

# EXHIBITOR INFORMATION AND PROCEDURES

## 2019 NEW MEXICO WATER WORKSHOP

The [New Mexico Water Workshop](#) returns to the [Albuquerque Pyramid Marriott Conference Center](#). The conference committee has planned an Exhibit Hall schedule to provide for the most time and interactions between exhibitors and conference attendees. The Opening Session, Closing Session, and Technical Sessions are located just outside of the Exhibit Hall in the Conference Center meeting rooms. We also have taken great care to see that all events take place in the Exhibit Hall. These activities will take place in the specially created "Island Area" located within the Exhibit Hall, including:

- Buffet Breakfast – Thursday from 7:30 to 8:30 am and Friday from 7:30 to 8:30 am
- Lunch with Exhibitors – Thursday from 12 pm to 1 pm and Friday from 12 pm to 1 pm
- Social Hour with appetizers and bar – Thursday from 4:30 to 6:30 pm
- All refreshment and coffee breaks during the workshop
- Prize Drawings at various times (must be present to win)

When you register as a Sponsor/Exhibitor, you will be able to view the floor plan and select your booth from the remaining available booths. The booth inclusions are as follows:

- 6-foot table with draping, 2 chairs and a waste basket
- Identification sign
- WiFi service throughout the Exhibit Hall and convention center
- 110V electricity outlet

When registering as a Sponsor/Exhibitor, please send your high-resolution logo to [jill.peterson@jacobs.com](mailto:jill.peterson@jacobs.com) so it may be included in the on-site program. To be included in On-Site Program, logo must be received by [April 1, 2019](#) (Program and printing deadline).

### Exhibit Hall Rules

1. Registration: All exhibitor booth applications will be managed via the Internet. All manufacturers or companies holding a booth and their representatives attending the workshop and exhibit hall must register. No sharing of name badges or booths allowed.
2. Badges: All manufacturers and their representatives attending the workshop must wear the conference badge for admission to the exhibit area.
3. Booth Selection: Upon receipt of full payment using the registration form, space choice will be allocated on a first-come, first-assigned basis.
4. Official Exhibit Hours:

**Thursday: 7:30 AM to 6:30 PM**

Buffet Breakfast in Exhibit Hall

Door Prize Drawings in Hall

Breaks between Technical sessions

Lunch in Exhibit Hall

Social/Networking Event in Exhibit Hall

Friday: 7:30 AM – 4:30 PM

Buffet Breakfast in Exhibit Hall

Door Prize Drawings in Hall

Breaks between Technical sessions

Lunch in Hall

5. Official Exhibit Hall Set-up and Tear Down Hours:

Set-Up Times: Wednesday from 6 to 8 PM

Tear-Down Times: Friday from 3 PM to 5 PM

6. Exhibit Space: Booth fee is per pricing indicated for Sponsorships. Each fee is for one space. Fee includes the following:

- 110V box electricity
  - WiFi throughout the exhibit floor
  - 1 skirted table (6' x 30") with blue skirting
  - 2 side chairs
  - Carpet throughout the entire Exhibit Hall
  - Company name/logo in Conference program
7. Setup Instructions: Exhibitors must register prior to any unloading or setup of booth materials. Exhibitor setup times are listed above. Setup must be completed by times listed above.
8. Additional Services: Additional electrical, phone, etc., will have to be arranged with the Marriott and paid directly to the Marriott for these additions.
9. Storage: Receiving shipped packages, storage, etc., must be arranged directly through the Marriott. Boxes, crates, and/or large items must be stored off-site or arrangements must be made directly with the Marriott.
10. Dismantle Instructions: Exhibitors may dismantle times are listed above. Booths must be completely dismantled by Friday at 5:00 PM. Early Dismantling: Exhibitors are prohibited from dismantling booths prior to the final day's official Exhibit Hall closing hour on Friday. Early dismantling may result in loss of future exhibition privilege.
11. Cancellation and Withdrawal: A 50% service fee will be charged on all cancellation requests received prior to April 1, 2019. No refunds will be made after April 1, 2019.
12. Registration Cutoff: Booth registration will be accepted as long as space is available. The deadline for listing in the Conference Program Handbook will be April 1, 2019.

13. Exhibit Hall management reserves the right to make location changes if needed.
14. Smoking Policy: No smoking will be allowed in the Exhibit Hall or the hotel Conference Center.
15. Alcohol Policy: Exhibits may not serve alcoholic beverages at any time or for any reason.
16. Use of Exhibit Space: Exhibits are confined to products manufactured or services rendered by the exhibitor. No exhibitor shall assign, sublet, or share the space allocated. Exhibitors are required to have the assigned exhibit space neat and orderly at all times. Exhibits are not permitted in any other location without written permission from the New Mexico Water Workshop Coordinator. No flammable decorating materials are permitted. Exhibitors must accept full responsibility for compliance with all local, state, and national fire safety regulations. No excessive noise will be allowed. No attaching of material to any floor, walls, columns, or drapes will be permitted. Only items and/or services normally associated with the water/wastewater utilities industry may be exhibited.
17. Private Functions: No individual functions may be held during any of the Official Conference Hours without the approval of the New Mexico Water Workshop Conference Coordinator.
18. Liability: The Rocky Mountain Section of the American Water Works Association (RMSAWWA) does not assume 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. Each exhibitor agrees to indemnify the Rocky Mountain Section of the American Water Works Association 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 the Rocky Mountain Section of the American Water Works Association in defending against, satisfying, or compromising any such claim.