

EXHIBITING INFORMATION



2022 Onsite Wastewater Mega-Conference

October 30-November 2, 2022

(Expo open October 31-November 1)

University Plaza Hotel & Convention Center
Springfield, Missouri

WHY YOU SHOULD PARTICIPATE IN THE 2022 ONSITE WASTEWATER MEGA-CONFERENCE

Expected Attendance of 400-500

This will be one of the largest gatherings of onsite wastewater industry professionals in 2022. Through a partnership that includes three national organizations (NOWRA, NAWT & SORA) and a large, strong state association (MSO-Missouri Smallflows Organization), participants can expect a broad mix of educational sessions, regional content, field trips, and training sessions that will encourage attendance from contractors, engineers, service providers, and regulators.

Interact with Regulators

Many state onsite regulators are expected to be in attendance to participate in SORA functions, such as the SORA annual business meeting, educational tracks, field trips, and networking sessions.

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 specifically designed our schedule to be exhibitor friendly. The Expo will open mid-morning on Monday, October 31 and conclude at 1:30 pm the following day. Fly in on Sunday or Monday; fly out on Tuesday night with a fistful of leads! Or stay throughout the whole show to attend sessions and network.

Reach a Local Audience

The Mega-Conference will serve as an annual conference for MSO who usually holds their annual event in January. Plus, there is a special expo rate for Missouri-based companies that only sell their products locally. (Companies that 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 nearby states that 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. Use our optional Lead Retrieval system to track contacts. Exhibitors confirmed by August 26 will also receive discount advertising opportunities for the NOWRA Onsite Journal Pre-Conference issue.

Want to Display a Truck or Equipment?

This year, we will not have heavy equipment on the exhibit floor, but if you are interested in bringing some equipment, please contact us and we can try to coordinate with the hotel for the use of the parking lot.

Hotel Reservations

- The conference hotel is the **University Plaza Hotel & Convention Center**, 333 S John Q. Hammons Parkway, Springfield, MO 65806
- The hotel room rate is \$119/night for a single room. Executive Suites are available at \$154/night. To make a reservation, call (417) 864-7333 and tell them you are registering for the 2022 Onsite Wastewater Mega-Conference with the **Group Code "NOWRA22."**
- You may also reserve your hotel room online by following this link:
<https://reservations.travelclick.com/17728?groupID=3186355>
- The hotel will offer the special rate prior to and following the conference dates. **Hotel reservations must be received by September 28, 2022, in order to get the negotiated rate.** Room availability and room rates are not guaranteed after that date.

Complete Your Vendor Registration Form Today!

NOWRA, PO Box 982, Westford, MA 01886; **Phone:** 978-496-1800; **Fax:** 703-997-5609; **Email** info@nowra.org.
NOWRA's Federal Tax ID is 59-3099430

2022 MEGA-CONFERENCE EXPO DETAILS

[Conference Website](#)
[Current Conference Agenda](#)

Expo Schedule

<u>Show Hours</u>		<u>Move In*</u>	
Monday, October 31		Sunday, October 30	
10:00 am – 6:00 pm	Expo Open	8:00 am – 1:00 pm	Show Decorator Set Up
12:00 pm – 1:30 pm	Buffet Lunch in Expo	1:00 pm – 5:00 pm	Exhibitor Move In
4:30 pm – 6:00 pm	Reception (tent.)	Monday, October 31	
Tuesday, November 1		7:00 am – 10:00 am	Exhibitor Move In*
7:00 am – 1:30 pm	Expo Open	<u>Move Out</u>	
7:00 am – 8:00 am	Breakfast in Expo	Tuesday, November 1	
11:30 am – 1:30 pm	Lunch in Expo	1:30 pm – 6:00 pm	Exhibitor Move Out

***All booths must be set up and ready by 10:00 am on Monday, October 31.**

Expo Space Fees & Details

Booths	National Companies	Local Exhibitors
10' x 10' booth space	\$1,700	\$600
10' x 20' booth space	\$2,300	\$1,200
10' x 30' booth space	\$2,900	\$1,800
10' x 40' or 20' x 20' island	\$3,400	\$2,400

Please note, the expo floor this year cannot accept vehicles, backhoes, other large equipment, or concrete tanks.

What's Included in your Expo Fee:

- *First 10' x 10' exhibit booth:*
 - 3' side rails and 8' high back drape w/identification sign, 6' wide skirted table, two chairs, & trash can.
 - Two comp registrations to all conference events. Additional staff can register for \$195 ea. *An email will be sent following exhibit application for all additional staff to register their information online.*
 - Company listing in the Conference Program.
 - Company listing and logo on our conference App.
 - An advance list of conference registrants.
 - Exhibitors confirmed by August 26 also receive discount advertising opportunities for the NOWRA Onsite Journal Pre-Conference issue.
 - One Conference Lead Retrieval license through our conference tracker software package for NOWRA Corporate Members. (Optional additional cost for non-Corporate Members.)
- *Each additional 100 sq. ft.:*
 - A comp registration per additional 100 sq. ft.
 - One additional 6' table and trash can.

Corporate Member Discounts

NOWRA Corporate Member partners receive substantial discounts on booth space, advertising, and sponsorships.

Refer to your outline of Corporate Member benefits or call NOWRA for a summary of discounts and benefits.

Local Exhibitors – Missouri Only

A limited number of discounted booths are available to companies that **only do business in Missouri**, and would typically exhibit at the MSO annual conference, but not a national conference. Examples would include precasters, insurance agencies, equipment rental companies, and certain distributors. Companies that sell regionally or nationally are not eligible for this rate. Distributors that 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.

Registration of Company Reps:

All company representatives participating in the conference must be registered. Company representatives who do not qualify for a comp registration may register for \$195 each. Sharing of badges is strictly prohibited. Registration includes access to everything except optional events (i.e., social event, field trips). ***An email will be sent after the exhibitor application for additional staff to register their information online.***

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 by NOWRA. All booth payments must be made by October 1, 2022, for a company to be allowed to exhibit.

Expo Hall Traffic Builders

- **Food Functions.** When the expo is open, all food and beverages for meals and breaks will be served there. This includes the Expo Reception, two buffet lunches, morning coffee and any afternoon breaks.
- **Lead Retrievals.** We will be utilizing a conference tracking software for training hour credits, conference app., etc. An additional feature of the software is lead retrieval for exhibitors. This is included with booth registration for NOWRA Diamond, Gold, and Silver Members and available at an additional cost for non-Corporate Members.
- **Expo Bingo or Other Game.** Conference delegates will need to visit exhibitors to be eligible for cash prizes.

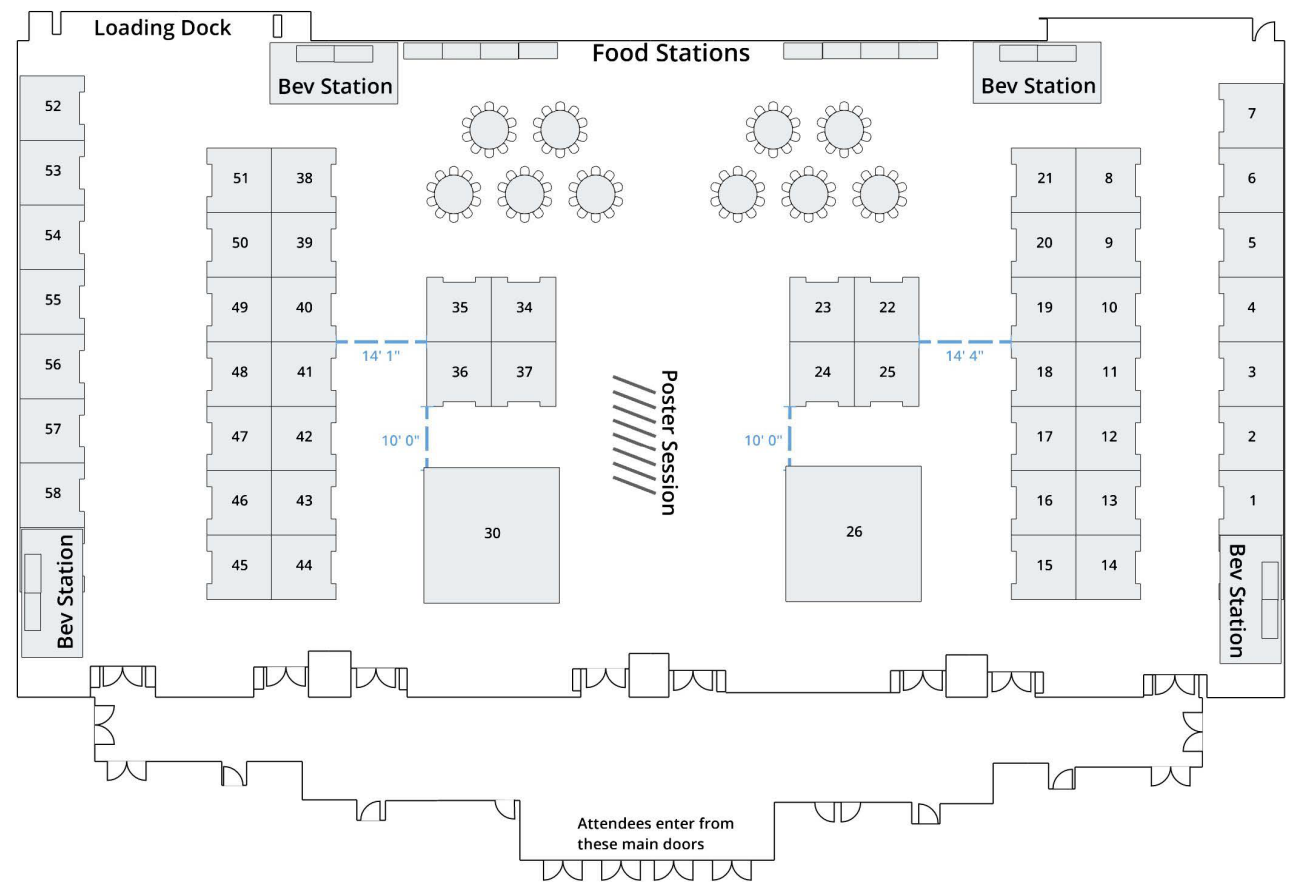
Expo Booth Space Assignments

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 Corporate Members who submit their booth space applications **by August 19, 2022**, will be assigned space first, followed by companies that are not Corporate Members who submit their application by August 19, 2022.
- Spaces larger than 10' x 10' will be assigned first.
- All applications received after **August 19, 2022**, will be assigned on a first-come, first-served basis.
- Booth quads #26 and #30 will be broken up into 4 10' x 10' booths if still available after August 19.

2022 Onsite Wastewater Mega-Conference Expo Floorplan

October 30 – November 2, 2022



2022 Onsite Wastewater Mega-Conference Exposition Terms & Conditions*

1. POLICY

The National Onsite Wastewater Recycling Association (NOWRA) is the Lead Partner for the 2022 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 prospective exhibitor will provide the requested information on the Vendor Application & Contract, that must be signed by a person who has authority to act on behalf of the prospective 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 Mega-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 Mega-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 that participate in NOWRA's Corporate Membership Program. 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 Embassy Suites Hotel & Conference Center.

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 that 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 that 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 Corporate 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/tradeshow 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 that 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.

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 2022 Onsite Wastewater Mega-Conference agree that NOWRA's policies will govern the exposition.**