2016 RMSAWWA/RMWEA Joint Annual Conference Exhibit Rules and Regulations

September 11-14, 2016

1. **Registration:** All exhibit booth applications will be managed via ***etouches****.* All manufacturers, and their representatives, attending the conference and exhibit must register. No booth sharing is allowed.
2. **Badges:** All manufacturers and their representatives attending the conference must wear the conference badge to be admitted to the exhibit area. Badges must represent booth company’s name.
3. **Booth Selection:** Upon registration and receipt of full payment, selected booth space will be granted. Booth selection is available via etouches.
4. **Exhibit Hall Hours:** Monday, 9/12/2016, 11:30 AM – 6:30 PM; Tuesday, 9/13/2016, 11:30 AM – 5:30 PM; Wednesday, 9/14/2016, 10:00 AM – 1:00 PM. See Exhibit Hall Schedule & Information page for details.
5. **Private Functions:** No individual functions may be held during any of the Official Conference Hours.
6. **Pricing and Payments for Exhibit Space:** Standard Booth fee is $1,000; Premium Booth fee is $1,300; and Beer Booth fee is $2,500. Payments may be made through ***etouches*** or if an alternative form of payment is needed, contact TEAMS, Inc., at 303-394-2022 to explore options.

Fee includes the following:

* 110 V electricity,
* 1 skirted table (6’ by 30”) with silver skirting,
* 8-foot high silver & blue back wall,
* 3-foot high blue side rail drape,
* 2 side chairs,
* 1 wastebasket,
* 7” x 44” identification sign with Company Name, City, state,
* 2 Exhibitor Registrations & Badges,
* Listing in Conference Brochure,
* Official Conference Attendee Opt-In List (Registered as of August 20, 2016),
* Sunday : Meet-and-Greet Reception at the Gallery and Lakeside Suite on the 3rd Floor at Keystone Lodge,
* Monday : Door Prize Drawings in Exhibit Hall,
* Monday: Light Lunch in Exhibit Hall,
* Monday: Toilet Bowl Trivia Contest in Exhibit Hall,
* Tuesday: Door Prize Drawings in Exhibit Hall,
* Tuesday: Water Taste Test in Exhibit Hall,
* Tuesday: Light Lunch in Exhibit Hall,
* Tuesday: Happy Hour in Exhibit Hall,
* Wednesday: Door Prize Drawings in Exhibit Hall,
* Wednesday: Light Lunch in Exhibit Hall.

Additional electricity or other services such as telephone line, water, must be arranged through Freeman Exhibit Services. Receiving and shipping packages, storage, etc., must be arranged directly through Freeman ExhibitServices. Freeman’s Exhibit Service Kit will be sent out closer to the Conference date and will include contact information.

\*Note – If you plan to attend any ticketed event, such as the awards dinner or business lunch, you must register, as these are ticketed events.

1. **Setup Instructions:** Exhibitors must register prior to any unloading or setup of booth materials. Setup of exhibits begins Sunday, 9/11/2016, from 10:00 AM to 6:00 PM and Monday, 9/12/2016, from 7:00 AM to 10:00 AM. Setup must be completed by 10:00 AM on Monday to prepare for Fire Marshal inspection. Booths not set up by 10:00 AM on Monday may be cancelled or resold. Boxes, crates, and any other large items must be stored off-site or arrangements must be made directly with Freeman.
2. **Dismantle Instructions:** Exhibitors may dismantle booths from 1:00 PM to 4:00 PM on Wednesday, 9/14/2016. Booths must be completely dismantled by 4:00 PM.
3. **Early Dismantling**: Exhibitors are prohibited from dismantling booths prior to the final day’s official Exhibit Hall closing hour of 1:00 PM, Wednesday, 9/14/2016. Early dismantling may result in loss of future exhibition privilege.
4. **Cancellation and Withdrawal:** A 50% service fee will be charged on all cancellation requests received prior to August 1, 2016. No refunds will be made after August 1, 2016.
5. **Registration Cutoff:** Booth registration will be accepted as long as space is available. The deadline for listing in the Conference Program Handbook will be July 9, 2016.
6. **Smoking Policy:** No smoking will be allowed in the Exhibit Hall.
7. **Alcohol Policy:** Exhibits may not serve alcoholic beverages at any time or for any reason.
8. **Use of Exhibit Space:** Exhibits are confined to manufacturer of products or services rendered by the exhibitor*. No exhibitor shall assign, sublet, or share the space allocated.* Exhibitors are required to have the assigned exhibit space neat and orderly at all times. Exhibits are not permitted in any other location without written permission from the RMSAWWA/RMWEA Joint Annual Conference Chair. No flammable decorating materials are permitted. Exhibitors must accept full responsibility for compliance with all local, state, and national fire safety regulations. No excessive noise will be allowed. No attaching of material to any floor, walls, columns, or drapes will be permitted. Only items and/or services normally associated with the water/wastewater utilities industry may be exhibited.
9. **Liability:** Neither the Rocky Mountain Section of the American Water Works Association (RMSAWWA) nor the Rocky Mountain Water Environment Association (RMWEA) assumes any responsibility for the protection and safety of exhibitors, their representatives, agents, or employees, or for the protection of exhibits or other property of exhibitors or their representatives. Each exhibitor agrees to indemnify the Rocky Mountain Section of the American Water Works Association and the Rocky Mountain Water Environment Association and hold same harmless from all claims that such exhibitor or its representatives, agents, employees, contractors, or insurers may bring against same in connection with any injury to person or property caused by the actions of negligence of such exhibitor or its representatives, agents, employees, or contractors, including, but not limited to, paying all court costs, attorney fees, and other expenses incurred by the Rocky Mountain Section of the American Water Works Association and the Rocky Mountain Water Environment Association in defending against, satisfying, or compromising any such claim.

*Show Management Reserves the Right to Make Location Changes if Needed.*

 \_\_\_\_I have read and agree to abide by these rules and regulations.