



AWWA/MWEA JOINT EXPO 2009



Lansing Center, Lansing
February 3 & 4, 2009

The Eighteenth Annual Michigan Section, AWWA and
Michigan Water Environment Association Joint Exposition

offered in conjunction with

The Michigan Department of Environmental Quality, Environmental Science and Services Division

Show hours Tuesday, February 3 10:00 a.m. - 4:00 p.m.

Show hours Wednesday, February 4 9:00 a.m. - 2:30 p.m.

Co-sponsored by the MI-AWWA and the Michigan Water Environment Association, JOINT EXPO is an exposition for equipment suppliers, manufacturers and consulting engineers who want an effective method to exhibit their products and services to water and wastewater professionals. Any company or organization which manufactures and/or provides products or services to the water and wastewater industries is eligible to exhibit.

JOINT EXPO FEATURES

- No pre-registration fee for attendance so water and wastewater utilities will be encouraged to send several representatives.
- Exhibit area buffet lunch/concessions and complimentary soft beverages are available.
- MI-AWWA Meter Madness Contest will be held during the show.
- A combination scavenger hunt/raffle will be held on Tuesday as a fundraiser for the Dan Wolz Education Grant. Attendees will search expo vendor booths for Wolz mementoes and collect stamps from participating vendors.
- Four, 2009 Annual Conference registrations and 10 association memberships will be given away to attendees by the MI-AWWA and the MWEA. (Exhibitors are not eligible for drawings.)
- A \$500 gift card will be given away at the end of each day. (Must be present to win, exhibitors not eligible for drawing.)

!!!!NEW THIS YEAR!!!! Exhibitors will have an opportunity to conduct 10-15 minute presentations at your booth. Presentations will be scheduled events with a complete listing provided to all attendees. Check the designated box on the "application for exhibit space" form if you are interested in participating. Additional information will be available in December.

SPACE FOR LARGE EQUIPMENT

JOINT EXPO has space for over 300 booths and can accommodate exhibitors with large equipment in multiple booths. Each booth is 10' deep x 10' wide. Multiples of this base size may be reserved. See registration form for booth pricing information. **In 2008, there were over 1,500 attendees and all 288 exhibitor booths were sold out.**

TRAINING PROGRAMS Operators' Day is a 3-hour technical session, featuring topics unique to the interests of water and wastewater works operators. It will be conducted each morning. **Also new this year**, is a 2-hour training program on Tuesday for utility and DPW managers, consulting engineers & the like. These training programs end before noon and participants will be given a ticket for the exhibit area lunch buffet, so there will be ample time for training program attendees to view the exhibits.

PRICE OF SPACE \$475 for the first booth, \$900 for two booths, \$1,300 for three or more booths plus \$350 each additional booth more than three for registrations postmarked on or before December 31, 2008.

MI-AWWA/MWEA JOINT EXPO 2009

Rules and Regulations

Exhibitor set up:	February 2 from 4:00 p.m. - 8:00 p.m. and February 3 from 6:00 a.m. - 9:30 a.m.
Show hours	Tuesday, February 3 10:00 a.m. - 4:00 p.m.
Show hours	Wednesday, February 4 9:00 a.m. - 2:30 p.m.
Breakdown	Wednesday, February 4 to begin after exhibits close at 2:30 p.m.

EXHIBIT RULES/REGULATIONS The following rules and regulations will govern JOINT EXPO and are made a part of all contracts for space between the MI-AWWA and Michigan Water Environment Association and the person, partnership or corporation engaging space. The JOINT EXPO planning committee reserves the right to bar from the EXPO any exhibit or part of exhibit, person or thing, that is not, in the opinion of the planning committee, in keeping with the character and purpose of JOINT EXPO. Since the purpose is to show products and services to water and wastewater professionals, it is required that at least one or more products or services, or a facsimile thereof, be exhibited.

CHANGING BOOTHS OR SUBLETTING OF SPACE No exhibitor shall either change booths nor assign or sublet any part of the space allotted to them, except upon permission of the show coordinator, nor shall they exhibit, or permit to be exhibited in their space any merchandise or advertising matter not a part of the line in their regular course of business.

SOLICITATION OF BUSINESS shall be confined exclusively to firms exhibiting at JOINT EXPO. No signs or advertising materials are permitted outside of the confines of an exhibitor's booth area. The operation of private public address systems is prohibited.

FIRE HAZARDS All exhibits must conform to the ordinances and regulations of the city of Lansing and the laws of the State of Michigan.

HEIGHT OF DISPLAY Exhibitors may install, or have installed at their own expense, special signs, display counters, shelving and similar items, **not to impede visibility of any booths. The sides of any such display may not extend toward the aisle more than one half of the booth depth.** The back side of any display extending above the side dividers must be covered. Any sound tracks and/or audio presentations must be kept in a low volume so not to disturb adjoining exhibits.

STANDARD BOOTH EQUIPMENT The planning committee will furnish two, three-foot high side dividers of flame retardant material, booth carpeting, a 2' by 8' skirted table, two chairs, an eight-foot-high backdrop and access to standard 120 volt AC outlets. Exhibitors applying for booth space must indicate on the application form their desire for the standard booth equipment. Special displays, decorating, other booth furnishings or utilities, may be obtained by advance request from the decorator and/or the Lansing Center.

SPACE SIZE 10' deep x 10' wide booths. Multiples of this booth size are available.

ELECTRICAL SERVICE The building will be adequately illuminated for general use. Any outlets or utility requirements other than that provided in the standard package, must be requested directly from the Lansing Center by using a form that will be provided on the decorators' website, or by calling 517-483-7400. There is no charge for electrical service in the standard booth package, but there is a charge for additional utility services.

INSTALLATION OF EXHIBITS is available Monday from 4:00 p.m. to 8:00 p.m. and Tuesday beginning at 6:00 a.m. and must be completed by 9:30 a.m., Tuesday for preview inspection by members of the planning committee. No motorized vehicles are permitted in the aisles after thirty minutes prior to the scheduled opening of the show to the public. The exhibit hall has a direct loading entrance. Order forms and shipping information will be provided in an exhibitor information kit. **Exhibits must be maintained and no removals will be permitted until after the close of the exhibits at 2:30 p.m., Wednesday, February 4, 2009.** For the safety and comfort of all exhibitors, security is notified to open the overhead door at close of show only!! Carts and boxes in aisle ways and blocking exits while the show is still open to attendees presents a safety hazard and is prohibited by the fire marshal. The overhead door is also kept closed to maintain facility temperatures and to keep out winter weather. Thank you for your consideration. Exhibitors must have their exhibit removed from the building by 6:00 p.m. or their remaining effects may be placed in storage at the exhibitor's expense.

INSURANCE AND LIABILITY All items that can be carried away should be put in safekeeping when the booth is not attended. While the JOINT EXPO planning committee provides security service, the committee will not be responsible for any loss of any exhibit or part thereof, by theft, fire, water, accident, or any other cause, nor for the loss or damage to any goods consigned to their care, nor will they be responsible for any injury that may occur to an exhibitor or to his employees. Exhibits and exhibit equipment are brought into the building, maintained and removed at the exhibitor's risk. Exhibitors should ascertain that their public liability and employee compensation insurance policies embrace coverage of their employees attending the exhibit. If policies do not have coverage, exhibitors should instruct the broker of their company to attach endorsement of the coverage.

EXHIBITOR INFORMATION Booth furnishings not included in the standard booth package may be obtained from Art Craft Display. **Exhibitor kits containing forms and applications for electrical needs, shipping, storage and decorations will be available by January 16, 2009.** Exhibitors only will be admitted to exhibit hall prior to show time on Tuesday and Wednesday upon display of their Exhibitor's badge.

DESTRUCTION OR INTERRUPTION OF PREMISES, ETC. If the premises are destroyed by fire or the elements, strikes or any other cause, or if circumstances shall make it impossible for the JOINT EXPO planning committee to permit any exhibitor to occupy the premises, then, under these circumstances, such exhibitor shall be obliged to pay for the space only for the period space was or could have been occupied by such exhibitor at a pro rata basis, and the Michigan Section, AWWA, the Michigan Water Environment Association and the JOINT EXPO planning committee are released from any and all claims from damages which may arise in consequence thereof. Your company, company representative, or agent shall be held jointly, collectively and individually responsible for any and all debts incurred for all exhibit costs, fees or charges.

HOTEL ACCOMMODATIONS are the responsibility of the exhibitor. A block of rooms has been reserved at the Lansing Radisson Hotel. The Radisson Hotel, connected to the Lansing Center by pedway, is offering a flat room rate of \$121.00 per night for reservations prior to January 3, 2009 (**Promotional Code: AWWA09**) . Phone 517-482-0188. A block of rooms for the Lansing Sheraton has NOT been reserved, however for hotel information phone 517-323-7100.

ALLOTMENT OF SPACE will be made to conform with contract requests as nearly as possible, however, all spaces are allocated on the first-come, first-serve basis and are subject to prior sale. In order to best serve the interests of the Associations, the planning committee reserves the right to reject any and all applications for space, without liability. Full payment must accompany this contract. Exhibit cancellations received by January 2, 2009 are eligible for a refund, less the \$250.00 non-refundable fee. **No refunds will be issued for cancellations submitted after January 2, 2009.**

FOR ADDITIONAL INFORMATION CONTACT EITHER:

Eric Way at 517-373-4752 or waye@michigan.gov
Matt Tomlinson at 517-241-8913 or tomlinsonm@michigan.gov

Or by FAX at 517-241-0325.

Updated Joint Expo Information Can Be Viewed At:
<http://www.mi-water.org>

**Application for Exhibit Space
MI-AWWA / MWEA
JOINT EXPO 2009**

Joint Expo Fee Schedule:	<u>Number of Booths</u>	<u>Price (\$)</u>	<u>After December 31</u>
February 3 & 4, 2009	1	475.00	575.00
Lansing Center, Lansing, Michigan	2	900.00	1,100.00
	3 or more	1,300.00 plus \$350 ea. additional more than three	1,600.00 plus \$450 ea. additional more than three

Please reserve _____ booth(s) to exhibit our products and/or services in Joint Expo at the Lansing Center. Assignment of booths will be done on a first-come, first-serve basis. **Exhibitors requesting multiple booths are asked to notify us of the desired arrangement of the booths, i.e., linear, L-shaped, square or rectangle, etc.** The following will be provided to each exhibitor, at no additional cost, if ordered with this application. Check "yes" if your firm would like these items provided.

- | | | |
|---|---------|--------|
| 1 - 2'x8' covered & skirted display table per booth | ___ yes | ___ no |
| 2 - Chairs per booth | ___ yes | ___ no |
| 3 - Standard 120 volt AC outlets | ___ yes | ___ no |

Booth(s) reserved _____ according to fee schedule	=	_____
Tuesday lunch tickets _____ @ \$20 each	=	_____
Wednesday lunch tickets _____ @ \$20 each	=	_____

(Please Print Legibly) **Total Enclosed** = _____

Company: _____ Contact Person: _____

Mailing Address: _____ City _____ State _____ Zip code _____

Voice Telephone: _____ FAX: _____ E-Mail: _____

Contact person will receive a name badge. For additional name badges, provide a separate list of booth attendees and the company each is associated with, no later than January 16, 2009.

Description of products/services to be exhibited. Please fully complete this section so that we may ensure a complementary mix of booth assignments: _____

Deadlines: Early Application - December 31, 2008; Exhibit Cancellations - January 2, 2009 (\$250.00 non-refundable fee). **Full payment must accompany all contracts. No refunds after January 2, 2009.**

Make checks payable to "Michigan Section AWWA" and mail to:

Michigan Section AWWA, P.O. Box 16337, Lansing, MI 48901-6337

We hereby agree to and understand that all exhibitors are subject to the requirements, restrictions and conditions stated in the brochure and on the reverse side of this contract.

Signature _____ Date _____

____ Yes, I am interested and would like additional information regarding the "in-booth" presentation program sign-up.