

# JOINT EXPO & OPERATORS DAY

## EXHIBITOR PROSPECTUS

Lansing Center, Lansing, MI  
February 5 & 6, 2019

Co-presented by the Michigan Section – American Water Works Association (MI-AWWA) and the Michigan Water Environment Association (MWEA), JOINT EXPO & OPERATORS DAY includes an exposition for equipment suppliers, manufacturers, and consulting engineers who want an effective method to exhibit their products and services to water/wastewater professionals. Any company or organization that manufactures and/or provides products or services to the water treatment, water distribution, wastewater treatment, and water recovery communities is eligible to exhibit.

### SHOW HOURS

Tuesday, February 5 9:30 a.m. - 4:00 p.m.

Wednesday, February 6 8:30 a.m. - 2:00 p.m.



### BOOTH SIZES

The majority of booth sizes are 10' deep x 10' wide booths. Multiples of this booth size are available.

### STANDARD BOOTH EQUIPMENT

Standard Booth Equipment includes two 3-foot high side dividers and an 8-foot high backdrop of flame retardant material, booth carpeting, a 2' by 8' skirted table, two chairs, booth number, wastebasket and access to standard 120-volt AC outlets. Bring a power strip and/or short extension cord for in-booth adjustments.

### SPACE FOR LARGE EQUIPMENT

JOINT EXPO has space for more than 300 booths and can accommodate exhibitors with large equipment in multiple booths. Most booths are 10' deep x 10' wide. Multiples of this base size may be reserved.

### PRICING FOR BOOTH SPACE

Pricing for booth space is \$660 for one booth with a discount for multiple contiguous booths for booth registrations received on or before December 1, 2018.

### TRAINING PROGRAMS

OPERATORS DAY is a 3-hour technical session, featuring topics unique to the interests of water and wastewater operators. It will be conducted each morning. Infrastructure Funding Seminar is being offered again this year on Tuesday morning for utility and DPW managers, consulting engineers, and other decision makers. New this year are a Cyber Security Workshop and a Policy Update. 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.

### JOINT EXPO FEATURES

- ✓ No fee for water and wastewater utilities to access the Exhibit Hall, so water and wastewater utilities will be encouraged to send several representatives.
- ✓ Exhibit area buffet lunch/concessions are available.
- ✓ MI-AWWA Water Main Tapping Contest will be held on Tuesday and MI-AWWA Meter Madness and Hydrant Hysteria Contests on Wednesday.
- ✓ In 2018, there were more than 2,000 show and booth attendees combined, and booth space was sold out.
- ✓ Registrations to the 2018 respective Annual Conferences will be given away by MI-AWWA and MWEA.

### SPONSORSHIP OPPORTUNITIES

Exhibitors have the opportunity to increase visibility and attendee engagement. Young and New Professionals of both MI-AWWA and MWEA will be hosting a Scavenger Hunt in the Exhibit Hall again this year. The following sponsorship opportunities are available:

Scavenger Hunt sponsor	\$500
Scavenger Hunt Uber sponsor	\$750
Scavenger Hunt Premier sponsor	\$1,000

Premier sponsors receive a floor decal at their booth to help identify them as a sponsor. Details on sponsorship opportunities are available online at [www.mi-water.org/?page=JE](http://www.mi-water.org/?page=JE).

### ATTENDEES CONTACT INFORMATION

Names and physical mailing addresses for individuals pre-registered for trainings will be provided to exhibitors approximately 14 days prior to JOINT EXPO and again approximately 21 days after JOINT EXPO. E-mail addresses and/or phone numbers of all attendees WILL NOT be provided to exhibitors.

## EXHIBITOR BADGES

All employees and contractors who need access to the exhibit floor after move in must have a badge. Each 10'x10' space comes with two complimentary exhibitor badges. *Additional exhibitors will be charged a nominal per person processing fee.* Please register booth staff online after December 1, 2018 at [www.mi-water.org/?page=JE](http://www.mi-water.org/?page=JE).

## EXHIBITOR LUNCHES

Hot buffet and box lunch options are again available to exhibitors for advanced purchase. Lunches may be purchased online after December 1, 2018 when you register booth staff at [www.mi-water.org/?page=JE](http://www.mi-water.org/?page=JE).

## INTERNET ACCESS

Wi-Fi will be available in the exhibit hall for paid exhibitors. This access is low speed, meant for simple web browsing and checking email. If you need high speed internet, please arrange directly with the Lansing Center.

## POINTS

JOINT EXPO exhibitors are being assigned their booths through a point system. The points are calculated based on a rolling total for the past five years. Booth assignments will be made once each month leading up to the show until all space is allocated. Booth space must be paid for in order to have your booth space assigned. Please visit [www.mi-water.org/?page=JE](http://www.mi-water.org/?page=JE) for more details.

## ALLOTMENT OF SPACE

You may give your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice of booth locations. (See JOINT EXPO page online for the most current floor plan.) Allotment of space will be made to comply with contract requests *as nearly as possible*; however, all spaces are allocated on a points system combined with a first-paid, first-served basis. Booth registrations received without payment will have space reserved but will not go into the booth assignment queue until payment is received. Booth assignments will be provided to you as early as possible but no later than January 15, 2018. In order to best serve the interests of MI-AWWA and MWEA, the planning committee reserves the right to reject any and all applications for space, without liability.

## RULES AND 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 one or more such products or services be exhibited.

## Exhibitor move in

February 4 from 4:00 p.m. - 8:00 p.m. and

February 5 from 6:00 a.m. - 9:00 a.m.

## Show hours

Tuesday, February 5 9:30 a.m. - 4:00 p.m.

Wednesday, February 6 8:30 a.m. - 2:00 p.m.

## Exhibitor move out

Wednesday, February 6 2:00 p.m. - 6:00 p.m.

## CHANGING BOOTHS OR SUBLETTING OF SPACE

No exhibitor shall neither change booths nor sublet any part of the space allotted to them, except upon permission of the show coordinator.

## FIRE HAZARDS

All exhibits must conform to the ordinances and regulations of the City of Lansing and the laws of the State of Michigan. Exhibitors displaying vehicles on the tradeshow floor, must comply with all Fire Marshal rules. Exhibitors are required to have locking gas caps, underbody tarping, and must surrender vehicle keys to Lansing Center Security. Vehicles that do not comply will not be allowed on the Joint Expo trade show floor.

## HEIGHT OF DISPLAY

Exhibitors may install signs, display counters, 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.

## NOISE AND DISRUPTION

Booth activities must be contained within the exhibitor's assigned booth space and may not result in excessive noise nor infringe on neighboring exhibitors' ability to conduct their own activities. Any sound tracks and/or audio presentations must be kept at a low volume so as not to disturb adjoining exhibits. Exhibitors are not allowed to use the house sound system and show staff will not make any such announcements on the exhibitor's behalf.

## FOOD AND BEVERAGE

All food and beverage on the exhibit floor must be purchased through the Lansing Center. No outside food and beverage may be brought in from an outside vendor. For ordering information, please contact the Lansing Center.

## 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 MI-AWWA, MWEA, 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.

#### **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, MI-AWWA, and MWEA 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.

#### **OVERHEAD BOOTH SIGN RIGGING**

Large overhead signs are permitted directly over the assigned booth space but must be installed by an approved rigger. Orders for rigging must be submitted no later than December 31, 2018. Visit the JOINT EXPO page for details at [www.mi-water.org/?page=JE](http://www.mi-water.org/?page=JE).

#### **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.

#### **ADDITIONAL SERVICES**

Additional tables, special displays, decorating, and other booth furnishings may be obtained by advance request from the official show decorator, Art Craft Display. Instructions are included in the Exhibitor Kit.

Additional utility services are available through the Lansing Center. This information is also in the Exhibitor Kit.

To download the Exhibitor Kit, go to [www.artcraftdisplay.com](http://www.artcraftdisplay.com) and click on Exhibitor Kit then enter the Event Code 230971 and then "Get Exhibitor Kit." Please check the Exhibitor Kit for all advance order deadlines.

#### **ADVANCED FREIGHT**

All Advanced Freight must go through Art Craft Display. Instructions are included in the Exhibitor Kit. Note: the Lansing Center will not accept Advanced Freight.

#### **INSTALLATION OF EXHIBITS**

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 9:00 a.m. Tuesday for preview inspection by show management. No motorized vehicles are permitted in the aisles thirty minutes prior to the scheduled opening of the show to the public. The exhibit hall has direct loading entrances. Only Exhibitors and show personnel will be admitted to the exhibit hall prior to show times on Tuesday and Wednesday, upon display of their Exhibitor badge. Carts and boxes in aisle-ways and blocking exits during show hours is a safety hazard and prohibited by the Fire Marshal.

#### **SOLICITATION OF BUSINESS**

Solicitation of business shall be confined exclusively to firms exhibiting at JOINT EXPO and must be limited to within the confines of the assigned booth space.

#### **REMOVAL OF EXHIBITS**

Exhibits must be maintained during show hours; no removals will be permitted until after the close of the exhibits at 2:00 p.m., Wednesday, February 6, 2019. *Exhibit removals prior to show close may result in the inability to exhibit in the following year.* For the safety and comfort of all exhibitors, security is notified to open the overhead doors at close of show only. Exhibitors must have their exhibit removed entirely from the building by 6:00 p.m. Wednesday, February 6, 2019 or their remaining effects may be placed in storage and subject to disposal at the exhibitor's expense. Thank you for your cooperation.

#### **CANCELLATIONS**

Cancellations received on or prior to January 4, 2019 are eligible for a refund, less a \$250.00 non-refundable fee. No refunds will be issued for cancellations submitted after January 4, 2019.

#### **HOTEL ACCOMMODATIONS**

Hotel accommodations are the responsibility of the exhibitor. The Lansing Radisson Hotel, connected to the Lansing Center by pedway, is offering a flat room rate of \$139 per night for reservations on or before January 21, 2019 or until the room block is full. Phone 517-482-0188 and refer to Promotional Code AWWA19.

#### **ADDITIONAL INFORMATION ABOUT JOINT EXPO**

Contact  
Bonniifer Ballard  
Phone: 517-292-2912 ext. 1  
Email: [bballard@mi-water.org](mailto:bballard@mi-water.org)  
Or  
Eric Johnson  
Phone: 517-292-2912 ext. 2  
Email: [ejohnson@mi-water.org](mailto:ejohnson@mi-water.org)

View updated JOINT EXPO information at [www.mi-water.org/?page=JE](http://www.mi-water.org/?page=JE)

**APPLICATION FOR EXHIBIT SPACE: MI-AWWA / MWEA JOINT EXPO 2019**  
February 5 & 6, 2019 • Lansing Center • Lansing, MI

**JOINT EXPO Fee Schedule**

# of Booths	Price Oct 16-Dec 31	Price After Dec 31
<b>1</b>	\$660	\$760
<b>2</b>	\$1,260	\$1,460
<b>3</b>	\$1,810	\$2,110
<b>4 or more</b>	\$2,320 plus \$510 each additional booth more than four	\$2,720 plus \$610 each additional booth more than four

*Please print clearly.*

Number of Booth(s) requested \_\_\_\_\_ Total Amount Due (according to fee schedule above) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Add'l Contact: \_\_\_\_\_ Add'l Contact E-Mail: \_\_\_\_\_

**Brief Description** Please provide a brief description of the products and services to be exhibited. This may be used in promotional material.

**What's Included?** Two 3' high side dividers and an 8' high backdrop, carpeting, a 2' by 8' skirted table, two chairs, booth number, a wastebasket, low speed WiFi, and access to standard 120 volt AC outlets are available for each booth, at no additional cost.

**Booth Choices** Please indicate your preference of location. (Optional. No guarantees of placement are expressed or implied.)

1<sup>st</sup> location preference \_\_\_\_\_ 2<sup>nd</sup> location preference \_\_\_\_\_ 3<sup>rd</sup> location \_\_\_\_\_

**Separation from Competitors** Which companies do you NOT wish to be near? (Optional. No guarantees of placement are expressed or implied.)

**Booth Arrangement.** If you are purchasing more than one booth, please indicate the preferred shape of your booth. There are a limited number of islands and end-caps. Space constraints and booth assignments made prior to yours may impact our ability to accommodate your request. If you do not include the information here, show management will assign booth space that best fits your request, any earned points, and the needs of the show.

- Linear/in-line     L-shaped     Square     Rectangle     Island     End cap

**Cancellation Policy** On or Prior to January 4, 2019; less \$250.00 non-refundable fee. No refunds after January 4, 2019.

**Payment**

My check or money order payable to MI-AWWA is enclosed.     Please charge my  Visa  Master Card  Discover  American Express

Card No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV Number: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

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

Billing City \_\_\_\_\_ Billing State \_\_\_\_\_ Billing Zip code \_\_\_\_\_

Billing Telephone: \_\_\_\_\_ Billing E-Mail: \_\_\_\_\_

**Terms and Conditions**

We understand assignment of booths is done on a points combined with first-paid/first-served basis, after full payment is received. We understand and hereby agree that all exhibitors are subject to the requirements, restrictions, and conditions stated in the full exhibitor prospectus. I understand that it is my (the purchaser's) responsibility to communicate all rules and conditions to all employees and contractors representing my company during the show. By exhibiting at JOINT EXPO 2019, my company, its successors and assigns, hereby agree to save and hold harmless MI-AWWA and MWEA and any of its employees from all cost, injury, and damage incurred by any of the above, and from any other injury or damage to any person or property whatsoever, any of which is caused by an activity, condition, or event arising out of the performance, preparation for performance or nonperformance of any provision of this agreement by my company.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Form is not valid without signature.*

**PLEASE SEND PAYMENT TO:**  
MI- AWWA Payment Processing • Dept. 6091 • PO Box 30516 • Lansing, MI 48909-8016 • Fax (517) 292-2912

