

# EXHIBITING – SPONSORSHIP – ADVERTISING



## 2018 Onsite Wastewater Mega-Conference

October 21-24, 2018

(Expo open October 22-23)

Doubletree by Hilton Bloomington-Minneapolis South  
Bloomington, MN

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# WHY YOU SHOULD PARTICIPATE IN THE 2018 ONSITE WASTEWATER MEGA-CONFERENCE

## Expected attendance of 500+

This will be one of the largest gatherings of onsite wastewater industry professionals in 2018. It combines three national organizations (NOWRA, NAWT & SORA) and a strong state onsite association (Minnesota Onsite Wastewater Association - MOWA) with a broad mix of educational sessions, regional content and training sessions which will encourage attendance from contractors, engineers and the regulatory community.

## Interact with regulators

A number of state onsite regulators are expected to be in attendance to participate in SORA functions.

## Save time and money

If you normally attend meetings of more than one Mega-Conference partner, this expo will save you travel and lodging costs and, most important, your valuable time.

We deliberately designed our schedule to be exhibitor friendly. The Expo will open around mid-day on Monday,

October 22 and conclude at 1:30 pm the following day. Fly in Sunday or Monday; fly out Tuesday night with a fistful of leads!

## Reach a local audience

The Mega-Conference serves as the Annual Conference for MOWA. Plus, there is a special expo rate for companies based in Minnesota which only sell their products locally. (Companies which sell nationally or regionally are ineligible for this rate.)

## Reach a regional audience

We are in the process of securing approval of the Mega-Conference agenda from most states which have continuing education requirements for onsite contractors.

## Reach a national audience

Contractors, engineers, designers, and state regulators from around the country are expected to attend.

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## Hotel Reservations

- The conference hotel is the Doubletree by Hilton Minneapolis South, 7800 Normandale Boulevard Minneapolis, MN.
- The hotel room rate is \$119/night, plus 14.75% tax. To make a reservation, call the hotel at 866-271-8967 and tell them you are registering for the 2018 Onsite Wastewater Mega-Conference.
- You may also reserve your hotel room online by following this link:

[https://doubletree.hilton.com/en/dt/groups/personalized/M/MSPBSDT-WRA-20181016/index.jhtml?WT.mc\\_id=POG](https://doubletree.hilton.com/en/dt/groups/personalized/M/MSPBSDT-WRA-20181016/index.jhtml?WT.mc_id=POG).

- The hotel will offer the special rate three days prior to and following the conference dates. **Hotel reservations must be received by September 26 in order to get the negotiated rate.** Room availability and room rates are not guaranteed after that date.

## Complete Your Vendor Registration Form Today!

**Mail:** NOWRA, 4601 Fairfax Drive, Suite 1200, Arlington, VA 22203, Attn: 2018 Mega-Conference Expo. **Fax:** 703-997-5609; **Email:** [executivedirector@nowra.org](mailto:executivedirector@nowra.org). **NOWRA's Federal Tax ID is 59-3099430**

# MEGA-CONFERENCE EXPO DETAILS

## Expo Schedule

<u>Show Hours</u>		<u>Move In*</u>	
<b>Monday, October 22</b>		<b>Sunday, October 21</b>	
11:50 am – 7:00 pm	Expo Open	8:00 am – 1:00 pm	Show Decorator Set Up
11:50 am – 1:30 pm	Buffet Lunch	1:00 pm – 5:00 pm	Exhibitor Move In
5:00 pm – 7:00 pm	Exhibitor Appreciation Reception	<b>Monday, October 22</b>	
<b>Tuesday, October 23</b>		8:00 am – 10:00 am	Exhibitor Move In*
7:00 am – 1:00 pm	Expo Open	<b>Move Out</b>	
7:00 am – 8:00 am	Breakfast in Expo	<b>Tuesday, October 23</b>	
11:30 am – 1:00 pm	Lunch in Expo	1:00 pm – 5:00 pm	Exhibitor Move Out

\*All booths must be set up by 10:00 am on Monday, October 22.

## Expo Space Fees & Details

Booths	National Companies	Local Exhibitors (MOWA members)	Local Exhibitors (non-MOWA members)
10' x 10' booth space	\$1,800	\$600	\$950
Additional 10' x 10' booth space	\$600 ea.	\$400	\$500
20' x 20' island space	\$3,400		

Exhibitors with equipment which must be displayed outdoors: 10' x 10' booth cost plus \$300 per item displayed. You must purchase a booth inside the expo hall in order to be allowed to display the equipment in the outdoor space.

### What's Included in your Expo Fee:

- First 10' x 10' exhibit booth:**
  - \*3' side rails and 8' high back drape with identification sign, 6' wide skirted table, two chairs and a trash can
  - \*Two comp registrations to all conference events. Additional staff can register for \$179 each.
  - \*Company listing in the Conference Program.
  - \*An advance list of conference registrants.
- Additional 10' x 10' exhibit booths:**
  - \*One additional comp registration per each 10' x 10' booth space.
  - \*One additional 6' table and trash can.
- 20' x 20' island booths:**
  - \*Five comp registrations. Additional staff can register for \$179 each.
  - \*Company listing in the Conference Program.
  - \*Advance list of conference registrants.

### BBP Discounts

NOWRA BBP partners receive substantial discounts on booth space, advertising and sponsorships. Refer to your

outline of BBP benefits or call NOWRA for a summary of discounts and benefits.

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### If you want to bring large equipment to the conference...

Equipment too large for the Expo Hall (pre-cast concrete tanks, pumper trucks or other vehicles, construction equipment, etc.) may be displayed in a parking lot area just outside the exhibit hall. All exhibitors with outdoor

equipment must purchase space inside the expo hall in order to be able to display their products in the parking lot area. There is an additional \$300 charge per vehicle or item which the exhibitor wishes to display outside.

## Local Exhibitors

A limited number of discounted booths are available to companies which only do business in Minnesota, and would typically exhibit at a MOWA annual conference, but not a national conference. Examples would include precasters, insurance agencies, equipment rental companies, and certain distributors. Manufacturers of onsite wastewater treatment systems, system components or distribution equipment are not eligible for this rate. Other companies which do business beyond the "local" area are not eligible for the Local Exhibitors booth rate. Distributors which are eligible for the Local Exhibitor rate may not have representatives from national

companies in their booth unless the national company has also taken a booth at the conference. Mega-Conference Expo management reserves the right to decline Local Exhibitor applications if, in management's opinion, they do not meet eligibility criteria for this exhibitor category. Management also reserves the right to close down exhibits on the show floor if it deems that the products displayed or the personnel working the booth do not meet exhibiting criteria. Companies which qualify as Local Exhibitors and are MOWA members receive a discounted booth rate over those which are not MOWA members.

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## Registration of company reps:

***All company representatives participating in the conference must be registered.*** This includes those working only at outdoor equipment displays. Company representatives who do not qualify for a comp registration may register for \$179 each. Sharing of badges is strictly prohibited. Registration includes access to everything except optional events.

**An application is not considered to have been received or accepted until full payment has been made.** Booth space will not be assigned until payment has been made. Exhibitors will receive confirmation and booth space assignment from the NOWRA office. Show decorator materials will be sent out from the contractor, Hubbell-Tyner. All booth payments must be made by October 1, 2018, in order for a company to be allowed to exhibit.

## Expo Hall Traffic Builders

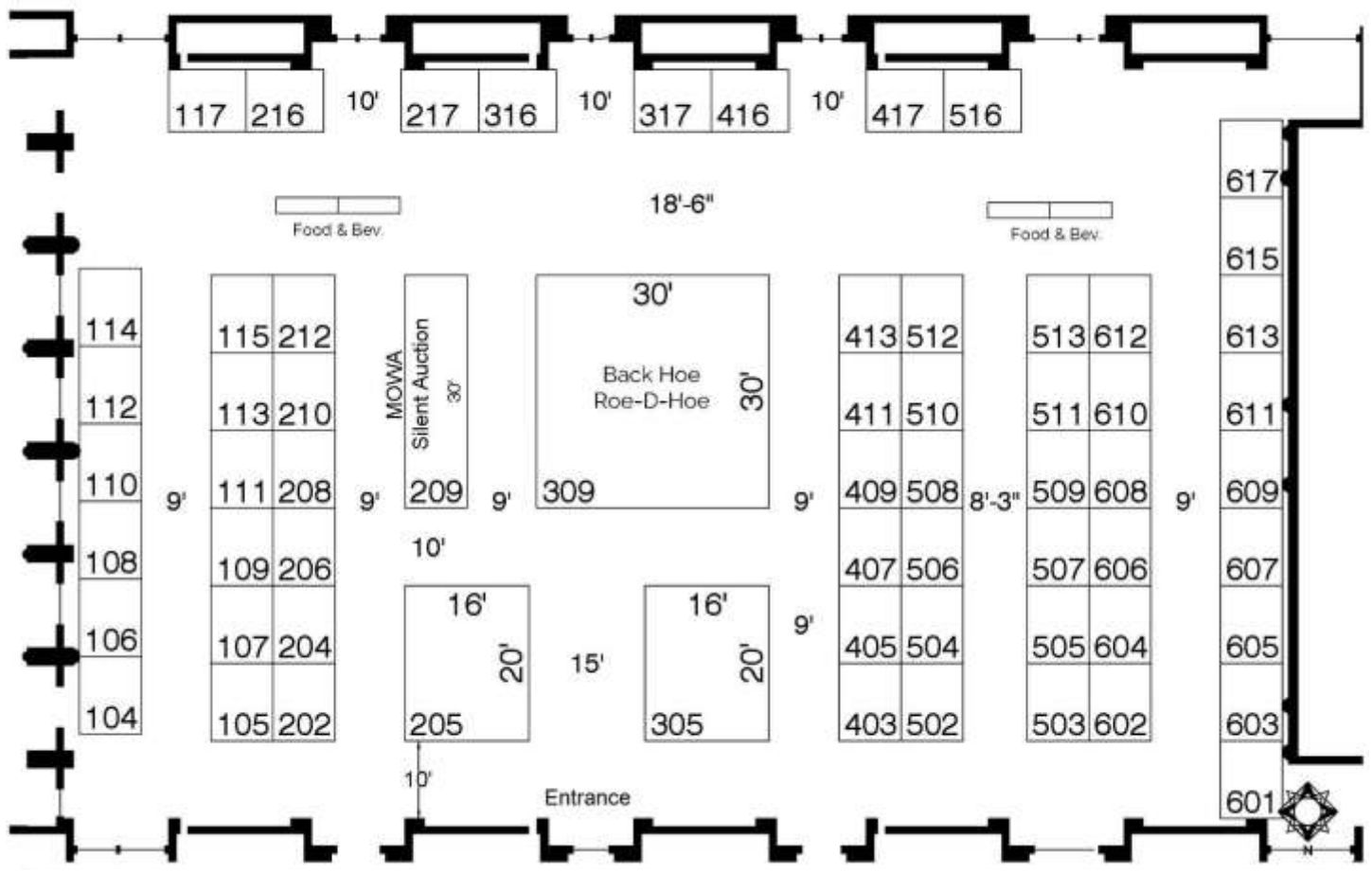
- **Food Functions.** When the expo is open, all food and beverages will be served there. That includes the Expo Grand Opening Reception, two buffet lunches, morning coffee and any afternoon breaks.
- **NOWRA National Backhoe Roe-D-Hoe®.** Conference attendees will have the opportunity to compete for a spot in the finals against the winner of the state Roe-D-Hoe® champions round.
- **Expo Bingo.** Conference delegates will need to visit exhibitors to be eligible for cash prizes.
- **MOWA Silent Auction.** Attendees will visit frequently to bid on items and to check status of their bids.

## Expo Booth Space Assignments

All booth space assignments are at the discretion of show management. While we try to honor your request for space location, we will observe the following guidelines when assigning booth space:

- NOWRA BBP partners who submit their booth space applications by September 1, 2018, will be assigned space first, followed by companies which are not BBPs who submit their application by September 1, 2018.
- Spaces larger than 10' x 10' will be assigned first.
- All applications received after September 1 will be assigned on a first-come, first-served basis.

# 2018 Onsite Wastewater Mega-Conference Expo Floorplan



## Field Trips

Exhibitors may wish to participate in the optional field trips or social events:

**Oct 22 Offsite Social Event:** Join colleagues at US Bank Stadium for this fun event. Includes a tour of the stadium, hors d'oeuvres, and beverages of your choice.

### October 24 field trips:

- Field Trip 1: Soils & Design \$75
- Field Trip 2: Large Decentralized Systems \$75
- Field Trip 3: Water Reuse \$50 (half day)

Visit [www.nowra.org/2018mega](http://www.nowra.org/2018mega) for more details on the field trips

# SPONSOR A CONFERENCE EVENT OR ITEM

## Conference Items

<u>Item</u>	<u>Description</u>	<u>Cost</u>
<b>Flash Drive</b>	Credit card style 2 GB Thumb Drive will include all conference proceedings, plus up to 500 MB of sponsor information. Ample size for creative branding.	\$4,600
<b>Registration Bag</b>	Make an impression beyond the conference with your corporate brand on the registration bag. Includes a registration bag insert.	\$3,500
<b>Branded Lanyard</b>	Your company name on a lanyard to accompany the conference name badge holder	\$2,500
<b>Registration Bag Insert</b>	Include up to a 4 page, 8 ½ x 11 brochure in the conference attendee registration bag. Materials must be received by October 11, 2018.	\$400
<b>Pre-conference Email Blast</b>	We will send your marketing message to conference attendees via broadcast email. Up to six companies may reserve a time to send their messaging.	\$400

## Event Sponsorships

Sponsors will be recognized with signs at the conference and at the sponsored event, on the conference website, in the conference program and in prepared remarks by a major conference speaker. Sponsors may also provide literature about their company during their event.

<u>Date</u>	<u>Event/Description</u>	<u>Cost</u>
<b>Oct. 21, 6:00 pm – 7:30 pm</b>	<b>Welcome Reception.</b> Help welcome attendees to Minnesota!	\$1,200
<b>Oct. 22, 8:00 am – 11:30 pm</b>	<b>General Session.</b> Get a head start on the competition by sponsoring the general session. Includes a literature drop at each seat in the general session.	\$750
<b>Oct 22-23</b>	<b>Morning Breaks, Both Days</b>	\$1,000
<b>Oct 22-23</b>	<b>Afternoon Breaks, Both Days</b>	\$1,000
<b>Oct. 22, 12:00 pm – 1:30 pm</b>	<b>Lunch in Expo.</b> Tell your customers and prospects that lunch is on you!	\$1,500
<b>Oct. 22-23, various times</b>	<b>NOWRA National Backhoe Roe-D-Hoe®.</b> Sponsorship includes signs on the Roe-D-Hoe® equipment, recognition by emcees, the opportunity to place a retractable banner in the competition area, pictures with the winner, and inclusion in post conference publicity.	\$750 (5 slots)
<b>Oct. 22, 5:00 pm – 7:00 pm</b>	<b>Exhibitor Appreciation Reception.</b> This popular event always draws high traffic, includes cost for one complimentary cocktail per attendee.	\$3,000
<b>Oct. 22, 7:00 pm – 10:00 pm</b>	<b>Optional Evening Social Event.</b> Sponsor agrees to cover alcohol at event	\$1,000 + alcohol
<b>Oct. 23, 12:10 pm – 1:40 pm</b>	<b>Lunch in Expo.</b> Leave a lasting impression with attendees by buying them lunch!	\$1,500
<b>Oct. 23, 5:30 pm – 6:30 pm</b>	<b>NOWRA Annual Business Meeting and Reception.</b> Support your association while connecting with conference attendees.	\$500
<b>Oct. 24, 8:00 am – 5:00 pm</b>	<b>Field Trips</b> – three trips are planned. See <a href="#">Mega-Conference website</a> for details.	\$600 (three available)

# SUPPORT MOWA'S SCHOLARSHIP EFFORTS

## Scholarship Sponsorship Fees

Bronze Sponsor	\$100
Silver Sponsor	\$250
Gold Sponsor	\$500
Platinum Sponsor	\$750

**All exhibitors are required to provide an "industry related item" of at least \$50.00 in value to be auctioned off at the MOWA Silent Auction.** All proceeds will benefit the MOWA Scholarship Program. All auction items will be collected and displayed in a central location in the Exhibit Hall. The exhibitor providing the item will be named on each item. Examples of items for the auction – pumps, safety equipment, filters, control panels. No vendor advertising items, please. Exhibitors may elect to pay a \$50.00 with their registration in lieu of the auction item. The Convention Committee will then purchase an auction item on your behalf. Scholarship Sponsors are exempt from this requirement. *Note: NOWRA BBP credits may not be applied to MOWA Scholarship Sponsorships or Silent Auction donation.*

## PLACE AN AD IN THE CONFERENCE PROGRAM

Reserve space in the onsite program distributed to all conference attendees.

- **Space deadline:** September 28, 2018
- **Ad materials due:** October 3, 2018

Conference Program Advertising Sizes	Rate	Add 4-Color
Full page, black & white	\$700	\$300
½ - page, black & white	\$425	\$300
¼ - page, black & white	\$350	\$300
Back cover, 4-color	\$1,800	
Inside front cover, 4-color	\$1,200	

### Discounts for NOWRA's BBP Partners:

- Diamond BBPs automatically receive a full-page, 4-color ad in the Conference Program
- Gold BBPs receive a full-page, black & white ad
- Silver BBPs receive a ½-page, black & white ad
- Bronze BBPs receive a 20% discount on ad space
- Loyal Supporters receive a 20% discount on ad space



# 2018 Onsite Wastewater Mega-Conference

## Vendor Application & Contract



Doubletree by Hilton Minneapolis South, Bloomington, MN October 21-24, 2018

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

**Contact Details**

Type of contact	Name	Phone	Email
Pre-Conference			
On-site			
Sales contact			

**Reserve Expo Space**

Expo booth prices – National Exhibitors	Cost	Total
<input type="checkbox"/> Single 10' x 10' booth	<input type="checkbox"/> \$1,800	\$ _____
<input type="checkbox"/> Additional 10' x 10' booths	<input type="checkbox"/> \$600 each    How many? _____	\$ _____
<input type="checkbox"/> 20' x 20' island	<input type="checkbox"/> \$3,400	\$ _____
<input type="checkbox"/> Outdoor display equipment	\$300 per item    How many? _____	\$ _____
Local Exhibitors (see eligibility criteria)	MOWA /Non-MOWA members	
<input type="checkbox"/> 10' x 10' booth space	\$600/\$950	\$ _____
<input type="checkbox"/> Additional 10' x 10' booths	\$400/\$500    How Many? _____	\$ _____
<input type="checkbox"/> Outdoor display equipment	\$300 per item    How many? _____	\$ _____

*On a separate sheet, please provide a description of the outdoor item(s) displayed, including dimensions.*

<b>Booth location requests</b>	<b>1st choice</b> _____	<b>2nd</b> _____	<b>3rd</b> _____	<b>4th</b> _____	<b>5th</b> _____
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**Place an Ad in the Conference Program**

Ad Size	Cost	Add 4-Color	BBP Discount	Total
Full page, 4-color	<input type="checkbox"/> \$1,050		<input type="checkbox"/> Bronze 20% <input type="checkbox"/> Loyal 20%	\$ _____
Full page, black & white	<input type="checkbox"/> \$700	<input type="checkbox"/> \$350	<input type="checkbox"/> Bronze 20% <input type="checkbox"/> Loyal 20%	\$ _____
1/2-page, black & white	<input type="checkbox"/> \$425	<input type="checkbox"/> \$350	<input type="checkbox"/> Bronze 20% <input type="checkbox"/> Loyal 20%	\$ _____
¼-page, black and white	<input type="checkbox"/> \$300	<input type="checkbox"/> \$350	<input type="checkbox"/> Bronze 20% <input type="checkbox"/> Loyal 20%	\$ _____
Back cover (4-color)	<input type="checkbox"/> \$1,800		<input type="checkbox"/> Bronze 20% <input type="checkbox"/> Loyal 20%	\$ _____
Inside front cover (4-color)	<input type="checkbox"/> \$1,200		<input type="checkbox"/> Bronze 20% <input type="checkbox"/> Loyal 20%	\$ _____

**MOWA Scholarship Sponsorships**

- Bronze \$100   
  Silver \$250   
  Gold \$500   
  Platinum \$750

**Auction Item Donation or Cash Donation (required for all non-scholarship sponsors)**

\$50 donation    or    \$ \_\_\_\_\_

I am bringing the following item to the Auction: \_\_\_\_\_

**(Continued on next page)**



## 2018 Onsite Wastewater Mega-Conference Vendor Application & Contract (cont'd)

### Reserve a Sponsorship

Item/Event	Cost	Total
<input type="checkbox"/> Flash Drive	\$4,500	\$ _____
<input type="checkbox"/> Registration bag	\$3,500	\$ _____
<input type="checkbox"/> Branded lanyard for name badge	\$2,500	\$ _____
<input type="checkbox"/> Registration bag insert	\$400	\$ _____
<input type="checkbox"/> Pre-conference email blast	\$400	\$ _____
<input type="checkbox"/> Welcome Reception, Oct. 21	\$1,200	\$ _____
<input type="checkbox"/> General Session, Oct. 22	\$750	\$ _____
<input type="checkbox"/> Morning breaks Oct. 22-23	\$1,000	\$ _____
<input type="checkbox"/> Afternoon breaks Oct. 22-23	\$1,000	\$ _____
<input type="checkbox"/> Lunch in Expo, Oct. 22	\$1,500	\$ _____
<input type="checkbox"/> Exhibitor Appreciation Reception, Oct. 22	\$3,000	\$ _____
<input type="checkbox"/> NOWRA National Backhoe Roe-D-Hoe®, Oct. 22-23	\$1,500	\$ _____
<input type="checkbox"/> Optional Social Event, Oct. 22 (sponsor also pays for alcohol)	\$1,000	\$ _____
<input type="checkbox"/> Lunch in Expo, Oct. 23	\$1,500	\$ _____
<input type="checkbox"/> NOWRA Annual Bus. Meeting/Reception, Oct. 23	\$500	\$ _____
<input type="checkbox"/> Field Trip, Oct. 24 (Which trips? <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3)	\$400 each	\$ _____

### Register Your Company Representatives

All people representing your company at the conference must be registered. If you are exhibiting, you get two comp registrations for your first booth, plus one comp registration for each additional 100 square feet reserved.

Name	Email Address	Comp or Paid?	Social Event	Field Trip	Trip #	Total
		<input type="checkbox"/> Comp	<input type="checkbox"/> \$49	<input type="checkbox"/> \$75		\$ _____
		<input type="checkbox"/> Comp	<input type="checkbox"/> \$49	<input type="checkbox"/> \$75		\$ _____
		<input type="checkbox"/> Comp <input type="checkbox"/> \$179	<input type="checkbox"/> \$49	<input type="checkbox"/> \$75		\$ _____
		<input type="checkbox"/> Comp <input type="checkbox"/> \$179	<input type="checkbox"/> \$49	<input type="checkbox"/> \$75		\$ _____
		<input type="checkbox"/> Comp <input type="checkbox"/> \$179	<input type="checkbox"/> \$49	<input type="checkbox"/> \$75		\$ _____
<b>Grand Total</b>						<b>\$ _____</b>

### Signature Required

I authorize the 2018 Onsite Wastewater Mega-Conference to reserve exhibit space and/or other marketing opportunities for my company's use. I acknowledge and agree to comply with the Onsite Wastewater Mega-Conference Exposition Terms and Conditions.

\_\_\_\_\_  
*Signature* *Title* *Date*

### Payment Information

Enclosed is a check payable to NOWRA, for \$ \_\_\_\_\_  
 Please charge my  VISA  MasterCard  Amex  Discover, in the amount of \$ \_\_\_\_\_  
 Card number \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Name on card \_\_\_\_\_ Signature \_\_\_\_\_  
 Billing Address \_\_\_\_\_

Mail signed form with payment in full to: NOWRA, 2018 Onsite Wastewater Mega-Conference, 4601 Fairfax Dr., Suite 1200, Arlington, VA 22203.  
 You may also fax to 703-997-5609, or email [executivedirector@NOWRA.org](mailto:executivedirector@NOWRA.org). Questions? Call 800-966-2942

# 2018 Onsite Wastewater Mega-Conference Exposition Terms & Conditions\*

## **1. POLICY**

The National Onsite Wastewater Recycling Association (NOWRA) is the Lead Partner for the 2018 Onsite Wastewater Mega-Conference (hereinafter referred to as "Mega-Conference"), and the NOWRA Board of Directors is the ultimate authority responsible for the policies and procedures contained herein. Enforcement of policies and procedures are assigned to Mega-Conference Show Management (hereinafter referred to as "Show Management"). All businesses participating in the Mega-Conference must submit a Vendor Application and Contract. In signing this contract, the company/business agrees to comply with all the following procedures and terms & conditions within this document.

## **2. APPLICATION AND PARTICIPATION**

### **2.1 Procedures**

Application for booth space must be made on the printed form provided by the Show Management. The company/business will provide the requested information on the specific form which must be signed by the individual (with an original signature) who has authority to act for the applicant business/exhibitor). Show Management reserves the absolute right to reject any such application for any reason.

### **2.2 Payment**

Full payment for booth space must be received with the signed contract either through credit card or business check. All checks are made payable to NOWRA. No application will be accepted without payment. Returned checks will be charged a \$100.00 fee and may be released from reservation without refund at the discretion of NOWRA's Secretary-Treasurer.

### **2.3 Non-Endorsement**

Acceptance of a booth space application in no way implies endorsement of the Exhibitor by NOWRA or by any Joint Conference Partners. Accordingly, the Exhibitor agrees that it shall not state, suggest, or imply approval or endorsement by NOWRA or its Partners. Further, the Exhibitor agrees not to use NOWRA's name, logo or intellectual property nor use those of its Joint Conference Partners in any other undertakings without the written consent and permission of NOWRA and/or its Partners.

### **2.4 Conference Cancellation or Relocation**

In the event of cancellation or relocation of the contracted conference due to circumstances within the Association's direct control, the liability of NOWRA will be limited to the refund of payment received for contracted exhibit space. In the event the Association has no control over the cancellation or relocation of any conference, the Association will have no liability of any kind but may in its discretion refund any fees paid by the exhibitor.

### **2.5 Exhibitor Cancellation**

Should the exhibitor be unable to occupy and use the exhibit space contracted for, and notifies the Association in writing by the deadline stated within the meeting brochure, all fees paid by the exhibitor, less processing fee, will be refunded. No refund of any fees after stated deadline, unless authorized by the Secretary-Treasurer.

### **2.6 Default Occupancy**

Any business or exhibitor failing to occupy the space contracted with NOWRA is not relieved of the obligation to pay for such space at the full rental price. NOWRA will have the right to use the vacant space as it sees fit to eliminate blank space in the exhibit hall, provided such booth space is not occupied by two hours before the official show opening.

### **2.7 Insurance**

In all cases, exhibitors wishing to insure their goods must do so at their own expense.

### **2.8 Personnel**

All booth personnel must be registered for the conference. No exceptions.

## **3. USE OF BOOTH SPACE**

### **3.1 Space Assignment**

Assignment of space is determined solely by Show Management. Priority in space assignment is extended to companies which participate in NOWRA's Business Benefit Program (BBP). Exhibitor preferences are honored as much as possible, but cannot be guaranteed. Show Management reserves the right to reassign a booth location if necessary.

### **3.2 Exposition Booths and Equipment**

Based on the defined agreement/contract for the individual show, standard booth equipment (back and side wall draping, identification sign, table and 2 chairs) will be included within the fee charged by NOWRA, and without additional cost to the exhibitor.

### **3.3. Re-Assignment of Booth Space**

No exhibitor or business shall assign, sublet, or apportion the whole or part of its allotted exhibit space. The space contracted for is to be used solely for the exhibitor whose name appears on the contract.

### **3.4. Space Limitations**

If a company or exhibitor plans to install a completely constructed display of such character that the exhibitor will not require or desire the use of standard booth equipment, no part of this equipment will project out of the assigned space so as to obstruct the view of adjacent booths. No part of any display can project out of assigned space into aisles causing foot traffic to be obstructed. No part of any display may be more than eight feet in height. The back three feet of rented space may be occupied from the floor up to eight feet in height; the front of the rented space may be occupied from the floor up to 48 inches only.

### **3.5. Space Maintenance**

The company/exhibitor must at their own expense, maintain and keep in good order all of the area within the exhibit and the space for which the contract stipulates.

### **3.6 Union Labor**

Exhibitors are required to observe all union contracts in effects among show management, official contractors, facilities and various labor organizations represented. All labor required for installation or dismantle, decoration or use of equipment must be ordered through the official service contractor.

### **3.7 Protection of Exposition Facility**

Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the hotel and/or exposition area without permission of the Association and the proper building authority. Packing, unpacking and assembly of exhibits will be done only in designated areas and in conformity with directions of Show Management.

### **3.8 Installation and Dismantling**

Specific requirements as to the time for installation and dismantling of exhibits will be supplied to each business and/or exhibitor for the particular conference. Such requirements shall be binding upon the exhibitor as though fully set forth herein. All displays must be in place and set two hours prior to the official opening of the show. Space not occupied or set up by that time may be reassigned for other purposes by Show Management.

### **3.9 Fire Regulations**

All materials used in the exhibit booths must be of flame-proof materials and conform to all fire department regulations.

## **4. EXHIBITOR ACTIVITIES**

### **4.1 Conduct**

Vendors and their personnel are to treat all convention attendees, and staff involved with the convention in a professional and courteous manner. Argumentative and disruptive behavior is unacceptable and will not be tolerated.

### **4.2 Exhibit and Marketing Activities**

Displays and exhibits will be shown only in the official exposition area as established by Show Management. Each exhibit and all exhibitor marketing activities shall be enclosed entirely within the floor space allocated and shall not interfere with the light, space, or view of any other exhibit. Distribution of samples and printed material are restricted to the exhibit booth. The aisles, passageways and other areas where traffic occurs remain under control of Show Management. Space must be left within the exhibit area to absorb the booth personnel and spectators. At the sole discretion of Show Management, should spectators interfere with the normal traffic flow in the aisle, overflow into neighboring exhibits, or divert aisle traffic, the demonstration will be limited or

eliminated. No signs, decorations, banner, advertising material or special exhibits are permitted in the aisles or elsewhere in the Doubletree by Hilton Minneapolis South.

#### **4.3 Event Conflicts**

Show Management policy prohibits extraneous events being scheduled during the defined and publicized exposition hours. The exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of members or exhibitors from the conference or exposition hall during the official hours of the conference and exposition. Failure to observe this requirement may result in expulsion from the exposition and other sanctions.

#### **4.4 Booth Occupancy**

A vendor's booth(s) shall be occupied at all times when the exhibit hall is open. Vendors are not allowed to close down their booth(s) prior to the designated time. Violators will pay a \$500 retainer to exhibit at future shows.

#### **4.5 Sound**

The noise level from any demonstration or sound system should be kept to a minimum and should not interfere with others. Any speakers must be directed into the middle of the exhibitor's booth space. The use of sound systems or equipment producing sound is an exception to the rule, not a right. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

#### **4.6 Lights**

Those displaying simulated UV lights must mask the lights with smoked Plexiglas or drape so that the lights do not disturb neighboring exhibitors.

#### **4.7 Equipment Demonstrations and/or Entertainment**

If equipment or displays with moving parts occurs, it must be presented and function in a safe manner with appropriate safeguards to assure the safety of all present in the exhibition halls or outdoor exhibition areas. Show Management reserves the right, in its sole discretion, to restrict demonstrations or entertainment which is objectionable or disruptive to the overall character of the Exhibition or conference.

#### **4.8 Giveaways, Contests, Drawings**

If exhibitors wish to hold a giveaway, contest or prize drawing, they must do so in a way which will not interfere with the ability of other exhibitors to conduct business in their booths, nor with the operation and management of the conference itself.

#### **4.9 Food Service**

All food and beverages must be secured through the conference facility or official conference caterer.

#### **4.10 Alcohol**

No alcohol is to be distributed by exhibitors in the Exhibit Hall without the permission of Show Management.

### **5. GENERAL EXPOSITION POLICIES**

All companies/businesses participating in the Mega-Conference must agree to abide with the general procedures established for the conduct of a successful event and program.

#### **5.1 Access to Exposition**

Show Management has the authority to grant or restrict access to all individuals who desire to enter the exposition.

#### **5.2 Banner Displays**

NOWRA reserves the right to display banners in areas of their own choosing, including but not limited to, banners from sponsors and BBP members.

#### **5.3 Cameras**

Exhibitor grants to NOWRA a perpetual non-exclusive license to photograph display and otherwise use any likeness of the Exhibitor's exhibit for the purpose of advertising future activities of NOWRA or future exhibitions. Other than that exception, only the Exhibitor may grant permission to have his/her exhibit and/or product photographed or captured on video recording devices, including mobile phones. Any exhibitor taking photographs or video of another's exhibit or product without expressed or written permission must relinquish the film or digital media upon request.

#### **5.4 Age Requirements for Admittance**

Children under the age of 18 years old, entering the exhibit hall during show hours must be accompanied by a parent or guardian at all times. The parent or guardian assumes all risk and responsibility for the child(ren). Children are not allowed in the hall during move-in and move-out.

### **6. AGREEMENT TO TERMS AND CONDITIONS**

Each company/business or exhibitor, for himself and his employees and agents, agrees to abide by these conditions, and that it is understood and agreed that the sole control of management of the conference/tradeshows exposition rests on the National Onsite Wastewater Recycling Association, represented by Show Management.

### **7. VIOLATIONS OF PROCEDURES AND CONDITIONS**

Any of the following actions by an exhibitor shall constitute a violation of the conditions of the Vendor Application & Contract.

- a. Use of a display of equipment, products or services which varies in any significant way from the description on the Application.
- b. Violation of any municipal, state, or federal laws, rules or regulations.
- c. Failure to follow procedures prescribed in sections 1 through 6.

d. Failure to remove his/her property from the hotel upon cancellation or relocation of the conference.

### **8. LIABILITY**

8.1 NOWRA undertakes no duty to exercise care, nor does it assume any responsibility, for the protection and safety of the exhibitor, his/her officials, agents or employees, or for the protection of the property of the exhibitor or his/her representatives, or of property used in connection with the exhibit, from theft or damage or destruction by fire, accident or other cause. Small and easily portable articles shall be properly secured or removed after exhibition hours and placed in safekeeping by the exhibitor. Any security protection exercised by the Association shall be deemed purely gratuitous on its part and shall in no way be construed to make it liable for any loss or inconvenience suffered by the exhibitor.

8.2 The exhibitor agrees to indemnify and hold NOWRA and its agents harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activities of the exhibitor or any of his representatives or from the display or use of property of the exhibitor.

8.3 The Exhibitor is solely liable for the operation of all displays and agrees to indemnify and hold NOWRA, its officers, directors, volunteers, employees, Mega-Conference partners, guests, invitees, and agents harmless from any and all claims of liability arising out of Exhibitor's exhibit, demonstrations and the like.

8.4 NOWRA shall not be liable for any failure to deliver space to an exhibitor or for the loss of allotted space of an exhibitor, who has contracted for exhibit space under the terms of this agreement, if non-delivery is due to any one of the following causes: destruction of or damage to the building or exhibit area by fire or act of God; acts of a public enemy; strikes; the authority of the law; or any cause beyond its control. The Association will, however, in the event it is not able to hold an exhibit for any of the above-named causes, reimburse exhibitors pro-rata on any rental fee paid, less any and all legitimate expenses incurred by NOWRA or Show Management for advertising, administration and similar and related costs.

### **9. ENFORCEMENT OF POLICY AND PROCEDURES**

Enforcement of this agreement will occur through Mega-Conference Show Management, in consultation with the NOWRA Board of Directors and conference partners.

**\*As NOWRA is serving as the managing partner for the Exposition, the Mega-Conference Partners in the 2018 Onsite Wastewater Mega-Conference agree that NOWRA's policies will govern the exposition**