper coverage on any of your display materials from the time it leaves your company's premises until its return. In most cases, a rider can be added to your present policy at a very nominal cost. There is no other agreement or warranty between the Exhibitor and the Association except as set forth in this document. The rights of the Association under this Contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of the Association.

CARE OF BUILDING AND EQUIPMENT: Exhibitors and/or agents shall not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. When such damage appears, the Exhibitor is liable to the owner of the property so damaged. All materials used in decorations must be flame proofed. Electric wiring shall conform to National Electric Code Safety Rules, and all applicable fire laws, electrical codes and other laws which affect the installation, conduct and disassembly of the exhibit. Combustible material and/or explosives are not permitted in the exhibit hall. The Exhibitor shall also comply with all reasonable requests of officials of the Marriott Marquis Hotel with respect to installation, conduct and disassembly of its exhibit.

NYWEA CONTACTS

William J. Nylic, III, Chair, Conference Management - nylicwj@cdmsmith.com

Khristopher Dodson, NYWEA Executive Director - khris@nywea.org

Lisa Derrigan, NYWEA President - Lisa.Derrigan@ghd.com

Maggie Hoose, NYWEA Executive Assistant - mhoose@nywea.org