April 18, 2019

RE: NYWEA SPRING TECHNICAL CONFERENCE AND EXHIBITION
June 10-12, 2019
EXHIBITION – TUESDAY, JUNE 11 – ONE DAY
The Saratoga Hilton, 534 Broadway, Saratoga Springs, NY 12866

Dear Exhibitor:

The New York Water Environment Association (NYWEA) will host the 2019 Spring Technical Conference and Exhibition on June 10-12, 2019 at The Saratoga Hilton, and connected City Center, Saratoga Springs, NY. This meeting is expected to attract over 300 registrants including professional engineers, licensed operators, consulting engineers, public officials, educators, scientists, students and other professionals interested in the water environment industry.

The exhibit area will allow for the display of the latest products and services for the industry and your participation will enable registrants to become more aware of your products, services and equipment. It will also provide a forum to meet new professionals in the industry as well as maintain contact with past and present industry friends.

Attached you will find an Exhibit Space Registration Form and Exhibit Terms. Exhibit registrations will be confirmed in advance of the show. Please complete the appropriate items and return them with your payment of either a check made payable to NYWEA or with a credit card. Payment for the exhibition must be made in full in advance of the conference. Send completed forms to:

NYWEA
525 Plum Street, Suite 102
Syracuse, NY  13204
mgk@nywea.org

Please also note there is an opportunity to submit an abstract to be considered for a Mobile Session in the Exhibit Hall on Tuesday, June 11th. For more information, please go to website.

If you require additional information, please contact the NYWEA office at 315-422-7811. We look forward to seeing you at the 2019 NYWEA Spring Technical Conference & Exhibition.

Sincerely,

David Barnes
Conference Management Chair

cc: Patricia Cerro-Reehil, NYWEA Executive Director
    Robert Wither, NYWEA President
    Joyette Tyler, Conference Management Co-Chair

Make your hotel reservation at the Hilton at https://book.passkey.com/go/NYWaterEnvironAssn19
NYWEA SPRING MEETING & EXHIBITION
JUNE 10-12, 2019
The Saratoga Hilton, and City Center, 534 Broadway, Saratoga Springs, NY
A One Day Exhibit on Tuesday, June 11, 2019

EXHIBIT TERMS

LOCATION OF EXHIBITS:
The exhibition will be held in the City Center connected to the Saratoga Hilton, Saratoga Springs, NY. All measurements shown on the floor plan are as accurate as possible, but the New York Water Environment Association (NYWEA) reserves the right to make such modifications and changes in booth assignments as may be necessary to adjust the floor plan at any time to meet the needs of NYWEA, exhibitors and exhibits.

EXHIBITOR REPRESENTATIVE ADMISSIONS:
Registration permits one (1) person for each booth unit rented. Breakfast, lunch & dinner are provided Tuesday evening and are included with each booth registration. An exhibitor can bring an additional person to the booth for the price of $100; the additional registration includes breakfast & lunch only. See registration form.

BOOTH PURCHASE PRICE:
Exhibit booths may be purchased for $650 each. Please note, the booth diagram is not to scale and the layout is subject to change.

BOOTH EQUIPMENT AND SERVICE INFORMATION:
A (6) foot draped table, two chairs, and shared wastebasket are included. Electrical will be extra. The exhibitor shall make payment for electrical service and any additional special electrical equipment directly to the hotel.

SHIPPING AND RECEIVING:
When sending packages the following information must be on the package:
1. Name of Sender, Company of Sender, Address and Phone Number of Sender
2. Group Arrival Date, Group Contact, Group Name
3. Total Number of Boxes (1 of 2, and so forth)

The Street/Shipping address The Saratoga Springs City Center:
522 Broadway
Saratoga Springs, NY 12866

The City Center will not accept any packages prior to June 10th. If packages need to be shipped back to your organization, a Shipping Form must be completed. Special arrangements must be made in advance with your sales representative if you are shipping ten (10) packages or more and/or your single package is over our weight limit of 100 pounds. City Center staff will not be responsible for packages delivered to the hotel that do not meet the above requirements. City Center staff will not be responsible for loading and/or unloading of packages. Please consult with your sales representative with any questions to ensure prompt processing of your material.

INSTALLATION AND REMOVAL TIME:
This is a one-day Exhibition to be held Tuesday, June 11, 2019. Exhibitors may set-up on Monday, June 10, 2019 after 12:00 pm or on Tuesday, June 11, 2019 before 7:30 am. Exhibit displays must be in place by 8:00 am on Tuesday, June 11, 2019. Dismantling may not begin before 5:30 pm. All exhibits must be removed from the exhibit area by 10:00 pm. Materials not removed by this time will be removed and put into storage at the Exhibitor’s expense. There is no space available for storage of empty cartons, crates, etc.

EXHIBIT HOURS:
The exposition will be held on June 11, 2019 in the City Center connected to the Saratoga Hilton with the following tentative schedule:

<table>
<thead>
<tr>
<th>Monday, June 10</th>
<th>Tuesday, June 11: 8:30 am – 5:30 pm</th>
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<tbody>
<tr>
<td>12:00-6:00 pm</td>
<td>7:30 am Buffet Breakfast</td>
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<tr>
<td>Exhibitor Set-up</td>
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<td>9:00 am – 4:30 pm Various Operations Challenge events will take place in the exhibit hall</td>
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<tr>
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<td>10:00 – 11:00 am Coffee Break</td>
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<td>12:00 – 1:30 pm Lunch</td>
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<tr>
<td></td>
<td>2:30 - 3:30 pm Coffee Break</td>
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<tr>
<td></td>
<td>4:30 pm Reception &amp; Operations Challenge Awards</td>
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<tr>
<td></td>
<td>6:30 pm Exhibitor Hall Closes</td>
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</tbody>
</table>
BOOTH ASSIGNMENT AND CONFIRMATION:
Booth assignments will be made based upon availability and on a first-come, first-serve basis as determined by the date of receipt of request and deposit.

Booth confirmation letters including booth assignments, preliminary agenda, hotel reservation information, shipping instructions and electrical information will be mailed prior to the meeting.

EXHIBIT HALL EVENTS:

- Breakfast will be served from 7:30am to 9am.
- Coffee breaks 10:00 – 11:00 am and 2:30 – 3:30 pm.
- Lunch – a buffet lunch will be served on Tuesday from 12:00 – 1:30 pm.
- An evening reception will be held Tuesday evening from 4:30 – 6:30 pm. This event provides exhibitors with another great opportunity to network with meeting attendees. We request that all exhibitors keep their booths in place until 6:30 pm Tuesday night. Please plan accordingly and see the Operations Challenge Awards given out.

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 Saratoga City Center and shall indemnify and hold harmless the Hotel, NYWEA and their agents, servants and employees from any and all such losses, damages and claims.

There are no other agreements or warranty between the Exhibitor and NYWEA except as set forth in this document. The rights of NYWEA under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of NYWEA.

SECURITY AND INSURANCE:
NYWEA will NOT provide security service for this meeting. Exhibitors are solely and fully responsible for their own exhibit material and should insure their exhibit against loss or damage from any causes whatsoever. Valuables should not be left in the exhibit area. 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 Saratoga City Center.

CARE OF BUILDING AND EQUIPMENT:
Exhibitors, or Agents, must not damage or deface the walls or floors of the building, the tabletops, or the equipment of the displays. When such damage appears, the Exhibitor is liable to the owner of the property so damaged. All materials used in decorations must be flameproof. Electric wiring must conform to Electric Code Safety Rules, all applicable fire laws, electrical codes and other laws, which affect the installation, conduct and disassembly of the exhibits. Combustible material or explosives are not permitted in the exhibit hall. The Exhibitor shall also comply with all reasonable requests of officials of the hotel 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 NYWEA 2019 Spring Technical Conference and/or the exhibits, due to any cause beyond the direct control of NYWEA 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 costs incurred by NYWEA.

CANCELLATION OF REGISTRATION:
In the event that an Exhibitor desires to cancel a reservation, NYWEA must receive a request for cancellation in writing and a refund will only be granted if NYWEA is able to fill the reserved booth with a replacement Exhibitor.

EXHIBIT CONTACT PERSON:
Maureen Kozol
New York Water Environment Association
525 Plum Street, Suite 102
Syracuse, NY 13204
Phone: 315 422-7811x 5
Fax: 315 422-3851
mgk@nywea.org
NYWEA SPRING MEETING & EXHIBITION
JUNE 11, 2019
The Saratoga City Center, 522 Broadway, Saratoga Springs, NY 12866

EXHIBIT SPACE APPLICATION

Company Name_________________________________________ Contact Name_________________________________________

Phone ___________________________ E-Mail Address ____________________________________________________________

Booth Number Requested (refer to floor plan): Layout is subject to change.
1st Choice______________                2nd Choice___________    3rd Choice _____________

Electric (extra fees will apply): ☐ Yes ☐ No

COST/PAYMENT INFORMATION: Check (✓) if Payment included: ☐

Booth – each booth unit includes one (1) one-day registration @ $650.00 – Tuesday, June 1, 2019, 8:00 am – 5:30 pm. Exhibitor Reception 4:30 pm – 6:30 pm. Breakfast, lunch and reception on Tuesday Evening are included with booth registration. Additional booth attendee is $100 each and includes both breakfast and lunch only.

Booth Cost (incl. one registration) _____ @ $650.00/per booth = $___________

Provide Exhibitor’s Name & Company (if different) ____________________________ E-mail Address __________________________

Additional Attendee

☐ One Day Tuesday $100 = $___________

Add. Attendee’s Name & Company (if different) ____________________________ E-mail Address __________________________

Additional Attendee

☐ One Day Tuesday $100 = $___________

Add. Attendee’s Name & Company (if different) ____________________________ E-mail Address __________________________

TOTAL $___________

Please email to mgk@nywea.org a 30-word company description, include your web address and company logo to be printed in the on-site program. I will use a previous description if I do not receive a new one.

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SIGNED: The exhibitor agrees to abide by all terms, conditions and regulations set forth in the “Exhibit Terms” (previous page). In addition, the Exhibitor agrees not to use any exhibit material that exceeds 8 feet in length unless the exhibitor purchases a second booth.

Signature_________________________________________ Date____________________________

Payment Options: ☐ Check # _________ ☐ Credit Card ☐ MC ☐ VISA ☐ AMEX
Card Number ___________________________ Exp. Date _________ V-Code _______

Return registration form and payment to:
Maureen Kozol
New York Water Environment Association
525 Plum Street, Suite 102
Syracuse, NY 13204
Phone: 315 422-7811
Fax: 315 422-3851
mgk@nywea.org