

Arkansas Water Works and Water Environment Association (AWW&WEA)
Arkansas Water Conference
2024 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).

Printable registration material may be found online at www.awwwea.org, or you can request an exhibitor packet by email at megan@angelarogersgroup.com or by phone at 501-904-5228.

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, 2022. Application forms received will be assigned on a first-come, first-served space-available basis.

Booth assignments will be provided 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. AWW&WEA reserves the right to reassign booths as needed. Any relocated Exhibitor will be notified immediately, and every effort will be made to update related signage.

Exhibit hall layout showing spaces already reserved can be found on the exhibit hall map online at www.awwwea.org. Please select your first, second and third choices

for exhibit location. AWW&WEA cannot guarantee assignment of all exhibitors' booth choices. The online layout is updated weekly upon exhibitor registration processing.

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

4. STANDARD EXHIBIT BOOTH

All standard exhibit booths are 10'x10' or multiples thereof and include 2 Exhibitor Attendee registrations. The cost of each exhibit booth is \$900.00. 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 are offered through Southwest Design and Display and the Hot Springs Convention Center. **All booth set-ups must be complete by 11:00 AM Sunday and remain intact and staffed until 2:00 PM Tuesday.**

5. LARGE EQUIPMENT SPACE

If you are bringing in large equipment, please let us know on your registration form. Carpet will not be placed in exhibits that are bringing in in large equipment. For questions, please email megan@angelarogersgroup.com

6. EXHIBITOR REGISTRATION

All exhibitors and representatives must register for the AWW&WEA Conference. Two Exhibitor Registration fees are included in the 2024 Exhibit Registration fee. Each additional exhibit attendee must pay the exhibitor attendee conference registration price of \$150.00.

Registration confirmations and booth assignments will be communicated by AWW&WEA ONLY to the person listed as "Contact Person" on the registration form.

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 Conference and have their badges.

8. EXHIBIT PAYMENT POLICY

Payment of fees must be remitted with the Exhibit Registration form and/or Exhibitor Attendee Registration form. If the Exhibit Registration form, Exhibitor Attendee 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.

Exhibit Booth Registration forms received, or post marked after April 5, 2024 will be charged a \$100 late fee.

9. CANCELLATION & REFUND POLICY

Exhibitors must contact AWW&WEA to cancel their booth space(s); 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). If an exhibitor cancels on or before **April 5, 2024** a full refund will be sent. If the exhibitor reduces the space reserved, the cancellation clauses apply to that portion of the space cancelled. **Absolutely no refunds will be given after April 5, 2024.**

10. SUBLETTING OF BOOTH SPACE

Booth space or any part thereof shall not be sublet.

11. 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.

Exhibitors shall assemble and/or erect exhibits during the designated time indicated on the Important Exhibitor Deadlines page. Exhibitors 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.

12. RESTRICTIONS

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.

13. SHIPMENT OF EXHIBITS

Southwest Design and Display will receive, store and deliver exhibits and related materials for a fee. Do NOT send shipments to the Hot Springs Convention Center.

Southwest Design and Display is the designated exhibit hall setup vendor. Accessories, freight and labor orders can be placed at <https://southwestdd.com/vendor-form/> For the Conference name, please put "2024 AR Water Conference". If you have any

questions, please contact Southwest Design and Display at (501) 376-9114 or office@southwestdd.com

The expense of off-site storage and shipment to the conference site is the responsibility of the exhibitor. Please contact Southwest Design and Display for cost and final arrangements or check the packet for drayage fees. Your local hotel may also provide this type of service.

14. LABOR AND EQUIPMENT TO SET UP AND REMOVE EXHIBIT

Southwest Design and Display can provide this service, upon request IN ADVANCE, on a regular per hour fee basis. Please contact Southwest Design and Display directly for these services. If substantial forklift time will be needed for your booth setup, an additional charge for the forklift and driver may be incurred.

15. EXHIBIT HALL DECORATIONS

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

16. 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. Only **ONE (1)** sign per Exhibitor Registration will be provided by AWW&WEA. This sign will be made according to the instructions provided by registrant in the "My Printed Booth Sign Should Read As Follows" section on page one of the Exhibitor registration form.

17. 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.

18. 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.

19. 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.

20. 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.