

**APPLICATION FOR EXHIBIT SPACE  
2017 ANNUAL CONFERENCE EXHIBITION**

Crowne Plaza Hotel 217-529-7777

Web Address: [www.ipwsoa.com](http://www.ipwsoa.com)

**Exhibits -- September 20 – 21, 2017 Conference September 20 - 22, 2017**

*Please print clearly or type:*

Company Name for Booth Sign: \_\_\_\_\_

Booth Preferred Choices are: (*Preferred choices are not guaranteed*)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Products or Services** that will be featured in your Exhibit. Please complete--Information is needed for booth assignment.

*(If there is a company that you do not want to be near, please list it here. This information is used in booth assignment only; it is vital to keep competitors separated.)*

**Please submit by April 28, 2017, to be included in the initial floor plan design.** We hereby apply for exhibit space(s) as indicated above for use at the 2017 Illinois Potable Water Supply Operators Conference.

**WE HEREBY AGREE TO:**

1. Attach a check made payable to Illinois Potable Water Supply Operators Association (Federal ID# 30-0172033) for booth(s) fee(s). Applications must be accompanied by payment of **\$675.00 fee per booth**. This includes **one (1)** Full Registration, standard electric connection and WIFI connection in exhibit hall. **Additional Badges = \$40.00. To pay by credit card, complete the payment section on the back.**
2. Abide by all the Rules and Regulations as stipulated in the offering brochure of the Illinois Potable Water Supply Operators Association. (IPWSOA).
3. **Keep all booths on display and manned until end of final break at 3:00 p.m. Thursday.**

Firm Name: \_\_\_\_\_

Street Name & Number: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ FAX: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_

e-mail: \_\_\_\_\_ Date: \_\_\_\_\_

4. Exhibitors and representatives will wear registration badges. Please provide the name of the firm contact that will be present at the Show, and will serve as liaison for all other company representatives. **All other representatives must be registered by September 1, 2017, using the form on the back side of this sheet.** Any person who works at an Exhibit Booth, distributing literature or representing your company in **any** way, must pay the \$40.00 badge fee prior to working in the booth.

**ON-SITE EXHIBITOR CONTACT: (Indicate same if information is same as above)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ FAX: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_

e-mail: \_\_\_\_\_

**General electric service and WIFI service is provided in the exhibit hall.** Be sure to bring your extension cord.  
**Additional Badge Registration Names, \$40.00 per badge:**

Name \_\_\_\_\_ Title \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_

Enclosed is our check for the following:

Booth Registration: on or before 4/28/17: \_\_\_\_\_ @ \$675.00 each = \_\_\_\_\_  
Trailer Space Registration on or before 4/28/17: \_\_\_\_\_ @ \$125.00 each = \_\_\_\_\_  
Number of Additional Operator Celebration Tickets: \_\_\_\_\_ @ \$40.00 each = \_\_\_\_\_  
Cash Box Sponsor Wed & Thurs In Exhibit Hall:  
**(Special Ribbon Tag for Sponsors provided)** \$ 50 \$75 \$100 OTHER = \_\_\_\_\_  
Meet 'n Mingle (with Bag Toss Tournament) Sponsor (Wednesday night)  
**(Special Ribbon Tag for Sponsors provided)** \$100 \$150 OTHER = \_\_\_\_\_  
**Check Total** \$ \_\_\_\_\_

**Make checks payable to:** IPWSOA  
Post Office Box 401  
Edwardsville, IL 62025  
217/352-7688

**NOTE: ADDRESS HAS CHANGED.  
PLEASE UPDATE YOUR RECORDS.**

**TO PAY BY CREDIT CARD:**

Card Number: \_\_\_\_\_

Security Code: \_\_\_\_\_ (BACK OF CARD)

Expiration Date: \_\_\_\_ / \_\_\_\_ (MM/YY) Billing Zip Code: \_\_\_\_ - \_\_\_\_\_

**ATTENDANCE PRIZES:** To be given away at the end of the Conference.

**OPERATOR OF THE YEAR PRIZES:** To be given away during activities following the OPERATOR OF THE YEAR presentation and dinner. Join us for a special evening of **Let's Make a Deal**, music and fellowship. Prizes must be limited to no more than \$200.00. Please tape or affix your business card or other company identification to the prizes donated. Please bring your prize to the Conference Registration Desk.

**I WILL be participating in the Attendance or Operator of the Year Celebration prize giveaway.**

**(Check one) YES \_\_\_\_\_ NO \_\_\_\_\_**

**CANCELLATION OF EXHIBITION**

The Illinois Potable Water Supply Operators Association, (Association), its employees and its agents will not be liable to hold the Exhibition due to events such as fire, any act of God, public enemy or emergency, strike or any law or regulation of public authority which makes it impossible or impractical to hold the Exhibition. A cancellation of the Exhibition shall cause the return of payment(s) for the exhibit space, less a proportionate share of actual expenses incurred in connection with productions of the Exhibition. Above and beyond this, Illinois Potable Water Supply Operators Associations, its employees or agents, will have no further obligation.

**INTERPRETATION AND ENFORCEMENT:**

These rules and regulations become part of the contract between the Exhibitor and the Association. The interpretation and enforcement of the rules and regulations will rest with the Association. All matters in question not covered by these rules and regulations are subject to the decisions of the Association and will be binding on all parties affected by them, as by the original rules and regulations. Exhibitors, or their representatives who, in the opinion of the Association, fail to conduct themselves accordingly, may be immediately dismissed from the exhibition without refund or other appeal.

# EXHIBIT INFORMATION FOR IPWSOA 2017

## **COST/PAYMENT FOR EXHIBIT SPACE:**

The cost of exhibit space is **listed on the fee page of this application**. A check representing 100% of the cost of the booth must accompany all applications, and must be **received prior to April 28, 2017**, in order to be included in the initial floor plan assignment. Telephone applications cannot be accepted. Call Andy Kieser at 217/352-7688 for additional transmittal information. *Any person who works at an Exhibit Booth, distributing literature or representing your company in any way, must pay the \$40.00 badge fee prior to working in the booth.* **Additional badge requests can be submitted by September 1, accompanied by the appropriate fee(s). All other badges must be obtained by paying the required fee on site. Payment by cash or check ONLY, please.**

## **EXHIBITION REGISTRATION FEE**

Conference and Exhibit Registration is required for everyone in attendance. All exhibitors and helpers will be required to wear registration badges marked "EXHIBITOR". One full registration is included in the booth fee and includes the Wednesday Meet 'n Mingle, Thursday luncheon, and Thursday evening Operator of the Year Celebration. Additional badges cost \$40.00 and include all activities except the Operator of the Year Celebration. Extra Operator Celebration tickets are available for \$40.00.

## **10' x 10' BOOTH FURNISHING & UTILITY SERVICES PROVIDED:**

Standard 8' draped back wall and 36" high side dividers.

Standard booth sign showing Company Name

Draped 6' x 2 1/2 ft. table & two chairs

General Hall security

General cleaning of the hall

**Standard Electricity**

**WIFI in the Hall**

The Association will provide an identification sign. Company signs painted or affixed to free standing equipment must be kept within the 8' height limit. **EXHIBITS NOT CONFORMING TO THIS RULE WILL BE COVERED AT THE DIRECTION OF THE ASSOCIATION'S EXHIBIT MANAGER, WITH THE COST OF THIS COVERING TO BE BORNE BY THE EXHIBITOR.**

Displays must be positioned so as not to obstruct the view of other Exhibitors. Flashing lights or other distracting or annoying materials are prohibited. All audio presentations must be kept at a reasonable level. Complaints will result in ceasing the offending practice at the direction of the Exhibit Chairman.

## **BEST EXPO, INC.**

9084 Owl Road, Sherman, IL 62684. Telephone: 217/899-1321 FAX: 217/566-2012.

Best Expo shall be the Official Decorator, Drayage Contractor and Labor Contractor for this event and shall have the exclusive right to supply all equipment, furniture, carpeting and decorating materials, drayages, and non-technical man-power, on a rental basis to individual exhibitors. **Contact Best Expo's Mel Jacobs at 217/899-1321 for advance shipping arrangements.**

## **INSTALLATION DISMANTLING & REMOVAL OF EXHIBITS:**

Set-up for the September 20-21, show can be completed between 4:30 p.m. and 7:00 p.m. on Tuesday, September 19, or on Wednesday morning, from 7:00 a.m. until 9:30 a.m. Removal can begin at 3:30 p.m. on Thursday, September 21, 2017. **ALL BOOTHS MUST REMAIN ON DISPLAY UNTIL CLOSING AT 3:30 P.M. THURSDAY, SEPTEMBER 21, 2017, as attendees will break to the Exhibit Hall between 2:30 and 3:00 pm. Exhibitors must remain open for that break.**

## **SHOW HOURS:**

Wednesday, September 20, 2017: 10:00 a.m. until 6:00 p.m. Meet 'n Mingle begins at 5:00 p.m.

Thursday, September 21, 2017: 8:00 a.m. until 3:30 p.m. Lunch in the Exhibit Area. Badge required.

## **HOTEL ROOMS/HOSPITALITY ROOMS:**

**The Crowne is holding 3 rooms on the third floor of the hotel for potential hospitality rooms. These rooms will be available for Wednesday, from 6 pm until midnight, for \$350.00 plus service charge. You may provide your own food and beverage to these rooms.** All food and beverage must remain in the rooms. Either can also be ordered from the hotel, if you desire. A bar tender can also be provided, should you wish. Vendors are encouraged to sponsor or co-sponsor a hospitality room. Hospitality Rooms must be arranged directly with the Crowne Plaza Hotel. Contact **Melissa Horn, Meeting Director, 217-585-2837**, to make arrangements. Hospitality Rooms cannot be open during the Conference hours of 8:00 a.m. until 6:00 p.m. Hospitality rooms cannot be open during the Operator of the Year Celebration. Hotel rooms cannot be used for exhibits, distribution of materials or contests.

## **WEDNESDAY MEET 'N MINGLE:**

A Meet 'n Mingle will be held in the Exhibit area Wednesday beginning at 5:00 p.m. Complimentary snacks, soft drinks, beer and wine will be served and a cash bar provided. A Bag Toss Tournament will take place during the Meet 'n Mingle. Please contribute a sponsorship amount for this event. Sponsorship will be prominently displayed in the Hall and on your badge.

## **SPACE ASSIGNMENT**

Exhibit space is assigned based upon: (1) date of receipt of application; (2) utility requirement & exhibit size; and (3) other applicable factors. **IPWSOA encourages you to bring demonstration or exhibit trailers.** Trailers are very popular with our participants.

All contracts received after assignment date will be placed on a space available basis, in date received priority. The Association will make every effort to assign each exhibitor one of the three choices made, but does reserve the right to make assignments or reassignments as necessary. The Association reserves the right to limit the amount of space assigned if necessary to fulfill contractual requests.

## **CANCELLATION AND REFUNDS:**

Space cancellation must be confirmed in writing. Cancellation with refunds will be made according to the following: (1) Prior to August 1, 75%. (2) On or after August 1 until August 15, 50%. (3) After August 15, no refund can be made.

## **SELLING IN THE EXHIBIT AREA:**

Exhibitors are prohibited from direct selling in the exhibit area and its environs. Any violation of this regulation will result in the termination of the existing contract for exhibit space.

## **GIVEAWAYS, CONTESTS AND DRAWINGS:**

Exhibitors must confine all activities to the space assigned unless prior arrangements are made with IPWSOA by August 30, 2017. Distribution of any materials is restricted to the contracted space. Use of aisle space is strictly prohibited.

1. Exhibitors who plan to distribute favors, buttons or advertising novelties from the contracted space must submit a complete description of all gifts sixty (60) days prior to the exhibition.
2. The Association retains the right of final approval concerning these items based on the submitted detailed description. Any deviation or failure to obtain approval may result in immediate cessation of the activity.
3. Drawings, lotteries or contests that have prizes of substantial value (i.e. boats, cars, jet skis, etc.) are expressly prohibited. **CASH BOX DRAWINGS FOR THOSE WHO WANT TO PARTICIPATE WILL BE HELD.**

## **NO ALCOHOL IS PERMITTED IN OR AROUND THE EXHIBIT HALL DURING THE SHOW EXCEPT FOR IPWSOA SPONSORED EVENTS.**

## **LIABILITY AND INSURANCE:**

Every reasonable precaution will be taken to protect the exhibitor's property. Neither the Association nor its agent will have responsibility or liability for the exhibitor's property, owned or rented, or the exhibitor's person, employees or agents, from personal injury, theft or any other causes. **Exhibitors are advised and encouraged to carry floater insurance to cover exhibit material, and public liability for injury to the person or property of any other.**

## **LODGING - (Be sure to request the IPWSOA Room block to receive the following rate)**

**Crowne Plaza -- Standard Rooms, Single, Double or Triple = \$119.00 + state and local taxes.**

**Executive Suites -- \$249.00 + state and local taxes.**

**Call Crowne Hotel Reservations, 1-217-529-7777 Ask for IPWSOA Rate.**

**Special Conference Hotel Room Rates available until August 31, 2017.**

**ILLINOIS POTABLE WATER SUPPLY OPERATORS  
ASSOCIATION ANNUAL FALL CONFERENCE**

**Exhibit Registration Form**

**Early Registration Deadline - First Booth Assignment: April 29, 2017  
Registrations Accepted until Hall is filled**

**Crowne Plaza Hotel  
3000 South Dirksen Parkway  
Springfield, IL 62703  
217-529-7777**

**September 20 – 21, 2017**

**Meetings September 20 - 22, 2017**

**Golf Outing September 19, 2017**

*Join us in September*



**Be sure to join us for these activities!**

**Tuesday Golf Outing -- The Rail Golf Course**

**Wednesday evening – Meet ‘n Mingle with Bag Toss Tournament 5:00 pm  
Host a Hospitality Room -- Cost \$350.00 -- bring your own food and beverage**

**Thursday – 12:00 pm noon Lunch in the Exhibit Hall with Conference Attendees**

**Thursday – Operator of the Year Celebration 6:30 pm**

**Honor the Nominees and Winners  
for the  
2017 Operator of the Year,  
Enjoy a wonderful dinner, Relax at the Let's Make A Deal,  
and Celebrate!**

**Friday – Conference Breakfast, 7:00 am - 8:45 am – All Are Welcome**

**Sign up to sponsor an activity. All participants from your booth will receive a ribbon showing your sponsorship to wear on their badges.**