

PENNTec 2018 VENDOR INVITATION

Dear Vendor,

We invite you to join us as an exhibitor/sponsor at the Pennsylvania Water Environment Association's 90th Annual Technical Conference & Exhibition (PennTec 2018), which will be held at the Hershey Lodge and Convention Center in Hershey, PA on June 3-6, 2018.

With an average yearly attendance of over 700 water quality professionals seeking the latest knowledge and technology available, PennTec would be a great place 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!



Kevin Shannon
Chair, PennTec 2018
Conference Committee



Marilyn Baron
Chair, Exhibits and
Sponsors Subcommittee

HOTEL ACCOMMODATIONS

Hershey Lodge and Convention Center 325 University Drive, Hershey, PA 17033

A block of rooms has been reserved at the Hershey Lodge and Convention Center for PennTec 2018. Reservations must be made by May 2, 2018. Rooms may not be available after this date. The discounted room rate is:

\$199.00 per Room (all rooms are non-smoking)

The room rate includes overnight accommodations and a complimentary ticket to the Hershey Gardens and the Hershey Story Museum. Also included at no charge for all overnight guests is the hotel's miniature golf course, arcade, outdoor pool and Hershey's Water Works—the new 30,000 square foot indoor pool complex. Overnight guests may purchase discounted Hersheypark admission tickets at the hotel concierge desk, and the hotel provides complimentary shuttle service to and from Hersheypark.

Call Reservations at 855-729-3108 and mention the PennTec Conference to receive the discounted rate.



PENNTec 2018 PRELIMINARY SCHEDULE

(as of December 31, 2017)

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

Sunday, June 3

Time TBD	Community Service Project
1:00-8:00pm	Hersheypark Event
3:00-5:00pm	Registration Open
5:00-6:30pm	Networking Reception

Monday, June 4

7:30am-5:00pm	Registration Open
7:45-8:45am	Continental Breakfast
8:45-11:45am	Morning Technical Programs <i>Biosolids</i> <i>Collection Systems</i> <i>Engineering</i> <i>Laboratory Practices</i> <i>Utility Management</i>
9:00am-4:30pm	Workshops <i>Courses to be announced</i>
10:15-10:45am	Morning Break
11:45am-1:00pm	Exhibit Hall Opens Complimentary Lunch in Exhibit Hall
12:30-1:00pm	Annual Business Meeting with Dessert & Coffee
1:00-3:30pm	Professional Wastewater Operations (PWO) Plant Tour
1:00-4:30pm	Afternoon Technical Programs <i>Biosolids</i> <i>Collection Systems</i> <i>Engineering</i> <i>Laboratory Practices</i> <i>Utility Management</i>
2:30-3:30pm	Afternoon Break in Exhibit Hall
4:30-5:30pm	President's Reception in Exhibit Hall
6:00-8:00pm	Annual PWEA Awards Ceremony and Reception

Tuesday, June 5

7:00-8:30am	Continental Breakfast in Exhibit Hall
7:00am-5:30pm	Registration Open
8:00-11:30am	Morning Technical Programs <i>Collection Systems</i> <i>Engineering</i> <i>Finance</i> <i>Industrial Pretreatment</i> <i>Stormwater</i>
8:00-11:30am	Students & Young Professionals (SYP) Plant Tour
8:00am-4:30pm	Workshops <i>Courses to be announced</i>
9:00am-12:00pm	Operations Challenge
9:30-10:30am	Morning Break in Exhibit Hall
11:30am-1:00pm	Complimentary Lunch in Exhibit Hall Student Research Poster Presentations
12:30-1:30pm	SYP Career Fair
1:00-4:30pm	Afternoon Technical Programs <i>Collection Systems</i> <i>Construction</i> <i>Industrial Pretreatment</i> <i>Stormwater</i> <i>Student Research Presentations</i>
2:30-3:30pm	Afternoon Break in Exhibit Hall
4:30-5:30pm	Beer & Pretzels Reception in Exhibit Hall
6:00-9:00pm	Operator Olympics in Exhibit Hall YP Social Event - Wine Tasting/Food Pairing

Wednesday, June 6

7:00-8:30am	Continental Breakfast
7:00am-12:00pm	Registration Open
8:30am-2:00pm	Golf Tournament
8:00-11:00am	Morning Technical Programs <i>Professional Wastewater Operations</i> <i>Water Sustainability & Reuse</i>
8:00-11:30am	Workshops <i>Courses to be announced</i>
9:30-10:00am	Morning Break
11:30am	Conference Concludes

NEW IN 2018 - COMMUNITY SERVICE PROJECT

The PWEA Students & Young Professionals (SYP) Committee is organizing a Community Service Project for Sunday prior to the PennTec Conference. Volunteers will work in an area to do plantings, stream clean-up, a rain garden, or other worthwhile project. Details will be confirmed later. Service project participation is open to anyone, not just the SYPs.

You can support this event by becoming a sponsor (see page 5). Equipment/safety items will be purchased and given to volunteers who will be helping with the project. Sponsor logos will be printed on T-shirts for the volunteers.

IMPORTANT DATES AND TIMES FOR THE EXHIBIT HALL

Exhibit set-up will be on Monday, 7:00-10:30am. If an exhibit is not set by 10:30am, 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.**

Monday, June 4

7:00-10:30am	Exhibitor Set-up
11:45am-1:00pm	Exhibit Hall Opens & Lunch
2:30-3:30pm	Exhibit Hall Break
4:30-5:30pm	President's Reception

Tuesday, June 5

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

All booths are 8'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 11:45am. Booth setup will be on Monday, 7:00-10:30am. 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.

Online Registration

PWEA is offering the opportunity to register for a booth and 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 a check within 10 business days.

PWEA's Federal EIN

The PWEA is a 501(c)3 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 \$150 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 Awards Reception	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	Yes	Yes	No	Yes	Yes	No
Discounted Booth Workers (Reps 3 & 4)	Yes	Yes	Yes	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 company 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 & Reception

Join us on Monday evening to celebrate the PWEA and WEF Award winners. Attendance is complimentary.

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

Complimentary wireless internet service will be available to exhibitors and attendees in the Exhibit Hall.

PWEA Annual Business Directory

PennTec 2018 exhibitors and sponsors are eligible for inclusion in the 2019 Annual Business Directory which will be included in the first quarter 2019 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 2018 Conference name badge and lanyard.

DO YOU WANT MORE FOOT TRAFFIC AT YOUR BOOTH?



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 adding the \$25 Biosolids Bingo Participation Fee on the Booth Contract. The \$25 fee 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 companies. 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 2018 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. If logos are needed, they should be sent by March 31st.

PennTec 2018 Sponsorship Contract



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

Company: _____
 Contact Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____
 Email: _____

Sponsorship Categories *(check all categories that apply)*

		Total
<input type="checkbox"/> New for 2018 - Community Service Project Sponsor <i>(see page 2 for details)</i> <i>Your company logo will be printed on T-shirts which will be given to the volunteers.</i>	<input type="checkbox"/> Platinum Level - \$750 <input type="checkbox"/> Gold Level - \$500 <input type="checkbox"/> Silver Level - \$250	\$ _____
<input type="checkbox"/> Monday Lunch Buffet Sponsor <i>Your company name and logo will be displayed near the buffet lines.</i>	\$500	\$ _____
<input type="checkbox"/> Tuesday Lunch Buffet Sponsor <i>Your company name and logo will be displayed near the buffet lines.</i>	\$500	\$ _____
<input type="checkbox"/> New for 2018 - Wireless Internet Sponsor <i>Your company name and logo will be displayed in the Exhibit Hall.</i>	\$250	\$ _____
<input type="checkbox"/> Conference Raffle Prize Sponsor <i>(see page 4 for details)</i> <i>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.</i>	\$250	\$ _____
<input type="checkbox"/> Annual Awards Ceremony & Reception Sponsor <i>Your company name and logo will be displayed at this event on Monday evening.</i>	\$200	\$ _____
<input type="checkbox"/> Wine Tasting/Food Pairing Event Sponsor <i>Your company logo will be printed on the wine and food pairings information sheet for this Tuesday evening event.</i>	\$125	\$ _____
<input type="checkbox"/> President's Reception Sponsor <i>Complimentary beer and snacks will be served in the Exhibit Hall on Monday.</i>	\$100	\$ _____
<input type="checkbox"/> Beer & Pretzels Reception Sponsor <i>Complimentary beer and soft pretzels will be served in the Exhibit Hall on Tuesday.</i>	\$100	\$ _____
<input type="checkbox"/> Golf Hole Sponsor <i>A golf sign with your company logo will be displayed at the hole sponsored.</i>	\$100	\$ _____
<input type="checkbox"/> Operator Olympics Sponsor <i>Your sponsorship will help provide prizes for this fun event on Tuesday.</i>	\$100	\$ _____
Total Sponsorships		\$ _____

Method of Payment:

Check (payable to PWEA)

Total Due: \$ _____

Credit Card:

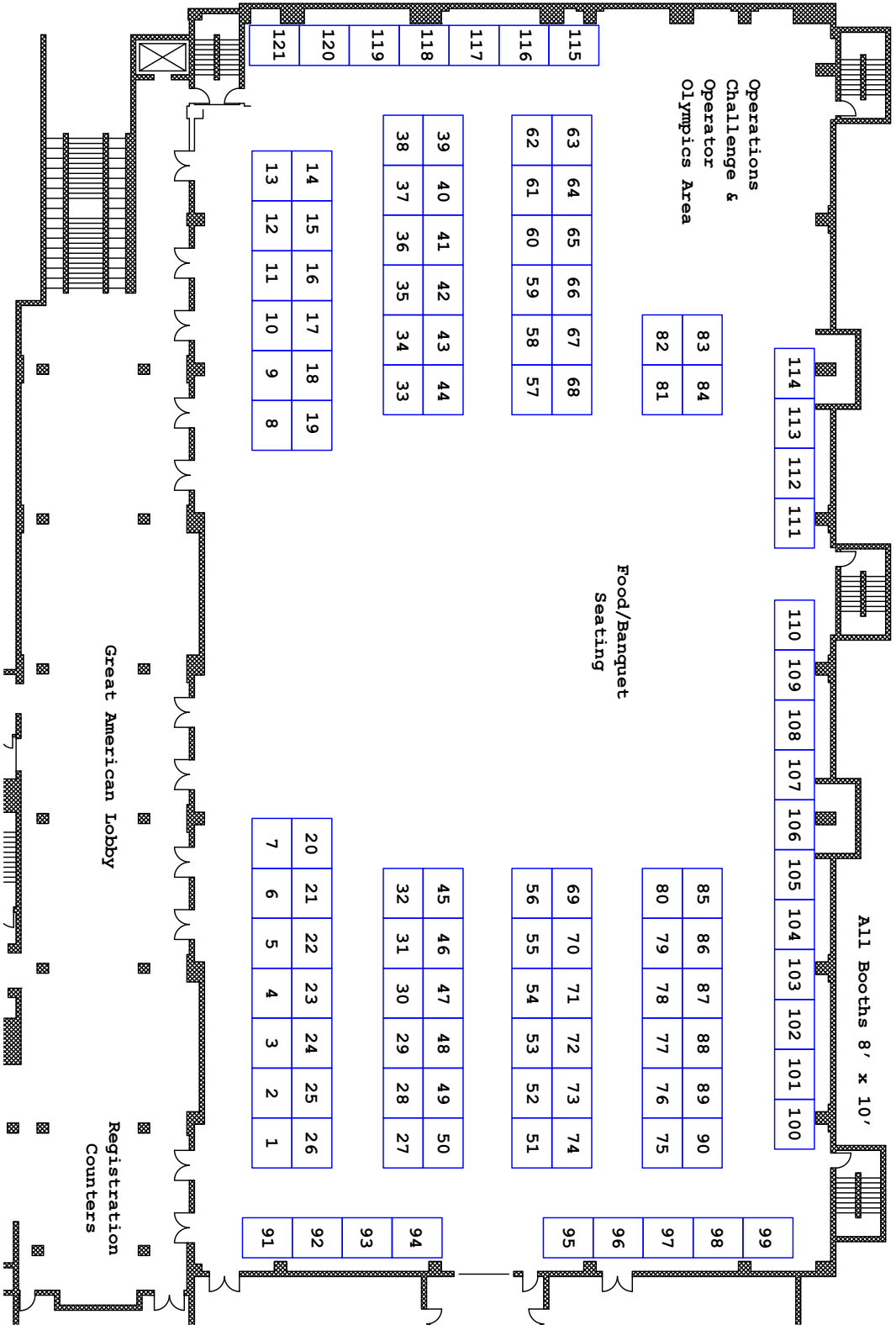
MasterCard Visa American Express

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

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

Billing Address (if different from above): _____

EXHIBIT HALL FLOOR PLAN



PENNTEC 2018 CONTRACT FOR EXHIBIT SPACE

PLEASE PRINT all information on form

PennTec 2018 – 90th Annual Technical Conference & Exhibition • Hershey, PA • June 3-6, 2018

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

Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____
Phone: _____ Website: _____

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

Contact Person: _____ Phone (if different than above): _____
Email: _____
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
8x10 Booth	\$1395	\$1495	_____	\$ _____
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.

RESERVE YOUR SPOT NOW! Exhibitors wishing to participate will pay a fee of \$25, which will be used to purchase gift cards for prizes. Conference attendees who want to play are required to visit all participating vendor booths. SPACE IS LIMITED, AND IT IS FIRST COME, FIRST SERVED!

I want to participate - add \$25 to my booth fee

Annual Business Directory Category

Exhibitors are eligible for one free category listing in the Annual Business Directory, which will be published in the first quarter 2019 issue of the *Keystone Water Quality Manager* magazine.

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

- | | |
|--|--|
| <input type="checkbox"/> Biosolids/Sludge Management | <input type="checkbox"/> Maintenance Repairs/Services & Equipment |
| <input type="checkbox"/> Collection Systems Services & Equipment | <input type="checkbox"/> Odor Control |
| <input type="checkbox"/> Computer Sales & Services | <input type="checkbox"/> Process Chemicals |
| <input type="checkbox"/> Construction Consultants | <input type="checkbox"/> Process Control Equipment |
| <input type="checkbox"/> Engineering/Environmental Consultants | <input type="checkbox"/> Process Control Instrumentation |
| <input type="checkbox"/> Laboratory Services & Equipment | <input type="checkbox"/> Safety Equipment |
| <input type="checkbox"/> Manufacturer's Representatives/Supplies | <input type="checkbox"/> Wastewater/Waste Treatment Services & Equipment |

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: _____

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

**Booth contract must be received by
April 20th to guarantee inclusion in the
On-Site Conference Program.**

Pennsylvania Water Environment Association

EXHIBITOR PROSPECTUS



PennTec 2018 • June 3-6, 2018
Hershey Lodge & Convention Center

PennTec 
2018 90th Annual Technical
Conference & Exhibition



PWEA
PENNSYLVANIA WATER
ENVIRONMENT ASSOCIATION

P.O. BOX 3367
GETTYSBURG, PA 17325
WWW.PWEA.ORG

NONPROFIT
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