

# WASTEWATER COLLECTION SYSTEMS

## Monday, September 12, 2016

### Holiday Inn, Boxborough, MA



## EXHIBITOR PROSPECTUS

The New England Water Environment Association (NEWEA) will be hosting an one-day Wastewater Collection Systems Specialty Conference & Exhibit on September 12 to explore a variety of topics related to wastewater collection systems infrastructure. The conference will highlight topics such as infiltration and inflow, sewer rehabilitation, pumping stations, maintenance, hydraulic modeling, and more.

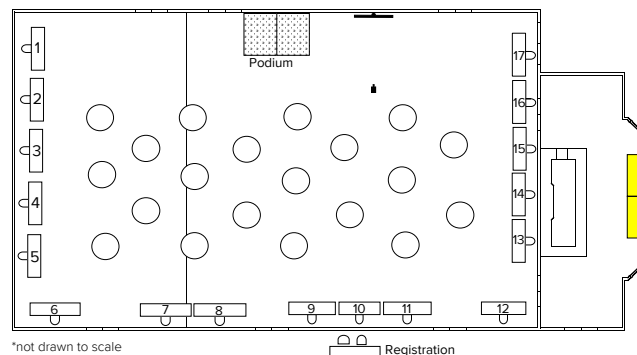
We expect this conference will attract over 150 attendees, including engineers, consultants, operators, managers and members of the regulatory community.

### Exhibit Information

The specialty conference will be held on Monday, September 12, 2016 at the Holiday Inn, Boxborough, MA (refer to schedule below). Tabletop displays will be located in the Grand Ballroom (see floor plan). The cost is \$425 per tabletop. Each tabletop will include a 6' table and one (1) conference registration which includes access to technical sessions, lunch and breaks. A limited number of electricity outlets will be available. Exhibitors will be responsible for any extension cords or power strips needed. Additional exhibitors may register at the member rate. Badges will be required for admittance.

### Schedule - Monday, September 12th, 2016

7:00 - 7:40 AM	Exhibitor Set Up
7:40 AM	Registration/Exhibit Area Opens
10:00 AM	Coffee Break/Exhibit Area
11:30 - 1:00 PM	Lunch
2:00 PM	Break/Exhibit Area
3:30 PM	Adjourn/Exhibitor Break Down



### TableTop Assignments

Tabletop displays may be chosen on the day of the event on a first-come, first-served basis. The Association reserves the right to make such modifications and changes as may be necessary to adjust the floor plan at any time to meet the needs of the exhibitors and attendees. Cancellations must be received by 8/26 in writing.

### Hotel Information

If you need overnight accommodations, NEWEA has a block of rooms available on 9/11 at the Holiday Inn, 242 Adams Place, Boxborough, MA. The rate is \$100++ for singles and doubles. Call the Holiday Inn Boxborough at (978) 263-8701 by 8/21 to reserve your room. Refer to NEWEA to receive the group rate. Group Rates are subject to date and space availability.

**The deadline to exhibit is 8/26. Register to exhibit online at [newea.org](http://newea.org) or complete the enclosed form and remit with payment. Sponsorship opportunities are also available.**

For more information, please visit [newea.org](http://newea.org) or contact the NEWEA office at 781-939-0908.



## Exhibit Terms

### Location of Exhibits

The Wastewater Collection Systems Specialty Conference will be held at the Holiday Inn at 242 Adams Place, Boxborough, MA. Tabletop displays will be located in the Grand Ballroom (see attached floor plan). NEWEA reserves the right to make such modifications and changes in tabletop display assignments as may be necessary to adjust the floor plan at any time to meet the needs of the exhibitors and registrants. Tabletop displays may be chosen on a "first-come, first-served" basis on the day of the event.

### Tabletop Display Equipment and Service Information

Each tabletop display area rented will include: a 6-foot by 2-1/2 foot table and one (1) event registration, which includes all breaks and lunch. Badges will be required for admittance. Limited electricity outlets will be available (110 volt). Exhibitors will be responsible for any extension cords or power strips needed.

### Exhibit Set Up & Breakdown

Exhibitors may install on Monday, September 12th between 7:00 - 7:40 AM (registration will begin at 7:40 AM). Dismantling may not begin before 3:30 PM on Monday, September 12th. All exhibits must be removed from the Exhibit area by 4:00 PM on Monday, September 12th. Material not removed by this time will be removed and put in storage at the Exhibitor's expense. There is no space available for storage of empty cartons, crates, etc.

### Exhibit Hours

The event will be held on September 12, 2016 at the Holiday Inn in Boxborough, MA in accordance to the program hours listed on the agenda.

### 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 Holiday Inn Boxborough. The Exhibitor shall indemnify and hold harmless the Holiday Inn Boxborough and NEWEA and their agents, servants and employees from any and all such losses, damages and claims. There is not another agreement or warranty between the Exhibitor and NEWEA except as set forth in this document. The rights of NEWEA under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of NEWEA.

### Security and Insurance

NEWEA will have personnel at the conference registration area during hours when the exhibit area is open (September 12, 2016; 7:00 AM - 3:30 PM). The Exhibitor is solely and fully responsible for its own exhibit material and should insure its exhibit against loss or damage from any causes whatsoever. 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 facility.

### Care of Building and Equipment

Exhibitors, or Agents, must not injure or deface the walls or floors of the building, the tables, 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 exhibits must be flameproof. Combustible material or explosives are not permitted in the exhibit hall. All electrical wiring included in the display must conform to electrical code safety rules and all applicable fire laws, electrical codes and other laws, which are in effect at the exhibit hall. The Exhibitor shall also comply with all reasonable requests of officials of the Holiday Inn Boxborough 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 specialty seminar and/or the exhibits, due to any cause beyond the direct control of NEWEA 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 direct costs not incurred by NEWEA.

### Cancellation of Registration

In the event that an Exhibitor desires to cancel a reservation, a refund will only be granted if NEWEA is able to fill the reserved tabletop with a replacement Exhibitor. Cancellations must be received in writing by 8/26.

### Exhibit Confirmation

An email confirming the exhibit tabletop registration will be sent prior to the event.



# Exhibit Space Registration Form & Contract

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name of Representative Attending

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Email

### Tabletop Display Preference

Tabletop displays may be chosen by the vendor on the morning of the event on a first-come, first-served basis. The association reserves the right to adjust the floorplan to meet the needs of the Association, Exhibitors, and Attendees.

### Cost/Payment Information - Registration Deadline - 8/26

Tabletop Display \_\_\_\_\_ @ \$425.00 = \$ \_\_\_\_\_

Electricity \_\_\_\_\_ @ \$20.00 = \$ \_\_\_\_\_

Individual Sponsorship\* \_\_\_\_\_ @ \$200.00 = \$ \_\_\_\_\_

Additional Representatives (provide names below) \_\_\_\_\_ @ \$140.00pp = \$ \_\_\_\_\_

\_\_\_\_\_ Total \$ \_\_\_\_\_

Note: Badges are required for admittance.

**\*For those not already participating in the sponsorship program, who wish to sponsor this event. All sponsors will be listed on the final program and on a sponsor board that will be displayed at the event.**

### Method of Payment

1)  Check Enclosed Check # \_\_\_\_\_

2)  Master Card/Visa/AMEX/Discover Amount to be charged: \$ \_\_\_\_\_

\_\_\_\_\_  
Credit Card # Exp. Date Security Code Authorized Signature

### Signed:

The exhibitor agrees to abide by all terms, conditions and regulations set forth in the "Exhibit Terms" (page 2). In the event that an exhibitor desires to cancel a reservation, a refund will only be granted if NEWEA is able to fill the reserved tabletop with a replacement Exhibitor. Cancellations must be submitted in writing by 8/26.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Return registration form and payment to:  
New England Water Environment Association  
10 Tower Office Park, Suite 601, Woburn, MA 01801  
Phone: 781-939-0908 / Fax: 781-939-0907 / Register online: [www.newea.org](http://www.newea.org)