EXHIBITOR REGISTRATION INFORMATION
2023 NC One Water Annual Conference
October 29-November 1 • Raleigh Convention Center, Raleigh, NC

Premier Exhibitor Registration opens Friday, June 23rd at 10:00 a.m.
General Exhibitor Registration opens Friday, June 30th at 10:00 a.m.

Our Rules and Regulations have been updated this year to give YOU more flexibility and support! See important changes in RED throughout this document.

2023 Booths Available:

Elite booths (10’x20’) strategically located in high-traffic areas @ $2,625 ea.

Premium booths (10’x10’) situated in the highest traffic areas @ $1,750 ea.

Standard (10’x10’) booths located throughout the hall. @ $1,750 ea.

Click here to purchase your booth. Or visit https://shows.map-dynamics.com/nc1wac23/?register. Our theme this year is HOCKEY! So, go all out! Ice sculptures, jerseys, snow cones, Wayne Gretzky cutouts! During the conference, we will hold an Exhibitor Best In Show voting! The winner will receive $500 off their booth for 2024!

Please be aware that a booth purchase is not reserved until payment is authorized and confirmation is received.

Once reserved, all booth purchases are nonrefundable.

VERY IMPORTANT:
Confirmation of your booth purchase will be emailed to the address of the individual that you designated as the primary contact person in the registration process. This confirmation contains not only the receipt for your purchase but the username and password information you will need to register your booth personnel. Booth personnel are not automatically registered at the time of booth purchase.

This primary contact person will be your organization’s point person to receive the exhibitor packet from Hollins Exposition Services with loading/unloading and setup information, as well as any communications we may need to pass on.

CEU CREDITS/PDH
If you do plan on attending classes for CEU credit, please be sure to enter your license information in the space provided on the booth personnel registration form.

BOOTH STAFF REGISTRATION
Purchase of the Elite Booths will include (3) full conference registrations. Premium and Standard booths will include (2) full conference registrations for your booth staff.

A maximum of (20) additional staff members may be registered per booth at $150 per person. Additional registrations include all meals and socials but are not eligible for CEU’s. Credit card payment will be requested at the time of registration. Substitutions may be allowed but no refunds once registered.

The registration software will allow you to upload your logo, detailed information about your company and products, biographical information, and even pictures of your staff members. This info will display when your booth number is clicked in the online app and will be available in the mobile app. You will have access to edit the information online at any time.
PLEASE REVIEW THE ATTACHED INFORMATION CAREFULLY BEFORE RESERVING AN EXHIBIT SPACE. During the online registration process, exhibitors will be asked to confirm that they have reviewed the following and will be expected to abide by them during the 2023 Annual Conference.

General Rules & Regulations (UPDATED THIS YEAR!)

1. Exhibit space is being provided with the understanding that NC ONE WATER (FORMERLY NC AWWA-WEA) and the Raleigh Convention Center are not liable for any occurrences due to negligence of the exhibitor. Exhibitors, their successors and assigns, agree to save and hold harmless NC ONE WATER (FORMERLY NC AWWA-WEA) and any of its employees, officers, and directors 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 exhibitors. Exhibitors agree to maintain such insurance that will fully protect NC ONE WATER from any and all claims of any nature, including claims under the Workers’ Compensation Act, and for damages for personal injury, including death, which may arise in connection with the operation of the exhibitor’s display, and which is caused by the negligence of the exhibitor.

2. All posted information and links are subject to approval by NC ONE WATER (FORMERLY NC AWWA-WEA) and will be accepted at NC ONE WATER’s (FORMERLY NC AWWA-WEA) sole discretion. NC ONE WATER (FORMERLY NC AWWA-WEA) reserves the right to remove or request modification of any link at any time. Exhibitors wishing to dispute a decision may contact the Executive Director.

3. NC ONE WATER (FORMERLY NC AWWA-WEA) assumes no responsibility for the violation of trademarks or copyrights.

4. Distribution or posting of pornographic, political, racist, or other controversial material is prohibited.

5. Exhibitors will abide by all other provisions of said rules and regulations, fire regulations, and all other regulations of government agencies and the Raleigh Convention Center.

6. NC ONE WATER (FORMERLY NC AWWA-WEA) will not be responsible for the loss or damage of any equipment or materials.

7. NC ONE WATER (FORMERLY NC AWWA-WEA) will have sole control over the admission of persons to the exhibit area.

8. If you are planning on hosting an outside event during the NC ONE WATER (FORMERLY NC AWWA-WEA) conference, we ask:
   • That you tell us! We want to help support you and advertise for any social event you have! Send your event details to jpicarella@nconewater.org
   • And that you avoid conflicting with the following events:
     i. Welcome Reception: Sunday, 4:00-6:30 p.m.
     ii. Social: Monday, 5:15-6:00 p.m.
     iii. Awards Celebration: Tuesday, 6:30-10:00 p.m.

9. The Annual Conference program will be available online in early fall. An announcement of online availability will be included on our website (www.nconewater.org). This program will contain detailed conference events and registration information.

10. Information from Hollins Exposition Services relative to ordering additional supplies, shipping your display, etc. will be emailed to your primary contact person in October. It will also be available on the Annual Conference page of our website.

Exhibit Space Descriptions

- Elite Booths – 11 available
  - 20’ x 10’ - $2,625
  - These spaces will be furnished with
    - 2-6’ tables,
    - 4 chairs,
    - 120-volt electrical outlet
    - WIFI access
    - Pipe, drape, and sign
  - And include
    - (3) Full Conference registrations for booth staff
    - Unlimited visitor passes for customers during designated visiting hours.
Premium Booths – 34 available
- 10’ x 10’ - $1,750
- These spaces will be furnished with
  - 1-8’ table
  - 2 chairs
  - 120-volt electrical outlet
  - WIFI access
  - Pipe, drape, and sign
- And include
  - (2) Full Conference registrations for booth staff
  - Unlimited visitor passes for customers during designated visiting hours.

Standard Booths – 115 available
- 10’ x 10’ - $1,750
- These spaces will be furnished with
  - 1-8’ table
  - 2 chairs
  - 120-volt electrical outlet
  - WIFI access
  - Pipe, drape, and sign
- And include
  - (2) Full Conference registrations for booth staff
  - Unlimited visitor passes for customers during designated visiting hours.

11. All booth holders may purchase up to twenty (20) additional booth staff registrations per booth at a cost of $150 each. These will include social, lunch, and drink tickets but will not be eligible for contact hours or PDH’s.
12. All full conference registrations include Sunday and Monday night socials with heavy hors d’oeuvres, Monday and Tuesday lunch tickets, (1) free beverage ticket, and eligibility for contact hours or PDH’s.
13. Exhibitors will provide other furnishings at their own expense.
14. Phone lines and water sources are NOT available.
15. Exhibitors may provide their own sign for their exhibit; however, one will be provided.
16. Exhibitors will be allowed to purchase multiple booth spaces. The Exhibits Committee reserves the right to limit the number of spaces purchased by one company.
17. Large equipment is not allowed in the exhibit hall.
18. All demonstrations and exhibits must be confined to the exhibit space and shall be limited to displays that fit within the booth space purchased.
19. No exhibitor shall assign, sublet, or share the whole or any part of the exhibit space provided.
20. The NC ONE WATER (FORMERLY NC AWWA-WEA) and its authorized representatives reserve the right to request a modification of any questionable exhibit.
21. Exhibitors will make their own arrangements for the delivery and receipt of any shipments related to their exhibit.
22. Exhibitors will make their own arrangements for any special audio-visual equipment they should require.
23. Gift drawings or major giveaways are NOW PERMITTED at the booths.
24. NC One Water will also do door prize giveaways throughout the conference. Exhibitors are encouraged to bring gift baskets, coolers, sports gear, gift certificates, gift cards, etc. to be given away during the door prize drawings and display the items at their booth throughout the conference. Exhibitors will be supplied with drawing tickets to hand out and collect at their booths. These tickets and prizes will be collected by the committee at 10 a.m. Tuesday morning and collectively entered into a drawing at lunch on Tuesday. Multiple giveaways per booth are allowed. Please be sure your item includes your company name and booth number so that you may be acknowledged as a generous donor. NC ONE WATER (FORMERLY NC AWWA-WEA) reserves the right to deem any item inappropriate for the drawings.
25. The Exhibit space is for product education and training purposes, as well as networking and developing leads. Direct sales are now permitted.
Application and Payment
26. Exhibitors will select their exhibit space during the online registration process. During the selection process, exhibitors will be able to view a map of the exhibit hall including a list of reserved exhibit spaces and the companies reserving those spaces. NC ONE WATER (FORMERLY NC AWWA-WEA) has no control over an exhibitor's selection of vacant booth(s) after any registration is complete.
27. Online registration will be the only registration method available to reserve an exhibit booth space. Registration is on a first-come-first-served basis. Credit card payment is required to complete online registration.
28. Convenience surcharge has been added to compensate for credit card processing costs. If you wish to pay by electronic check, please contact Jennifer at jpicarella@nconewater.org.
29. If a booth is canceled by an exhibitor, NC ONE WATER (FORMERLY NC AWWA-WEA) will make the space available to another party requesting exhibit space based on the order in which the requests are received. Once reserved, the exhibit space cost is non-refundable.
30. Once all available booths have been purchased, NC One Water will develop a waiting list. Companies may contact Jennifer Picarella (JPicarella@nconewater.org) to be placed on the waiting list. Payments for wait-listed companies will not be processed until a booth is assigned.

Conference/Exhibit Schedule
31. The exhibit hall will be available for set-up at approximately 8:00 a.m. on Sunday and set-up must be completed by 3:30 p.m. on Sunday.
32. If an exhibit is not set up by 3:30 p.m. on Sunday and/or the exhibitor has not reported to the Exhibits Committee Chair by 7:00 p.m. on Sunday, the exhibit booth will be forfeited. Booth fees will NOT be refunded.
33. This year NC One Water has arranged for MORE EXHIBIT HALL TIME! Our Exhibit Hall will be open through the afternoon break on Tuesday to allow more interactions with our attendees and exhibitors.
34. No exhibits are to be dismantled prior to 3:45 p.m. on Tuesday afternoon following the afternoon break. Any exhibitors dismantling booths before 3:45 p.m. on Tuesday will not be invited to exhibit at the 2023 Annual Conference. The exhibit material must be dismantled by 6:30 p.m. on Tuesday.
35. It is recommended that booths be manned during periods the exhibits are open except for short durations of time.
36. NC ONE WATER (FORMERLY NC AWWA-WEA) reserves the right to make adjustments to the conference schedule.
37. The week prior to the conference, exhibitors will receive a digital list of pre-registered attendees. After the conference, exhibitors will also receive the complete attendees’ list in digital format.

Exhibit Space Attendees
38. Each exhibit worker must be registered for the conference and must always wear their nametag when staffing the booth. Nametags/registrations CANNOT be shared or transferred. Once a registration nametag has been picked up, that person is considered "present", and changes cannot be made to that registration.
39. All people must be registered for the conference and must wear their conference registration nametag. Please instruct your guests to stop at the registration desk to pick up a visitor name tag.

These rules will be enforced. Failure to comply with the rules in 2023 will jeopardize your invitation to exhibit at the 2024 Annual Conference.

As always, the staff at NC ONE WATER are ready and willing to assist you. Please contact Jennifer Picarella (jpicarella@nconewater.org) with questions.