

# PennTec 2024 Vendor Invitation

*Dear Vendor,*

We invite you to join us as an exhibitor/sponsor at the Pennsylvania Water Environment Association's 95th Annual Technical Conference & Exhibition (PennTec 2024) held at the The PennStater Hotel & Conference Center in State College on June 16 - June 19, 2024.

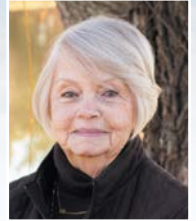
With an average yearly attendance of over 700 water quality professionals seeking the latest knowledge and technology available, PennTec would be a great place to get the word out about your products, equipment, and services!

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 or go online right away to reserve your preferred space!



**William LaPorte**  
Chair, PennTec 2024  
Conference Committee



**Marilyn Baron**  
Chair, Exhibits and  
Sponsors Committee

## Vendor Get-Together

The Exhibits & Sponsors Committee is organizing an informal gathering for exhibitors and PWEA leaders on Sunday, 6:00-7:30pm. Details will be provided with the official booth confirmation email.

## Hotel Accommodations

***Penn Stater Conference Center Hotel • 215 Innovation Blvd • State College, PA 16803***

A block of rooms has been reserved at the Penn Stater for PennTec 2024. Reservations must be made by May 16, 2024. Rooms may not be available after this date. The discounted room rate is as follows:

\$132.00 per Room/Single or Double Occupancy

This rate includes overnight accommodations only. All rooms are non-smoking. Call Reservations at 1-800-233-7505 and mention Reservation ID PWEA24A to receive the discounted rate. Online reservations can be made by going to <https://thepennstaterhotel.psu.edu>.



**WATER'S WORTH IT**

# PennTec 2024 Preliminary Schedule *(as of December 31, 2023)*

Visit [www.pwea.org](http://www.pwea.org) for the most current program schedule.

## SUNDAY, JUNE 16

11:00am-3:00pm	Community Service Project
12:00pm-4:00pm	Annual Golf Tournament
4:00pm-5:00pm	Registration Opens
6:00pm-7:30pm	Vendor Get-Together with Exhibits & Sponsors Committee

## MONDAY, JUNE 17

7:00am-5:00pm	Registration Opens
7:00am-8:00am	Continental Breakfast
7:30am-8:30am	Keynote Presentation
8:00am-5:00pm	<b>Workshops</b>
8:40am-12:00pm	<b>Morning Technical Programs</b>
9:45am-10:15am	Exhibit Hall Open with Break Refreshments
12:00pm-1:00pm	Exhibit Hall Open with Complimentary Lunch
12:30pm-1:00pm	PWEA Annual Business Meeting with Dessert & Coffee
12:55pm-1:00pm	5-Minute Vendor Presentations
1:00pm-3:30pm	Plant Tour
1:00pm-4:45pm	<b>Afternoon Technical Programs</b>
2:40pm-3:40pm	Exhibit Hall Open with Break Refreshments
4:45pm-5:45pm	President's Reception in Exhibit Hall
5:45pm-7:00pm	Annual PWEA Awards Ceremony Reception
7:15pm-9:30pm	Tailgate Dinner and Cornhole Tournament

## TUESDAY, JUNE 18

7:00am-5:00pm	Registration Opens
7:30am-8:30am	Exhibit Hall Open with Continental Breakfast
7:55am-8:00am	5-Minute Vendor Presentations
8:00am-11:45am	<b>Morning Technical Programs</b>
8:00am-5:00pm	<b>Workshops</b>
9:00am-11:30am	Stormwater Tour
9:40am-10:40am	Exhibit Hall Open with Break Refreshments
9:40am-10:40am	Operations Challenge in Exhibit Hall
11:15am-11:45am	Biosolids Mobile Sessions in Exhibit Hall
11:45am-1:00pm	Exhibit Hall Break with Complimentary Lunch
11:45am-1:00pm	Student Research Poster Presentations
11:45am-1:00pm	Women in Water Luncheon
12:55pm-1:00pm	5-Minute Vendor Presentations
1:00pm-4:45pm	<b>Afternoon Technical Programs</b>
2:40pm-3:40pm	Exhibit Hall Open with Break Refreshments
4:45pm-5:45pm	Beer & Pretzels Reception in Exhibit Hall
4:45pm-5:45pm	Operator Olympics in Exhibit Hall

## WEDNESDAY, JUNE 19

7:00am-8:30am	Continental Breakfast in Hallway
7:00am-12:00pm	Registration Open
7:55am-8:00am	5-Minute Vendor Presentations
8:00am-11:15am	<b>Morning Technical Programs</b>
8:00am-11:45am	<b>Workshops</b>
9:00am-1:00pm	PA DEP Water/Wastewater Operator Certification Exam
9:40am-10:10am	Break Refreshments in Hallway
11:30am	Conference Concludes

## Important Dates and Times for the Exhibit Hall

Exhibit booth set-up will be on Sunday, 3:00-5:00pm, and on Monday, 6:00-7:30am. If a booth is not set by 7:30am on Monday, the exhibitor must wait to set up during session times. Exhibitors may not set up their booths during open exhibit hours.

## SUNDAY, JUNE 16

3:00pm-5:00pm	Exhibitor Set-up
6:00pm-7:30pm	Vendor Get-Together

## MONDAY, JUNE 17

6:00am-7:30am	Exhibitor Set-up
9:45am-10:15am	Exhibit Hall Break
12:00pm-1:00pm	Exhibit Hall & Lunch
2:40pm-3:40pm	Exhibit Hall Break
4:45pm-5:45pm	President's Reception

## TUESDAY, JUNE 18

7:30am-8:30am	Continental Breakfast
9:40am-10:40am	Exhibit Hall Break
11:45am-1:00pm	Exhibit Hall Break & Lunch
2:40pm-3:40pm	Exhibit Hall Break
4:45pm-5:45pm	Beer & Pretzels Reception
5:45pm-6:00pm	Cash Raffle for Vendor Reps
6:00pm-7:00pm	Exhibit Teardown

# General Information

## Exhibit Booths

All booths inside the Exhibit Hall are 8'x8'. Hallway Booths are available in 8'x8' and 6'x8'. Booths include pipe & drape back and sides; a 6' draped table; two chairs; a wastebasket; a standard header sign; one standard electric service; and complimentary internet access. The Exhibit Hall is carpeted. **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 9:45am. Booth setup will be on Sunday, 3:00-5:00pm and on Monday, 6:00-7:30am. Teardown will begin at 6:00pm 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 vendor – Hershey Exposition Services – will provide an online 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 \$265 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

You may register for your booth and sponsorships online. Go to [www.pwea.org](http://www.pwea.org), click Event Registration under the Calendar tab, scroll down to the PennTec Exhibits & Sponsors event description, then click the Register link to go to the secure registration page. Online registration is available with credit card payment, or you may register online and then mail a check within 10 business days.

**Booth assignments will be made after payment is received.**

## 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 contracted 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 2024 Conference badge; Hall monitors will be checking badges.** Security will not be provided inside the Exhibit Hall during off hours, so we strongly advise you to not leave expensive items 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 May 3rd, will receive a full refund less a \$250 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.

## 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 2024 Conference name badge and lanyard.**

# What Is Included With Your Booth Worker Registration?

	Monday Continental Breakfast; Breaks; Lunch	Monday President's Reception	Monday Awards Ceremony	Tuesday Continental Breakfast; Breaks; Lunch	Tuesday Beer & Pretzels Reception	Wednesday Continental Breakfast; AM Break	Regular Conference Sessions
Complimentary Booth Workers (Reps 1 & 2)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Discounted Fee Booth Workers (Reps 3 & 4)	Yes	Yes	Yes	Yes	Yes	Yes	Yes

# 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.

## Logo Displays

All exhibitors will have the opportunity for their company logos to be displayed on a large screen inside the exhibit hall. Logos should be sent by email to [rachelesohn@pwea.org](mailto:rachelesohn@pwea.org) by April 26th. Logo files should be in high resolution JPG format.

## 5-Minute Vendor Presentations

Exhibitors will be offered the opportunity to make a 5-minute presentation about their products and services to attendees at the beginning of the Technical Programs. Details will be provided with the official booth confirmation email.

## 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 and guests are not eligible for these drawings.**

## Free Wireless Internet

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

## President's Reception

The President's Reception will be held in the Exhibit Hall on Monday, 4:45-5:45pm. Complimentary beer, wine, and snacks will be served.

## Beer & Pretzels Reception

Complimentary beer, wine, and soft pretzels will be served in the Exhibit Hall on Tuesday, 4:45-5:45pm.

## Food & Break Stations

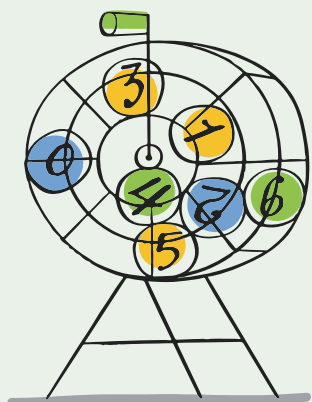
Food and break stations for registered PWEA attendees will be located in the Exhibit Halls and hallways. Food functions include the receptions, continental breakfasts, breaks, and lunches. Seating for meals will be in the Dean's Hall.

## Car Racing Event

The Exhibits & Sponsors Committee is hosting the 2nd Annual Car Racing event to help bring attendees into the Exhibit Hall. Hot Wheels/Matchbox cars will be raced down a track during breaks. Races will be in heats of 6-8 numbered cars. Winner of each heat advances to the final. Heat winners and the overall winner will receive prizes. Only registered attendees may participate.

## Vendor Get-Together

The Exhibits & Sponsors Committee is organizing an informal gathering for exhibitors and PWEA leaders on Sunday, 6:00-7:30pm. Details will be provided with the official booth confirmation email.



## Do You Want More Foot Traffic at Your Booth?

### Exhibit Hall 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 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. Names of winners will be emailed to participating exhibitors after the conference.


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. Bingo winners will be entered into a \$50 Grand Prize Drawing on Monday during the President's Reception and on Tuesday during the Beer & Pretzels Reception.

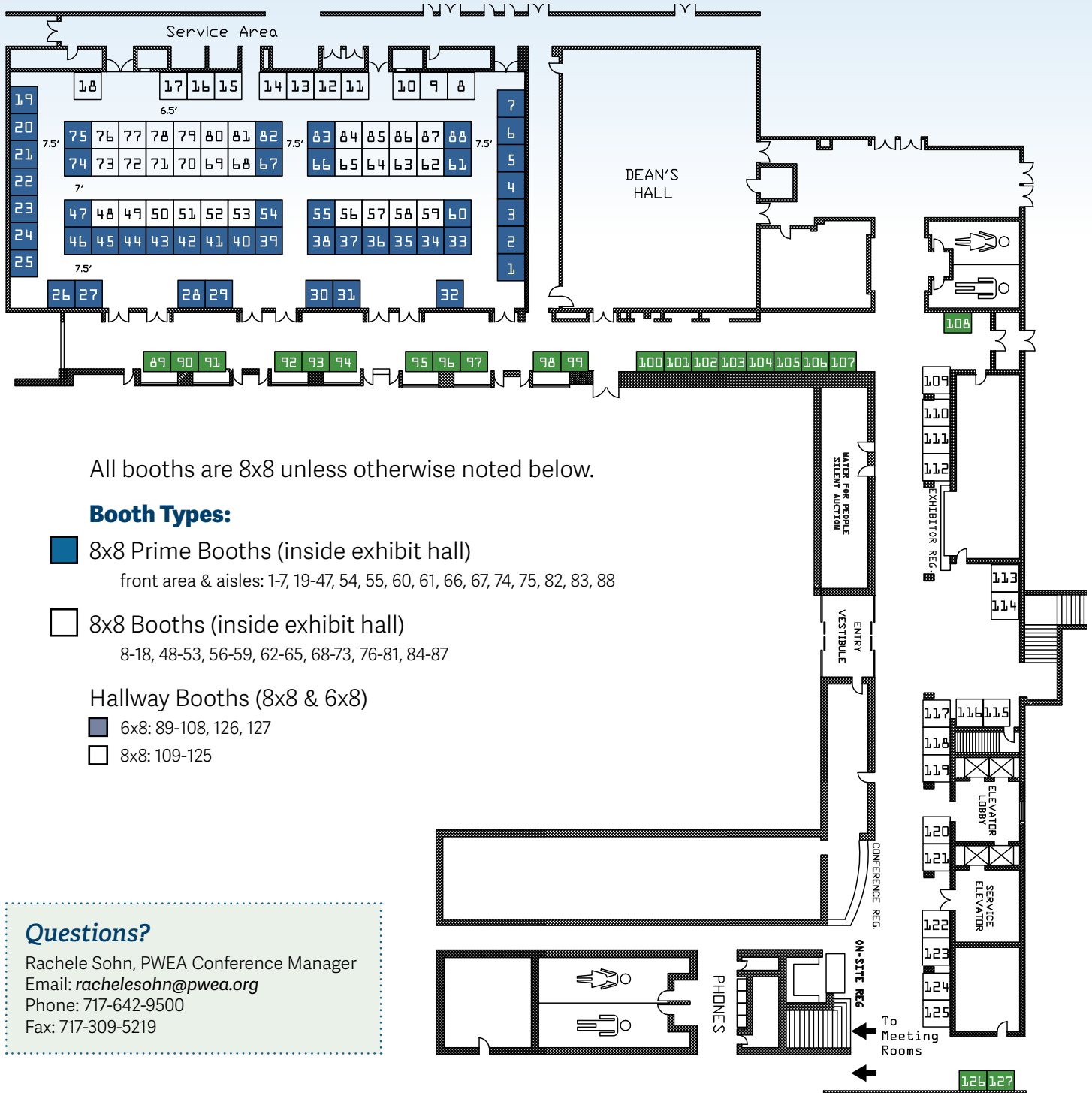


# PennTec 2024 Sponsorships

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, company logo displayed on Exhibit Hall monitor, 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 April 26th.

 <div style="display: inline-block; vertical-align: middle;"> <b>PWEA</b>  <small>PENNSYLVANIA WATER ENVIRONMENT ASSOCIATION</small> </div> <p style="text-align: center; margin-top: 10px;">             Register online or              send completed contract              with full payment to:  <b>PWEA</b>  <b>PO Box 796</b>  <b>Harrisburg, PA 17108</b>              Fax: 717-309-5219              Phone: 717-642-9500              Email: <a href="mailto:rachelesohn@pwea.org">rachelesohn@pwea.org</a> </p>	<h2 style="text-align: center; margin-bottom: 20px;">PennTec 2024 Sponsorship Contract</h2> <p>Company: _____</p> <p>Contact Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: _____</p> <p>Email: _____</p>																																																
<b>Sponsorship Categories</b> <i>(check all categories that apply)</i>																																																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><input type="checkbox"/> Hotel Key Card Sponsorship <i>(company logo featured on RFID key card)</i> <b>Only one sponsor can be accepted.</b></td> <td style="width: 20%; text-align: right;">\$1,500</td> <td style="width: 20%; text-align: right;">\$ _____</td> </tr> <tr> <td><input type="checkbox"/> Exhibit Hall Bingo Participation - <b>Exhibitors Only</b></td> <td style="text-align: right;">\$25</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td><input type="checkbox"/> Community Service Project Sponsor</td> <td colspan="2"> <input type="checkbox"/> Platinum Level - \$750  <input type="checkbox"/> Gold Level - \$500  <input type="checkbox"/> Silver Level - \$250                 </td> </tr> <tr> <td><input type="checkbox"/> Wireless Internet Sponsor <i>(company logo featured on WiFi splash page)</i> <b>Only one sponsor can be accepted.</b></td> <td style="text-align: right;">\$3,678</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td><input type="checkbox"/> Company Logo on Badge Holder <b>Only one sponsor can be accepted.</b></td> <td style="text-align: right;">\$1000</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td><input type="checkbox"/> Company Logo on Registration Bag <b>Only one sponsor can be accepted.</b></td> <td style="text-align: right;">\$1000</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td><input type="checkbox"/> <b>Monday</b> - Lunch Buffet Sponsor <i>(company logo displayed near buffet lines)</i></td> <td style="text-align: right;">\$500</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td><input type="checkbox"/> <b>Tuesday</b> - Lunch Buffet Sponsor <i>(company logo displayed near buffet lines)</i></td> <td style="text-align: right;">\$500</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td><input type="checkbox"/> Conference Raffle Prize Sponsor <i>(see page 4 for details)</i> <i>Your company logo will be featured on a sign posted near one of the raffle ticket containers.</i> <b>No more than two companies can be featured with each prize.</b></td> <td style="text-align: right;">\$250</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td><input type="checkbox"/> <b>Monday</b> - President's Reception Sponsor</td> <td style="text-align: right;">\$200</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td><input type="checkbox"/> <b>Monday</b> - Annual Awards Ceremony &amp; Reception Sponsor</td> <td style="text-align: right;">\$250</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td><input type="checkbox"/> <b>Monday</b> - Tailgate Dinner and Cornhole Tournament</td> <td colspan="2"> <input type="checkbox"/> Platinum Level - \$750  <input type="checkbox"/> Gold Level - \$500  <input type="checkbox"/> Silver Level - \$250                 </td> </tr> <tr> <td><input type="checkbox"/> <b>Tuesday</b> - Women in Water Luncheon Sponsor <i>Company logo displayed with giveaway item.</i></td> <td style="text-align: right;">\$250</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td><input type="checkbox"/> <b>Tuesday</b> - Beer &amp; Pretzels Reception Sponsor</td> <td style="text-align: right;">\$200</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td><input type="checkbox"/> <b>Tuesday</b> - Operator Olympics Sponsor <i>(sponsorship funds used to purchase prizes)</i></td> <td style="text-align: right;">\$200</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td><input type="checkbox"/> Sunday - Golf Hole Sponsor <i>(company logo displayed on golf hole sign)</i></td> <td style="text-align: right;">\$200</td> <td style="text-align: right;">\$ _____</td> </tr> </table>		<input type="checkbox"/> Hotel Key Card Sponsorship <i>(company logo featured on RFID key card)</i> <b>Only one sponsor can be accepted.</b>	\$1,500	\$ _____	<input type="checkbox"/> Exhibit Hall Bingo Participation - <b>Exhibitors Only</b>	\$25	\$ _____	<input type="checkbox"/> Community Service Project Sponsor	<input type="checkbox"/> Platinum Level - \$750 <input type="checkbox"/> Gold Level - \$500 <input type="checkbox"/> Silver Level - \$250		<input type="checkbox"/> Wireless Internet Sponsor <i>(company logo featured on WiFi splash page)</i> <b>Only one sponsor can be accepted.</b>	\$3,678	\$ _____	<input type="checkbox"/> Company Logo on Badge Holder <b>Only one sponsor can be accepted.</b>	\$1000	\$ _____	<input type="checkbox"/> Company Logo on Registration Bag <b>Only one sponsor can be accepted.</b>	\$1000	\$ _____	<input type="checkbox"/> <b>Monday</b> - Lunch Buffet Sponsor <i>(company logo displayed near buffet lines)</i>	\$500	\$ _____	<input type="checkbox"/> <b>Tuesday</b> - Lunch Buffet Sponsor <i>(company logo displayed near buffet lines)</i>	\$500	\$ _____	<input type="checkbox"/> Conference Raffle Prize Sponsor <i>(see page 4 for details)</i> <i>Your company logo will be featured on a sign posted near one of the raffle ticket containers.</i> <b>No more than two companies can be featured with each prize.</b>	\$250	\$ _____	<input type="checkbox"/> <b>Monday</b> - President's Reception Sponsor	\$200	\$ _____	<input type="checkbox"/> <b>Monday</b> - Annual Awards Ceremony & Reception Sponsor	\$250	\$ _____	<input type="checkbox"/> <b>Monday</b> - Tailgate Dinner and Cornhole Tournament	<input type="checkbox"/> Platinum Level - \$750 <input type="checkbox"/> Gold Level - \$500 <input type="checkbox"/> Silver Level - \$250		<input type="checkbox"/> <b>Tuesday</b> - Women in Water Luncheon Sponsor <i>Company logo displayed with giveaway item.</i>	\$250	\$ _____	<input type="checkbox"/> <b>Tuesday</b> - Beer & Pretzels Reception Sponsor	\$200	\$ _____	<input type="checkbox"/> <b>Tuesday</b> - Operator Olympics Sponsor <i>(sponsorship funds used to purchase prizes)</i>	\$200	\$ _____	<input type="checkbox"/> Sunday - Golf Hole Sponsor <i>(company logo displayed on golf hole sign)</i>	\$200	\$ _____
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<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> <b>Check</b> (payable to PWEA) – Due within 10 business days of form submission.                     </div> <div> <b>Total Due \$</b> _____                     </div> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> <b>Credit Card payments must be made online</b> – Due upon receipt of payment link.                      After we receive this form, you will be sent a confirmation email. There will be a link at the bottom of that email which will take you to the online payment screen for credit card payments.                      All credit card transactions will include a 3.5% technology fee.                 </div>																																																	

# Exhibit Hall Floor Plan



## Questions?

Rachele Sohn, PWEA Conference Manager  
Email: [rachelesohn@pwea.org](mailto:rachelesohn@pwea.org)  
Phone: 717-642-9500  
Fax: 717-309-5219



# PennTec 2024 Contract for Exhibit Space

PLEASE PRINT all information on form

PennTec 2024 – 95th Annual Technical Conference & Exhibition • State College, PA • June 16-19, 2024

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

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Company: \_\_\_\_\_ 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, two complimentary Full Conference Registrations, and two discounted Full Conference Registrations. **Booth Representative Registration Forms will be provided with your booth confirmation.**

	Member	Non-Member	Quantity	Total
8x10 Prime Booth (see floor plan)	\$1530	\$1780	_____	\$ _____
8x10 Booth (see floor plan)	\$1420	\$1670	_____	\$ _____
Outside Space (must purchase indoor booth)	\$250	\$300	_____	\$ _____
Total Due for Exhibit Space \$				_____

## 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.

## Exhibit Hall 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

## Logo Displays - See page 4 for details.

Exhibitors may have their logos displayed on the large screen in the Exhibit Hall at **no charge**. Logos should be emailed in high resolution JPG format to [rachelesohn@pwea.org](mailto:rachelesohn@pwea.org) no later than April 26th.

☐ I want to participate. I will email my logo by April 26th.

## 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 within this prospectus and to the PWEA Rules & Regulations for Exhibiting.

Booth cancellations received in writing on or before May 3rd will receive a full refund less a \$250 processing fee. Cancellations received after that date will not receive a refund.

Signature: \_\_\_\_\_

## Cancellation Policy

Booth cancellations received in writing on or before May 3rd, will receive a full refund less a \$250 processing fee. Cancellations received after that date, will not receive a refund.

## Method of Payment:

☐ **Check** (payable to PWEA) – Due within 10 business days of form submission.

Total Due \$ \_\_\_\_\_

☐ **Credit Card payments must be made online** – Due upon receipt of payment link.

After we receive this form, you will be sent a confirmation email. There will be a link at the bottom of that email which will take you to the online payment screen for credit card payments.  
All credit card transactions will include a 3.5% technology fee.

Register online or send completed contract with full payment to:

PWEA Registration  
PO Box 796  
Harrisburg, PA 17108

Fax: 717-309-5219  
Phone: 717-642-9500  
Email: [rachelesohn@pwea.org](mailto:rachelesohn@pwea.org)

**Booth contract must be received by  
May 3rd to guarantee company listing  
in the On-Site Conference Program.**

# EXHIBITOR PROSPECTUS

**June 16-19, 2024** | **Penn Stater Hotel & Conference Center  
State College, PA**



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