2020 Spring Symposium Exhibits Information, Rules, & Regulations

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 details and will be expected to abide by them during the 2020 Spring Symposium.

General Rules & Regulations
1. Exhibit space is being provided with the understanding that the NC AWWA-WEA and the Renaissance Asheville Hotel, Asheville, NC are not liable for any occurrences due to negligence of the exhibitor. Exhibitors, their successors and assigns, agree to save and hold harmless 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 the NC AWWA-WEA 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 negligence of the exhibitor.
2. Exhibitors will abide by all other provisions of said rules and regulations, fire regulations and all other regulations of government agencies and the Renaissance Asheville Hotel.
3. NC AWWA-WEA will not be responsible for the loss or damage of any equipment or materials.
4. NC AWWA-WEA will have sole control over the admission of persons to the exhibit area.
5. The Spring Symposium program, registration and all additional information will be posted online at www.ncsafewater.org. Exhibit space registration will be available online only starting Tuesday, February 18, 2020 at 10AM.

Exhibit Space Description
7. All exhibit spaces will be configured to allow for exhibits to fit on top of a 6’ x 30” table. The cost per table top space is $550.
8. 30 tables will be available. The exhibits area will contain tables only. Tables will be draped but no back pipe or back draping and signage will not be provided.
9. Each exhibit space will include:
   • One (1) 6’ x 30” table, skirted
   • One (1) chair
   • One (1) electrical outlet, limited to 120 volt, single phase, 60 hertz
   • Carpeted area
   • WIFI is complimentary
10. Exhibitors will provide other furnishings at their own expense.
11. Phone lines and water sources are NOT available.
12. Exhibitors must provide their own sign for their exhibit, if desired.
13. The Exhibits Committee reserves the right to limit the number of spaces purchased by one company. From February 18th thru February 24th, table top selections will be limited to 1 per vendor at $550 per table top. Beginning February 25th, any remaining table tops are unlimited.
14. There will NO large equipment allowed in the exhibit area.
15. Exhibits must be confined to the exhibit space and shall be limited to displays which can fit on top of the table.
16. No exhibitor shall assign, sublet, or share the whole or any part of the exhibit space provided.
17. The NC AWWA-WEA and its authorized representatives reserve the right to request modification of any questionable exhibit.
18. Exhibitors will make their own arrangements for delivery and receipt of any shipments related to their exhibit. Please see attached Renaissance Asheville Hotel information sheet on shipping and receiving.
19. Exhibitors will make their own arrangements for any special audio-visual equipment they should require.
20. No gift drawings or major giveaways are permitted at the booths, typical giveaways, such as pencils, pens, glasses, cups, etc. are acceptable.
21. The NC AWWA and the NC WEA are nonprofit organizations. Provision of the exhibit space is for product education and training purposes only. Direct sales are strictly prohibited.
22. Exhibitors will request their table top space during the online registration process; by selecting the Exhibitor Registration option at www.ncsafewater.org. During the selection process, exhibitors will be able to see a map of the exhibit hall including a list of reserved exhibit spaces. Tabletop exhibit registrations are strictly on a first come, first served basis. NC AWWA-WEA has no control over which exhibitors may select vacant table tops after any registration is complete.
Application and Payment
23. Online registration will be the only registration method available to reserve a table top. Credit card payment is required to complete online registration.

24. The non-refundable cost for the Exhibit Space includes:
- Indoor space rental – see item 7 for space description
- One (1) Exhibitor Conference Registration: The registration includes Monday Night Happy Hour, Monday and Tuesday buffet lunch, and eligibility for contact hours/PDH’s. 1 Additional Exhibit representative may be registered with an exhibit for $100 per person. This will allow the representative access to the exhibit hall, Monday Happy Hour, Monday and Tuesday buffet lunches, but not eligibility for CEU's.
- 1 beverage ticket per registered exhibit attendee.
- Receipt of a paper copy list of all registered attendees and their contact information.
- Acknowledgement as an exhibitor in the Spring Symposium Program. Registration must be complete by March 02, 2020 to be listed in the program.

25. In the event of cancellation of an exhibitor, NC AWWA-WEA will make 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.

26. Once all available spaces are full, a limited number of requests will be held on a waiting list. Companies may contact Marianne Keser at mariannekeser@ncsafewater.org to find out how to be placed on the waiting list. Payments for wait-listed companies will not be requested unless they are assigned/accept a booth and are able to exhibit at the Spring Symposium.

Conference/Exhibit Schedule
27. The exhibits area (tabletops) will be available for set-up on Sunday, April 5th from 3 p.m.-10 p.m. or Monday morning from 8am to 11 am. Opening Session will be held in a Ballroom adjacent to the Exhibit area, from 8 a.m. to approximately 9 a.m.. All exhibit spaces must be completely setup no later than 11 a.m. on Monday, April 6th.

28. If an exhibit is not set-up by 11:00AM on Monday, April 6th and the exhibitor has not notified the Exhibits Committee Chair-Greg Roberts (704)430-9309 by 10:00 a.m. on Monday, April 6th, the exhibit space will be forfeited.

29. No exhibits are to be dismantled prior to 1:00 p.m. on Tuesday afternoon. Any exhibitors dismantling booths before 1:00 p.m. on Tuesday will not be invited to exhibit at the next Spring Symposium. The exhibit material must be dismantled by 4:00 p.m. on Tuesday.

30. It is recommended booths be manned during periods the exhibits are open except for short durations of time. Tentative hours during which the exhibits will be open are:
- Monday, April 5th: 11:30 a.m. – 6:30 p.m.
- Tuesday, April 6th: 8 a.m. – 1 p.m.

31. The NC AWWA-WEA reserves the right to make adjustments to this schedule.

32. Exhibitors will receive one pre-registration attendee list, available near the conference registration desk at noon on Monday, April 6th.

Exhibit Space Attendees
33. Each exhibit worker must be registered for the Conference and must wear their nametag at all times when in the hall. Nametags/registrations CANNOT be shared or transferred. Once a registration packet/nametag has been picked up, that person is considered “present” and changes cannot be made to that registration. Individuals are responsible for picking up their own nametag. Please DO NOT pick up nametags belonging to your co-workers.

34. All persons must be registered for the conference and must wear their conference registration nametag. Please instruct your guests to stop at the registration desk to receive a visitor name badge.

35. For NC AWWA-WEA record keeping purposes, all exhibitors must be assigned and registered with a specific exhibit space as either the included Exhibitor Registration or as an additional Exhibit Representative.

These rules will be enforced. Failure to comply with the rules in 2020 will jeopardize your invitation to exhibit at upcoming NC AWWA-WEA Conference events.