



2019 Exhibitor Registration Form

Company Contact:			
Company Name:			
Company Address:			
City:	State:	Zip:	
Phone:	Fax:		
Email address:			
Company URL:			
Nature of Company Business/Service:			

Exhibit Fees (please check one): <i>Standard Exhibit Fee includes: 8' draped table, 2 chairs, wastebasket, and TWO (2) full registrations</i> <i>ELECTRICAL SVC NOT INCLUDED</i>	<input type="checkbox"/> \$895.00 (AWWA Member*) AWWA Member # _____	<input type="checkbox"/> \$1,100.00 (NonMember)		
Exhibit Personnel	Exhibit Fee includes two (2) full registrations, all additional booth representatives must be registered, either for a single-day, or full registration			
Exhibit Rep #1 (full registration, included w/Exhibit Fee)	Name: _____ Address, if different from company/above: _____			
Exhibit Rep #2 (full registration, included w/Exhibit Fee)	Name: _____ Address, if different from company/above: _____			
		Weds Only	Thurs Only	Full Registration
Additional Exhibit Reps	Name: _____	\$125	\$75	___ \$195
	Name: _____	\$125	\$75	___ \$195
	Name: _____	\$125	\$75	___ \$195
SUBTOTAL EXHIBIT PERSONNEL FEES			\$ _____	
Additional Sponsorship Opportunities are Available Contact mona@njawwa.org for more information				

TOTAL EXHIBITOR REGISTRATION FEES: \$ _____

PAYMENT INFORMATION:

Payment by CHECK must be submitted with this form (make checks payable to AWWA NJ)
To pay by credit card, you must register ONLINE at www.njawwa.org

Please see reverse side for 2019 Exhibitor Rules & Regulations

Return your completed form and payment to:
AWWA NJ Exhibitor Registration: 50 E. Ridgewood Ave, PMB 183; Ridgewood, NJ 07450
call 1-866-436-1120 with questions

*To be eligible for AWWA Member Rate, your company must hold a Service Provider (company) AWWA Membership --- or your primary booth rep must have an individual membership.

AWWA NJ Annual Conference 2019 EXHIBITOR RULES AND REGULATIONS

By registering for the American Water Works Association New Jersey (AWWA NJ) Section Annual Conference, you agree to this binding agreement with the AWWA NJ Section. You are agreeing to comply with these regulations and enforcement by the AWWA NJ Section. Please read them carefully and retain them for your records.

1. **Eligibility** – Any member utility, company or organization manufacturing products for or providing services to the water and/or wastewater utility industry (hereafter “Eligible Exhibitor”) may participate. AWWA NJ has the right to refuse to admit any exhibit that AWWA NJ deems to be inappropriate for this event.

2. **Registration** – All Eligible Exhibitors and their representatives attending the conference and exhibit must register and wear a conference badge (to be supplied by AWWA NJ) for admission to the exhibit area. Outstanding balances must be paid before registration credentials are issued.

3. **Space Allocation** – Upon receipt of full payment, space will be allocated on a first come, first assigned basis by AWWA NJ

4. **Resale of exhibit space is not permitted** – Eligible Exhibitors are not permitted to sell or rent their exhibit space to another Eligible Exhibitor. Violations of resale rules are cause for immediate cancellation of exhibit space and forfeiture of all fees paid.

5. **Payments for Exhibit Space** – Exhibit fees are as shown on the front of this sheet for each exhibit space unless otherwise noted. Exhibit space assignments will not be made without full payment. Checks should be made payable to "AWWA NJ." Credit card payments (Visa/MasterCard/American Express) are also accepted. The entire exhibit fee must be paid in full no later than March 1, 2019.

6. **Cancellation and Withdrawal** – After AWWA NJ has received a written cancellation notice, cancellation of exhibit space reservation will result in the following:

a. A full refund minus a \$75.00 processing charge will be made for exhibit space cancelled prior to March 1, 2019.

b. No refund will be made after March 1, 2019.

Unless AWWA NJ receives notification of delay, any Eligible Exhibitor not claiming its assigned exhibit space by 3:00 p.m. on the day of setup will be considered a “no show”. Unoccupied space may be reassigned by AWWA NJ without further notice to the exhibitor and without a refund.

7. **Registration Cutoff** – Exhibitor registrations will be accepted as long as space is available. Should exhibit space sell out, AWWA NJ will keep a waiting list of companies (ordered chronologically by date/time), from which it will fill any exhibit spaces becoming available. In all cases, the printing deadline for the exhibitor list contained in the conference program is February 15. Exhibitors assigned space after this date will not be included in the conference program listing.

8. **Liability** – Neither AWWA NJ, the Borgata, or AEX Convention Services 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. Any guard service, security room, or other protective measures that AWWA NJ, the Borgata, and AEX Convention Services may take shall be deemed to be purely gratuitous on its part, and AWWA NJ, the Borgata and AEX Convention Services shall have no responsibility for the effectiveness or failure of such measures or for the conduct of personnel involved therewith. Each exhibitor agrees to indemnify AWWA NJ, the Borgata and AEX Convention Services 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 or negligence of such exhibitor or its representatives, agents, employees, or contractors, including paying all court costs, attorney fees, and other expenses incurred by AWWA NJ, in defending against, satisfying, or compromising any such claim.

9. **Children** – No one under the age of 18 is allowed in the exhibit area during move-in or move-out periods. During all other times in the exhibit hall, children must be accompanied by an adult.

10. **Use of Exhibit Space** – Exhibits are confined to products manufactured by, or services rendered by the exhibitor. No exhibitor shall assign, sublet, or share the space allocated without written approval by AWWA NJ. A processing fee of \$100.00 will be charged for every additional exhibitor subletting/sharing a space. Exhibitors are required to keep the assigned exhibit space neat and orderly at all times. Exhibits are not permitted in any other location in the Borgata. During conference hours, a company representative must staff each exhibit at all times. No flammable decorating materials are permitted. Exhibitors must accept full responsibility for compliance with all local, state, and national fire safety regulations. Any sound tracks, promotional audio, and oral or pre-recorded presentations, must be delivered at a modest volume in order that nearby exhibitors will not be distracted, and any form of attention getting device or presentation must be terminated when crowds jam aisles or infringe upon another exhibitor's display. No attaching of any material to any floor, walls, or columns will be permitted. Only items and/or services normally associated with the water/wastewater utilities industry may be exhibited. AWWA NJ will make all final decisions on exhibitors' eligibility to participate in the AWWA NJ Annual Conference.

11. **Smoking/Weapons/Alcohol Policy** – No smoking will be allowed within the exhibit hall within the Borgata. No weapons are allowed including those for giveaways or gifts. No alcohol may be served except as provided by conference organizers.

12. **Arrangement of Exhibits** – AWWA NJ will furnish each exhibit space with a sign with a maximum of two lines. No sign may extend above the back wall of the booth. No part of any display in a standard booth setup may be in excess of 8 feet in height including overhead signs. Exhibit spaces do not include side rails. In addition to the aforementioned sign, exhibitor space includes one (1) 8-foot draped table, and two (2) chairs. **Electrical service must be ordered/purchased separately.** Displays should be positioned so as not to obstruct other exhibitors and aisle space. All exposed parts of displays and/or equipment must be furnished or covered in a workmanlike and neat manner so that they will not present an unsightly appearance when viewed from adjoining exhibit spaces or aisles. No overhead roofs or bridge-type structures, etc. will be permitted across aisles, unless approved in advance by AWWA NJ. No flashing lights or other distractions not integral to the product being exhibited are permitted.

13. **Setup/Breakdown** – *Commercial deliveries of exhibitor materials to the Borgata docks will be accepted no earlier than Tuesday, March 19, 2019. Exhibitor setup can commence starting at 10:00 A.M. on Tuesday, March 19, 2019 and must be completed no later than 4:00 P.M. on Tuesday, March 19, 2019. During these setup hours (Tuesday, March 19, 2019 between 10:00 A.M. and 4:00 P.M. ONLY), AEX Convention Services personnel will be available to assist exhibitors with load-in through the loading dock area, at no charge to registered exhibitors). The loading dock will be closed from 4:00 P.M. on Tuesday, March 19, 2019, until 1:30 P.M. on Thursday, March 21, 2019. Breakdown of any portion of the exhibit space will not be allowed to commence until 1:30 P.M. on Thursday, March 21, 2019. Exhibitors must only use dock doors for moving into and out of the facility.*

14. **Early Dismantling** – *Exhibitors are prohibited from dismantling exhibit displays prior to the final day's official Exhibit Hall closing hour of 1:30 P.M. on Thursday, March 21, 2019. Exhibitors who break down early (all or in part) may be automatically placed on the wait list for the following year's Show.*

15. **Contractor Services** – *Complete information, instructions and schedules or prices regarding shipping, drayage, labor for erection and dismantling, electrical, additional furniture, additional carpets, etc. will be included in the Exhibitors Service Kit. Any exhibitor who utilizes the services of an outside service contractor shall provide certificates of insurance for liability and worker compensation prior to engaging in any work inside the conference facilities. The official Exhibit Services Company for the AWWA NJ Annual Conference is AEX Convention Services, Egg Harbor Township, NJ 08234 (phone: 609-272-1600; fax: 609-272-1680). As described in Article 13, AEX Convention Services personnel will be available to assist exhibitors with load-in at no additional charge, provided such assistance/services are during designated exhibitor setup times (Tuesday, March 19, 2019 from 10:00 A.M. to 4:00 P.M. and through the loading dock area at Borgata ONLY). AWWA NJ assumes no responsibility for losses or costs incurred by exhibitors as a result of using unauthorized load-in labor and/or other locations.*

16. **Interpretation and Enforcement** – All matters in question not covered by these regulations are subject to the decision of the Board of Trustees of the AWWA NJ Section and all decisions so made are binding on all parties affected by them as by the original regulations. Exhibitors or their representatives who fail to observe these conditions or intent of the contract or who, in the opinion of AWWA NJ, conduct themselves unethically, may be immediately dismissed from the exhibit hall without refund or other appeal.

17. **Change of Location or Cancellation of Exhibition** – Should for any reason the selected meeting place become unavailable for exhibiting or should any other contingencies prevail which, in the opinion of AWWA NJ, would prohibit or greatly limit attendance at the annual conference, then AWWA NJ has the right to cancel the exhibition or move the exhibit location to another facility or location at the sole discretion of the AWWA NJ Board of Trustees, and shall not be liable for any expenses incurred by reason thereof. In the event of cancellation of the exhibition or annual conference, AWWA NJ will refund to the exhibitors all space charges paid by them.

18. **Compliance** – By registering for exhibit space at the annual conference, the exhibitor signifies acceptance of the above rules and regulations. This contractual agreement is binding upon the entity purchasing an exhibit space as well as any exhibitor personnel or associates performing duties in that exhibit space.