



AWWA/MWEA JOINT EXPO 2010



Lansing Center, Lansing, MI
February 2 & 3, 2010

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

offered in conjunction with

The Michigan Department of Environmental Quality, Water Bureau

Show hours Tuesday, February 2 10:00 a.m. - 4:00 p.m.
Show hours Wednesday, February 3 9:00 a.m. - 2:30 p.m.

JOINT EXPO SPONSORS

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.

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 2009, there were 1,600 attendees and all booths were sold out.**

PRICE OF SPACE Booth pricing is \$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 or faxed on or before December 31, 2009.

EXHIBITOR LUNCHESES A hot buffet and a **new box lunch** option are available to exhibitors for advanced purchase. See application form.

There have been no increases in the price for booths in 2010.

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.
- Four, 2010 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.)
- Gifts card, in denominations from \$100 to \$300 will be given away to attendees during each afternoon of JOINT EXPO and attendees must be present to win. (Exhibitors are not eligible for gift card drawings.)

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 during JOINT EXPO. **Also offered again this year**, will be a 2-hour training program on Tuesday morning for utility and DPW managers, consulting engineers & other "decision makers". 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.

MI-AWWA/MWEA JOINT EXPO 2010

Rules and Regulations

Exhibitor set up: February 1 from 4:00 p.m. - 8:00 p.m. and February 2 from 6:00 a.m. - 9:30 a.m.
Show hours Tuesday, February 2 10:00 a.m. - 4:00 p.m.
Show hours Wednesday, February 3 9:00 a.m. - 2:30 p.m.
Breakdown Wednesday, February 3 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 MWEA 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.

SOLICITATION OF BUSINESS shall be confined exclusively to firms exhibiting at JOINT EXPO.

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.

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

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. Special displays, decorating, other booth furnishings or utilities, may be obtained by advance request from the Art Craft Display and/or the Lansing Center.

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 Art Craft Display 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.

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.

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 3, 2010.** 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 Marshall. 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.

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 15, 2010.** Only Exhibitors and show personnel will be admitted to exhibit hall prior to show times on Tuesday and Wednesday, upon display of their Exhibitor's badge.

DESTRUCTION OR INTERRUPTION OF PREMISES. 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 on or before January 2, 2010. Phone 517-482-0188 and refer to **Promotional Code AWWA10.** A link to other Lansing area hotels will also be provided at www.mi-water.org before the end of November.

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.

CANCELLATIONS Exhibit cancellations received by January 5, 2010 are eligible for a refund, less the \$250.00 non-refundable fee. **No refunds will be issued for cancellations submitted after January 5, 2010.**

FOR ADDITIONAL INFORMATION CONTACT EITHER:

Eric Way at 517-373-4752 or waye@michigan.gov

Or

Matt Tomlinson at 517-241-8913 or

tomlinsonm@michigan.gov

Or you may reach either 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 2010**

There have been no increases in the price for booths in 2010.

JOINT EXPO Fee Schedule:	<u>Number of Booths</u>	<u>Price (\$)</u>	<u>After December 31</u>
February 2 & 3, 2010	1	475.00	575.00
Lansing Center in Lansing, MI	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 at the Lansing Center. I understand assignment of booths will be done on a first-come/first-serve basis, after full payment has been received. **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 items will be provided for each booth, at no additional cost; booth carpeting, a 2' by 8' skirted table, two chairs, a wastebasket and access to standard 120 volt AC outlets. (Exhibitors should bring a power strip and/or short extension cord for in-booth adjustments.)

Booth(s) reserved _____; according to fee schedule	=	_____
Tuesday HOT BUFFET lunch tickets _____ @ \$20 each	=	_____
New Tuesday BOX lunch tickets _____ @ \$15 each	=	_____
Wednesday HOT BUFFET lunch tickets _____ @ \$20 each	=	_____
New Wednesday BOX lunch tickets _____ @ \$15 each	=	_____

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

Company: _____ Contact Person: _____

Mailing Address: _____ City _____ State _____ Zip code _____

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

Unless you indicate otherwise, 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 15, 2010.

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, 2009; Exhibit Cancellations - January 5, 2010 (\$250.00 non-refundable fee). **No refunds after January 5, 2010.**

**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 _____