PENNTEC 2017 VENDOR INVITATION

Dear Vendor,

We invite you to join us as an exhibitor/sponsor at the Pennsylvania Water Environment Association's 89th Annual Technical Conference & Exhibition (PennTec 2017), which will be held at the Kalahari Resort and Convention Center in Pocono Manor, PA on June 4-7, 2017.

This Conference draws more than 700 water quality professionals seeking the latest knowledge and technology available. You need to be there to get the word out about your products, equipment, and services!

In addition to booth space, various sponsorship opportunities are available. Details can be found within the pages of this Prospectus.

Please take a moment to review our Exhibit Hall Floor Plan and the other information included here. Prime space in the Exhibit Hall will sell quickly, so don't delay—send your contract right away to reserve your preferred space!

Michael Sedon
Chair, PennTec 2017
Conference Committee

Marilyn Baron
Chair, Exhibits and
Sponsors Subcommittee

HOTEL ACCOMMODATIONS

Kalahari Resort & Convention Center
250 Kalahari Blvd, Pocono Manor, PA 18349

A block of rooms has been reserved at the Kalahari for PennTec 2017. Reservations must be made by May 11, 2017. Rooms may not be available after this date. The discounted room rates are as follows:

$169.00 per Room/Single, Double, Triple, or Quad *(for Sunday, Monday, and Tuesday nights)*
$249.00 per Room/Single, Double, Triple, or Quad *(for Saturday night)*

Rates include overnight accommodations and up to four waterpark passes per room. All rooms are non-smoking.

Call Reservations at 1-877-525-2427 and mention Group Booking ID 17 or PennTec 2017 to receive the discounted rates. Rooms in the block will be available beginning on February 13.

PENNTEC 2017 PRELIMINARY SCHEDULE

(as of December 19, 2016)

Visit www.pwea.org for the most current program schedule.

Sunday, June 4

9:00am-3:00pm	Golf Tournament
3:00-5:00pm	Registration Open

Monday, June 5

7:30am-5:30pm	Registration Open
8:00-9:00am	Continental Breakfast in Exhibit Hall
9:00-11:45am	Morning Techincal Programs *Biosolids* *Collection Systems* *Engineering* *Stormwater* *Utility Management*
9:00am-4:30pm	Workshops *Courses to be announced*
11:45am-1:00pm	Complimentary Lunch in Exhibit Hall
12:30-1:00pm	Annual Business Meeting with Dessert & Coffee
1:00-3:30pm	PWO Plant Tour
1:00-4:30pm	Afternoon Technical Programs *Biosolids* *Collection Systems* *Engineering* *Utility Management*
2:30-3:30pm	Break Refreshments in Exhibit Hall
4:30-5:30pm	President's Reception in Exhibit Hall
6:00-9:00pm	Annual PWEA Awards Ceremony & Annual Dinner

Tuesday, June 6

7:00-8:30am	Continental Breakfast in Exhibit Hall
7:00am-5:30pm	Registration Open
8:00-11:30am	Morning Technical Programs *Collection Systems* *Engineering* *Industrial Pretreatment* *Water Sustainability & Reuse*
8:00-11:30am	SYP Professional Development Program
8:00am-4:30pm	Workshops *Courses to be announced*
9:00am-12:00pm	Operations Challenge
9:30-10:30am	Break Refreshments in Exhibit Hall
11:30am-1:00pm	Complimentary Lunch in Exhibit Hall
	Student Research Poster Presentations
12:30-1:30pm	Career Fair (tentative)
1:00-4:30pm	Afternoon Technical Programs *Collection Systems* *Construction* *Finance* *Industrial Pretreatment*
1:00-4:30pm	Student Resarch Podium Presentations
2:30-3:30pm	Break Refreshments in Exhibit Hall
4:30-5:30pm	Beer & Pretzels Reception in Exhibit Hall
	Operator Olympics in Exhibit Hall
6:00-9:00pm	SYP-Sponsored Social Event *(details to be announced)*

Wednesday, June 7

7:00-8:30am	Continental Breakfast
7:00am-12:00pm	Registration Open
8:00-11:00am	Morning Technical Programs *Professional Wastewater Operations* *Water Sustainability & Reuse*
8:00-11:30am	Workshops *Courses to be announced*
9:30-10:00am	Break Refreshments
11:30am	Conference Concludes

IMPORTANT DATES AND TIMES FOR THE EXHIBIT HALL

Exhibit set-up will be on Sunday, 3:00-5:00pm, and on Monday, 6:00-7:00am. If an exhibit is not set by 7:00am, the exhibitor must wait to set up during session times. Exhibitors may not set up their booths during open exhibit hours. **All events are in the Exhibit Hall, unless otherwise noted.**

Sunday, June 4

3:00-5:00pm	Exhibitor Set-up

Monday, June 5

6:00-7:00am	Exhibitor Set-up
8:00-9:00am	Continental Breakfast
11:45am-1:00pm	Exhibit Hall Break & Lunch
2:30-3:30pm	Exhibit Hall Break
4:30-5:30pm	President's Reception

Tuesday, June 6

7:00-8:30am	Continental Breakfast
9:30-10:30am	Exhibit Hall Break
11:30am-1:00pm	Exhibit Hall Break & Lunch
2:30-3:30pm	Exhibit Hall Break
4:30-5:30pm	Beer & Pretzels Reception
5:30-6:30pm	Exhibit Teardown

GENERAL INFORMATION

Exhibit Booths
Booths inside the exhibit hall are 10'x10'. Hallway booths are 6'x10'. See floor plan on page 6. Booths include pipe & drape back and sides; a 6' draped table; two chairs; a wastebasket; a standard header sign; carpet; one standard electric service; and complimentary internet access. Booth reservations will be accepted on a first-come, first-paid-in-full basis.

Limited space for oversized pieces of equipment is available in the nearby parking lot. Oversized equipment space is only available to companies who also reserve a booth.

Exhibit Hall Hours
The Exhibit Hall will open on Monday at 8:00am. Booth setup will be on Sunday, 3:00-5:00pm, and on Monday, 6:00-7:00am. Teardown will begin at 5:30pm on Tuesday.

Booth Confirmations and Exhibitor Kits
A confirmation email will be sent upon receipt of your exhibit contract and payment. A separate email will be sent later with your booth assignment, booth worker registration forms, and other information.

Our exposition company will provide an exhibitor kit containing forms for services such as rental of furniture and accessories, drayage and labor services.

Booth Worker Registration
The cost of an exhibit booth includes complimentary Conference registrations for two booth workers. Two additional representatives may register at the discounted exhibitor rate of $225 each. Booth worker registration forms will be provided after your booth is confirmed.

A maximum of four booth workers will be permitted per contracted booth. Booth representatives will be eligible for discounted tickets to the PWEA Annual Dinner & Awards Ceremony on Monday evening.

Online Registration
PWEA is offering the opportunity for you to register for your booth and for sponsorships online. Go to www.pwea.org and click on the link to our secure website. Online registration is available with credit card payment, or you may register online and then mail your check within 10 business days.

PWEA's Federal EIN
The PWEA is a non-profit organization with a Federal EIN of 23-7169337.

Rules, Policies, etc.
While the PWEA makes every effort to provide for a successful Conference, please be advised that there are factors which are not under the direct control of the PWEA—such as air conditioning, lighting, power, and weather.

Exhibit Rules and Regulations
Please be sure to read the PWEA Exhibit Rules and Regulations included with your booth confirmation. You may request a copy in advance by calling or emailing the PWEA Conference Manager.

Indemnification Policy
Each exhibitor assumes entire responsibility and liability for losses, damages, and claims arising out of the exhibitor's activities on the premises and will indemnify, defend and hold harmless the Facility and PWEA, their agents, servants and employees from any and all such losses, damages, and claims.

Security Policy
No one will be allowed inside the Exhibit Hall at any time without a Conference badge; Hall monitors will be checking badges. While security will be provided inside the Exhibit Hall during off hours, we strongly advise you do not leave expensive items, such as laptops, unattended in your booth. The PWEA will not be held liable for any missing property.

Cancellation Policy
Booth cancellations received in writing on or before April 30th, will receive a full refund less a $100 processing fee. Cancellations received after that date, will not receive a refund.

No-Conflict Policy
Hospitality events may not be held during scheduled Conference functions. Hospitality promotions must be handled by private invitation from within the exhibitor's booth. No announcements or signs will be permitted outside the contracted booth space.

Consent for Use of Photographic Images
Registration and attendance at, or participation in, the PWEA Annual Technical Conference & Exhibition and related activities constitutes an agreement by the registrant to permit PWEA's use and distribution (both now and in the future) of his/her image in photographs, promotional materials, electronic reproductions, etc., of these events and activities.

WHAT'S INCLUDED WITH YOUR BOOTH WORKER REGISTRATIONS?

	Monday Continental Breakfast; Breaks; Lunch	**Monday** President's Reception	**Monday** Annual Dinner	**Tuesday** Continental Breakfast; Breaks; Lunch	**Tuesday** YP Social Event	**Wednesday** Continental Breakfast; AM Break	Regular Conference Sessions	Workshops
Complimentary Booth Workers (Reps 1 & 2)	Yes	Yes	Discounted Fee	Yes	No	Yes	Yes	No
Discounted Booth Workers (Reps 3 & 4)	Yes	Yes	No	Yes	No	Yes	Yes	No

QUESTIONS?
Cindy Rock, PWEA Conference Manager
Email: cindyrock@pwea.org
Phone: 570-549-2204
Fax: 570-549-2221

ADDITIONAL INFORMATION

PWEA is committed to making your experience at our Conference as productive as possible. We structure the program schedule to get the attendees into the Exhibit Hall—then it's up to your sales representatives to capture their attention in order to promote your equipment and services.

Exhibitor Booth Drawings
We encourage you to hold your own raffles within your booth space. PWEA will not be involved in selecting the winners of your raffles but we can announce the winners over the PA system on Tuesday afternoon. In order to have your raffle winners announced, winner information must be provided to PWEA registration staff by 1:00pm on Tuesday.

Conference Raffle Prizes
PWEA will raffle prizes at different times during the Conference. Attendees will be given raffle tickets, and there will be containers placed in the Exhibit Hall—one for each prize. Raffle tickets will be drawn in the Exhibit Hall on Monday and Tuesday. Attendees must be present to win. Exhibitor representatives are not eligible for these drawings.

President's Reception
The President's Reception will be held in the Exhibit Hall on Monday, 4:30-5:30pm. Complimentary beer and snacks will be served.

Beer & Pretzels Reception
Complimentary beer, root beer, and soft pretzels will be served in the Exhibit Hall on Tuesday, 4:30-5:30pm.

PWEA Awards Ceremony & Annual Dinner
Join us on Monday evening to celebrate the PWEA and WEF Award winners. Attendance is discounted for those with a paid full Conference registration. Your first two booth workers are eligible for discounted tickets. Those with other types of registration may purchase tickets to attend.

Food & Break Stations
Food and break stations for the PWEA attendees will be located in the Exhibit Hall. Food functions include the receptions, continental breakfasts, breaks, and lunches.

Free Wireless Internet
Wireless internet service will be available to exhibitors and attendees at no charge.

PWEA Annual Business Directory
PennTec 2017 exhibitors and sponsors are eligible for inclusion in the 2018 Annual Business Directory which is printed each year in the first quarter issue of the *Keystone Water Quality Manager* magazine. Each company will receive a complimentary listing in one category.

Exhibit Hall Access
The Exhibit Hall is open to all registered attendees and registered vendor representatives. Exhibit Hall monitors will be checking to make sure everyone is wearing the correct 2017 Conference name badge and lanyard.

DO YOU WANT MORE FOOT TRAFFIC AT YOUR BOOTH?

New for 2017: Biosolids Bingo
The PWEA Exhibits & Sponsors Committee is organizing a fun game for attendees, and it will bring them to the booths of all participating exhibitors.

You can participate by selecting the $25 Biosolids Bingo Sponsorship on the Sponsorship Form. The $25 sponsorships will be used to purchase gift cards for the winners. The number of winners will depend upon the number of participating exhibitors.

Attendees will receive a Bingo card in their registration packets, along with a list of participating company names. Each participating exhibitor will be assigned a letter/number from the Bingo cards. Attendees will need to visit the exhibitors in order to have their cards stamped.

Once the squares are stamped horizontally, vertically or on the diagonal, the attendee will then turn in the card to a designated individual or booth just before the last break of each day (Monday or Tuesday) for confirmation. Attendees must be present to win and can only turn in one card, either on Monday or on Tuesday. Prizes will be awarded during the last exhibit hall break on Monday and on Tuesday.

PENNTEC 2017 SPONSORSHIPS

Promote your equipment, products, and services while supporting the PWEA. All sponsoring companies will be featured in the On-Site Conference Program, on signage displayed at the Conference, and in the Conference issue of the *Keystone Water Quality Manager* magazine. Sponsorships are available for exhibiting and non-exhibiting companies.

PWEA
PENNSYLVANIA WATER ENVIRONMENT ASSOCIATION

Register online or
send completed contract
with full payment to:

PWEA Registration
PO Box 61 • Blossburg, PA 16912
Fax: 570-549-2221
Phone: 570-549-2204
Email: cindyrock@pwea.org

PennTec 2017 Sponsorship Contract

Company: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Sponsorship Categories *(check all categories that apply)*

		Total
☐ Biosolids Bingo Participation *(for Exhibiting Companies only)* ***NEW for 2017*** *– Your company can be part of this year's Biosolids Bingo. You will be assigned a Bingo letter/number and attendees will come to you to have their Bingo cards stamped.*	$25	$_____
☐ President's Reception Sponsor *Complimentary beer and snacks will be served in the Exhibit Hall.*	$100	$_____
☐ Beer & Pretzels Reception Sponsor *Complimentary beer and soft pretzels will be served in the Exhibit Hall.*	$100	$_____
☐ Golf Hole Sponsor *Golf hole sponsorships are used to support the Operations Challenge event at PennTec and to help send PA teams to the national competition at WEFTEC. A golf sign with your company logo will be displayed at the hole sponsored.*	$100	$_____
☐ Operator Olympics Sponsor *Your sponsorship will help provide prizes for this fun event.*	$100	$_____
☐ SYP-Sponsored Social Event: Wine Tasting Sponsor ***NEW for 2017*** *– Sponsor the Tuesday evening Wine Tasting Event and your company logo will be printed on the wine and food pairings information sheet, as well as on signage displayed at the event. Logos will be due by March 31st.*	$125	$_____
☐ Conference Raffle Prize Sponsor *Your company name will be featured on a sign posted near one of the raffle ticket containers. No more than two companies will be featured with each prize.*	$250	$_____
☐ Monday Lunch Buffet Sponsor *Sponsor the lunch buffet and your company name and logo will be prominently displayed near the buffet lines.*	$500	$_____
☐ Tuesday Lunch Buffet Sponsor *Sponsor the lunch buffet and your company name and logo will be prominently displayed near the buffet lines.*	$500	$_____
☐ Annual Awards Ceremony & Dinner Sponsor *Your company name and logo will be prominently displayed on signage at this event on Monday evening.*	$500	$_____
☐ Logo Placement on Registration Gift *Your logo will be imprinted on the registrant gift which will be given to all Conference attendees.* ***A maximum of two sponsoring companies will be accepted.*** *Specifications for the logo format will be provided. Logos must be received by March 31st.*	$500	$_____
	Total Sponsorships	$_____

Method of Payment:

☐ Check (payable to PWEA) Total Due: $ _____

☐ Credit Card:

☐ MasterCard ☐ Visa ☐ American Express

Card Number: _____ Expiration Date: _____ Security Code: _____

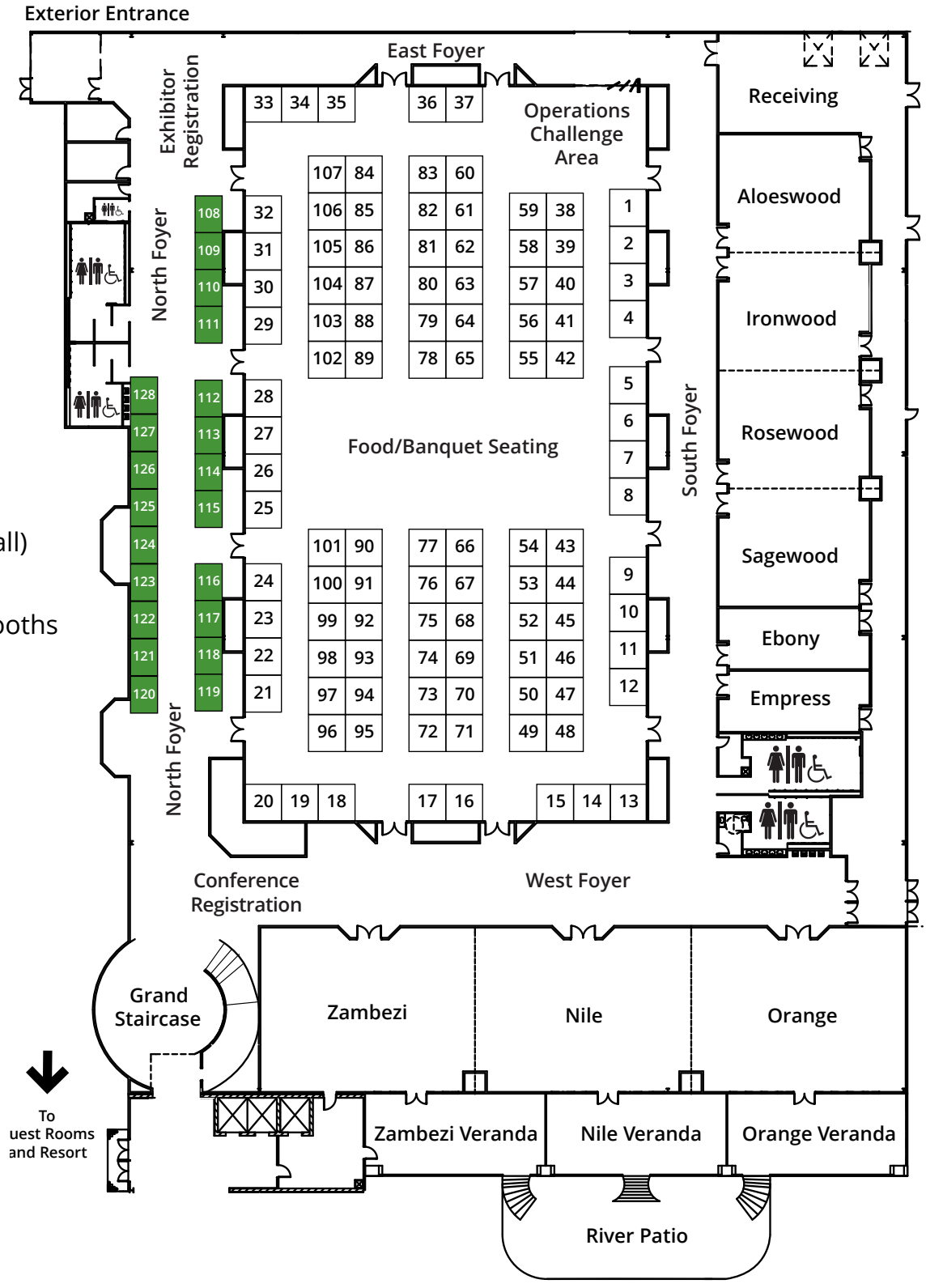
Name (as it appears on card): _____ Signature: _____

Billing Address (if different from above): _____

EXHIBIT HALL FLOOR PLAN

Booth Types:

- 10'x10' Booths (inside Exhibit Hall)
  Booth #1-107
- 6'x10' Hallway Booths
  Booth #108-128



PENNTEC 2017 CONTRACT FOR EXHIBIT SPACE

PLEASE PRINT all information on form

PennTec 2017 – 89th Annual Technical Conference & Exhibition • Pocono Manor, PA • June 4-7, 2017

Company Information – The following information will be published in the On-Site Conference Program.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Contact Information – This is the person to whom all information will be sent.

Contact Person: _____ Email: _____

Phone *(if different than above)*: _____ Fax *(if different than above)*: _____

To qualify for Member rate, provide name of employee who is a PWEA Member: _____

Exhibit Space Fees

Booth fees include standard booth furniture, electric service, internet access, carpet, and two complimentary Full Conference Registrations with optional discounted tickets for the Annual Dinner. **Booth Representative Registration Forms will be provided with your booth confirmation.**

	Member	Non-Member	Quantity	Total
10x10 Booth (inside Exhibit Hall)	$1395	$1495	_____	$ _____
6x10 Booth (in Hallway)	$1050	$1150	_____	$ _____
Outside Space (must purchase indoor booth)	$250	$300	_____	$ _____

Total Due for Exhibit Space $ _____

Do you need complimentary electric service in your booth? ☐ Yes ☐ No

Preferred Booth Location:

List booth numbers in order of preference: 1) _____ 2) _____ 3) _____

Space will be assigned in the order of when fully paid contracts are received. Every effort will be made to grant your space request; however, specific requests cannot be guaranteed.

Biosolids Bingo Participation - *See page 4 for details.*

NEW FOR 2017! RESERVE YOUR SPOT NOW! Exhibitors wishing to participate will pay a fee of $25—see Sponsorship form on page 5. Conference attendees who want to play are required to visit all participating vendor booths. Prizes will be awarded. SPACE IS LIMITED, AND IT IS FIRST COME, FIRST SERVED!

Agreement

By signing this Contract, I acknowledge that I am authorized to represent the Company noted on this Contract. I/we agree to abide by all PWEA Policies as outlined on page 4 and to the PWEA Rules & Regulations for Exhibiting.

Signature: _____

Annual Business Directory Category

Exhibitors are eligible for one free category listing in the Annual Business Directory, which is published each year in the first quarter issue of the *Keystone Water Quality Manager* magazine.

Mark your (1) complimentary category below; do not add your own categories.

- ☐ *Biosolids/Sludge Management*
- ☐ *Collection Systems Services & Equipment*
- ☐ *Computer Sales & Services*
- ☐ *Construction Consultants*
- ☐ *Engineering/Environmental Consultants*
- ☐ *Laboratory Services & Equipment*
- ☐ *Manufacturer's Representatives/Supplies*
- ☐ *Maintenance Repairs/Services & Equipment*
- ☐ *Odor Control*
- ☐ *Process Chemicals*
- ☐ *Process Control Equipment*
- ☐ *Process Control Instrumentation*
- ☐ *Safety Equipment*
- ☐ *Wastewater/Waste Treatment Services & Equipment*

Method of Payment:

☐ Check (payable to PWEA) Total Due $ _____

☐ Credit Card:

☐ MasterCard ☐ Visa ☐ American Express

Card Number: _____ Expiration Date: _____ Security Code: _____

Name (as it appears on card): _____ Signature: _____

Billing Address (if different from above): _____

Register online or send completed contract with full payment to:

PWEA Registration
PO Box 61
Blossburg, PA 16912

Fax: 570-549-2221
Phone: 570-549-2204
Email: cindyrock@pwea.org

Pennsylvania Water Environment Association

EXHIBITOR PROSPECTUS

PennTec 2017 • June 4-7, 2017

Kalahari Resort & Convention Center
Pocono Manor, PA

PennTec 2017 89th Annual Technical Conference & Exhibition

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PWEA
PENNSYLVANIA WATER ENVIRONMENT ASSOCIATION

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GETTYSBURG, PA 17325
WWW.PWEA.ORG

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