

PENNTEC 2016 VENDOR INVITATION

Dear Vendor,

We invite you to join us as an exhibitor/sponsor at the Pennsylvania Water Environment Association's 88th Annual Technical Conference & Exhibition (PennTec 2016), which will be held at the Penn Stater Conference Center Hotel in State College, PA on June 5-8, 2016.

This Conference draws more than 650 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 sells quickly, so don't delay—send in your contract right away!



Larry Fair
Chair, PennTec 2016
Conference Committee



Marilyn Baron
Chair, Exhibits and
Sponsors Subcommittee

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 2016. Reservations must be made by May 5, 2016. Rooms may not be available after this date. The discounted room rate is as follows:

\$129.00 per Room/Single or \$139 per Room/Double Occupancy

This rate includes overnight accommodations only. All rooms are non-smoking.

Please call Reservations at 1-800-233-7505 and mention Reservation ID PAWF16A to receive the discounted rate.



NEW MAILING ADDRESS

Booth contracts, sponsorship contracts and all other event registrations should now be mailed to the following address:

PWEA Registration
PO Box 61
Blossburg, PA 16912

General correspondence and membership payments will still go to the Gettysburg address.

Be sure to notify your accounting department of this change. Thank you.

PENNTEC 2016 PRELIMINARY SCHEDULE

(as of January 4, 2016)

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

Sunday, June 5

8:30am-3:00pm Golf Tournament
3:00-5:00pm Registration Open

Monday, June 6

7:00-5:30pm Registration Open
7:30-9:00am Continental Breakfast
9:00am-4:30pm Students & Young Professionals (SYP) Lounge
Social Media Learning Lounge
9:00-11:45am Morning Programs
Collection Systems
Engineering
Professional Wastewater Operations
Stormwater
Utility Management
9:00am-4:30pm Workshops
Courses to be announced
11:45am-1:00pm Exhibit Hall Open
Complimentary Lunch
12:30-1:00pm Annual Business Meeting with
Dessert & Coffee
1:00-3:30pm PWO Plant Tour
1:00-4:30pm Afternoon Programs
Collection Systems
Engineering
Stormwater
Utility Management
2:30-3:30pm Exhibit Hall Open
Break Refreshments
4:30-5:30pm Exhibit Hall Open
President's Reception
6:00-9:00pm PWEA Awards Ceremony and Annual Dinner

Tuesday, June 7

7:00-8:30am Continental Breakfast in Exhibit Hall
7:00am-5:30pm Registration Open
8:00am-4:30pm SYP Lounge
Social Media Learning Lounge
8:00-11:30am Morning Programs
Biosolids
Collection Systems
Engineering
Water Sustainability & Reuse
8:00-11:30am Student Research Presentations
8:00am-4:30pm Workshops
Courses to be announced
9:30-10:30am Exhibit Hall Open
Break Refreshments
11:30am-1:00pm Exhibit Hall Open
Complimentary Lunch
Student Research Posters
12:30-1:30pm Career Fair in SYP Lounge
1:00-3:30pm Stormwater Bus Tour
1:00-4:30pm Afternoon Programs
Biosolids
Collection Systems
Industrial Waste Pretreatment
Professional Wastewater Operations
2:00-4:30pm SYP Program
2:30-3:30pm Exhibit Hall Open
Break Refreshments
4:30-5:30pm Exhibit Hall Open
Beer & Pretzels Reception
Operator Olympics
6:00-9:00pm Social Event (*details to be announced*)

Wednesday, June 8

7:00-8:30am Continental Breakfast
7:00am-12:00pm Registration Open
8:00-11:00am Morning Programs
Construction
Finance
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 Monday, June 6th, 7:00-11:00am. If an exhibit is not set by 11:00am, the exhibitor must wait to set up during session times. Exhibitors may not set up their booths during open exhibit hours. **The Exhibit Hall will be closed during program hours. All events are in the Exhibit Hall, unless otherwise noted.**

Monday, June 6

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

Tuesday, June 7

7:00-8:30am Continental Breakfast in Exhibit Hall
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

Most booths are 8'x8'. See floor plan on page 6 for information on other booth sizes. 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 courtyard and parking lot. Oversized equipment space is only available to companies who also reserve a booth.

Exhibit Hall Hours

NEW IN 2016 – The Exhibit Hall will open on Monday at 11:45am. Based on exhibitor requests, the Exhibit Hall will be CLOSED during technical sessions. Attendees and exhibitor representatives must exit the Hall when classes are in session. Booth setup will be on Monday, 7:00-11:00am. 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 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 two complimentary Conference registrations for booth workers. Two additional representatives may register at the discounted exhibitor rate of \$200 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 take you 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. 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?

	Sunday Welcome Reception	Monday Continental Breakfast; Breaks; Lunch	Monday President's Reception	Monday Annual Dinner	Tuesday Continental Breakfast; Breaks; Lunch	Wednesday Continental Breakfast; AM Break	Regular Conference Sessions	Workshops
Complimentary Booth Workers (Reps 1 & 2)	Yes	Yes	Yes	Discounted Fee	Yes	Yes	Yes	No
Discount Booth Workers (Reps 3 & 4)	Yes	Yes	Yes	No	Yes	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 you to attract them to your booth.

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 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 2016 exhibitors and sponsors are eligible for inclusion in the 2017 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. A form with the list of categories will be sent to the contact person identified on the contract.

DO YOU WANT MORE FOOT TRAFFIC AT YOUR BOOTH?



New and Improved: Exhibit Hall Scavenger Hunt

The PWEA Exhibits & Sponsors Committee is organizing an interactive Exhibit Hall Scavenger Hunt on Monday and Tuesday of the Conference.

How it Works:

Participation is free for Conference attendees, by registering and downloading the Scavenger Hunt App to their smartphone/tablet. The App identifies the participating vendor booths and clues. Attendees will visit each participating booth to answer a question or learn a specific fact about the vendor or one of its products. Prizes will be awarded to the winning participants with the Grand Prize being an Apple iPad.

Participants will use the Mobile Application, Scavify, an App designed for iPhones and Android devices that allows users to participate in interactive scavenger hunts using their mobile device.

Exhibitors wishing to participate in this interactive, high-tech experience pay a \$50 registration fee, which will be used toward purchasing prizes. You can register using the Sponsorship form, or look for the registration form included with booth confirmation paperwork. Exhibitors will be contacted prior to the Conference and asked to supply their question/activity for inclusion in the Scavenger Hunt App.

RESERVE YOUR SPOT NOW! SPACE IS LIMITED, AND IT IS FIRST COME, FIRST SERVED!
(Only vendors with booths may participate.)

PENNTEC 2016 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.



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 2016 Sponsorship Contract

Company: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Sponsorship Categories *(check all categories that apply)*

		Total
<input type="checkbox"/> Scavenger Hunt Participation	\$50	\$ _____
<i>NEW for 2016 – Interactive, High-Tech Scavenger Hunt Mobile Adventure! Sponsor logos will be printed on the Hunt list and provided within the App itself. Specifications for logo format will be provided. Logos must be received by April 15th. (Exhibiting companies only.)</i>		
<input type="checkbox"/> President's Reception Sponsor	\$100	\$ _____
<i>Complimentary beer and snacks will be served in the Exhibit Hall.</i>		
<input type="checkbox"/> Beer & Pretzels Reception Sponsor	\$100	\$ _____
<i>Complimentary beer and soft pretzels will be served in the Exhibit Hall.</i>		
<input type="checkbox"/> Golf Hole Sponsor	\$100	\$ _____
<i>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 ball sign with your company name will be displayed at the hole sponsored.</i>		
<input type="checkbox"/> Operator Olympics Sponsor	\$100	\$ _____
<i>Your sponsorship will help provide prizes for this fun event.</i>		
<input type="checkbox"/> "Are You Smarter Than a YP?" Trivia Challenge Sponsor	\$125	\$ _____
<i>Sponsor logos will be printed on the answer sheets. Electronic logos must be received by April 30th.</i>		
<input type="checkbox"/> Conference Raffle Prize Sponsor	\$250	\$ _____
<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>		
<input type="checkbox"/> Monday Lunch Buffet Sponsor	\$500	\$ _____
<i>Sponsor the lunch buffet and your company name will be prominently displayed near the buffet lines.</i>		
<input type="checkbox"/> Tuesday Lunch Buffet Sponsor	\$500	\$ _____
<i>Sponsor the lunch buffet and your company name will be prominently displayed near the buffet lines.</i>		
<input type="checkbox"/> Annual Awards Ceremony & Dinner Sponsor	\$500	\$ _____
<i>Your company name will be prominently displayed on signage at the event.</i>		
<input type="checkbox"/> Logo Placement on Registration Bag	\$500	\$ _____
<i>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 April 1st.</i>		

Total Sponsorships \$ _____

Method of Payment:

☐ Check (payable to PWEA)

Total Due: \$ _____

☐ Credit Card:

☐ MasterCard

☐ Visa

☐ American Express

Card Number: _____

Expiration Date: _____

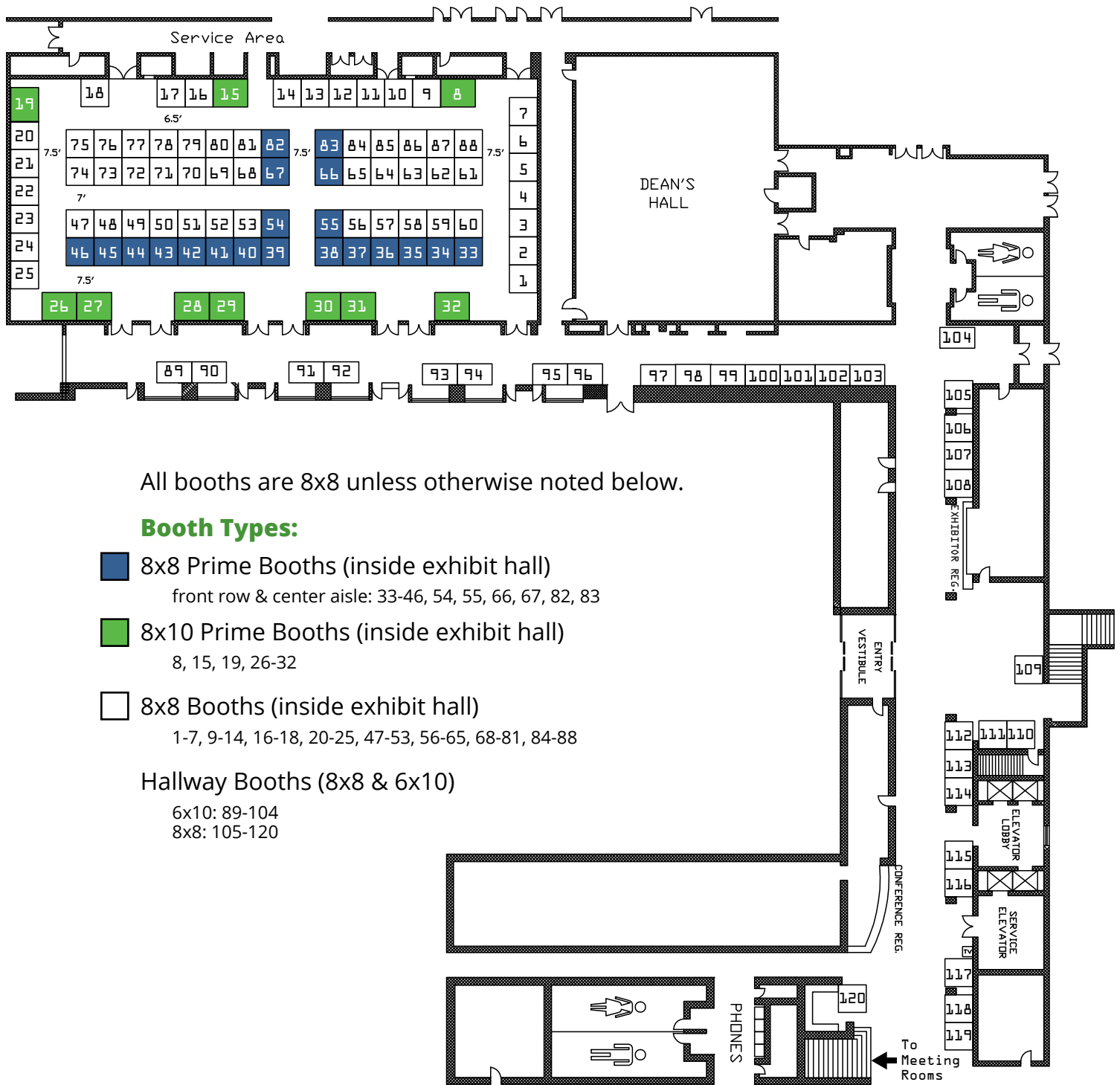
Security Code: _____

Name (as it appears on card): _____

Signature: _____

Billing Address (if different from above): _____

EXHIBIT HALL FLOOR PLAN



PENNTEC 2016 CONTRACT FOR EXHIBIT SPACE

PLEASE PRINT all information on form

PennTec 2016 – 88th Annual Technical Conference & Exhibition • State College, PA • June 5-8, 2016

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 discounted tickets to the Annual Dinner. **Booth Representative Registration Forms will be provided with your booth confirmation.**

	Member	Non-Member	Quantity	Total
8x10 Prime Booth (inside exhibit hall)	\$1375	\$1475	_____	\$ _____
8x8 Prime Booth (front row and center aisle)	\$1300	\$1400	_____	\$ _____
8x8 Booth (inside exhibit hall)	\$1200	\$1300	_____	\$ _____
Hallway Booth (8x8 & 6x10)	\$1100	\$1200	_____	\$ _____
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 in which fully paid contracts are received. Every effort will be made to grant your space request; however, specific requests cannot be guaranteed.

Prize Donation

- ☐ I will donate prizes for the "Are You Smarter Than A YP?" Trivia Challenge
Small denomination gift cards are preferred.
Prizes should be given to PWEA staff by 3:00pm on Monday.

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: _____

Scavenger Hunt Participation - See page 4 for details.

ALL NEW FOR 2016! RESERVE YOUR SPOT NOW! Exhibitors wishing to participate in this interactive, high-tech experience will pay a fee of \$50—see Sponsorship form on page 5. Conference attendees who want to play are required to visit all participating vendor booths to learn more information about vendors' products. Prizes will be awarded, with the Grand Prize being an Apple iPad. SPACE IS LIMITED, AND IT IS FIRST COME, FIRST SERVED!

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 2016 • June 5-8, 2016

**Penn Stater Conference Center Hotel
State College, PA**

PennTec 
2016 88th Annual Technical
Conference & Exhibition
Follow PWEA   



PENNSYLVANIA WATER
ENVIRONMENT ASSOCIATION

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

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