



Kara Humes
Chair, PennTec 2022
Conference Committee

PennTec 2022 Vendor Invitation

Dear Vendor,

We invite you to join us as an exhibitor/sponsor at the Pennsylvania Water Environment Association's 93rd Annual Technical Conference & Exhibition (PennTec 2022), which will be held at the Penn Stater Conference Center Hotel in State College, PA on June 5-8, 2022.

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!



Marilyn Baron
Chair, Exhibits and
Sponsors Subcommittee

PennTec Venue Selection Process

Many people have asked how PWEA chooses the location for the Association's Annual Conference. **Why can't it be closer to the western or eastern part of Pennsylvania?** We fully understand the desire to have a location that is convenient to everyone working in the Commonwealth. Pennsylvania is a large state and water quality professionals are located across the entire state. The next question we are frequently asked is, **why does PWEA use the same few venues over and over?** The short answer is that a facility is needed that has sufficient capacity without high cost and venues that meet both of these criteria are limited. We need enough guest rooms for attendees, multiple classrooms, and an exhibit hall, while also being reasonably priced so that organizations will let employees attend.

Many professionals attend PWEA's Annual Conference for educational credit (DEP Contact Hours or PDH's) so a conference center is needed that can offer at least 7 or 8 classrooms large enough for up to 70 attendees. Exhibiting companies are an important part of the Annual Conference, so space is needed for up to 130 exhibit booths. Accommodations for networking functions are also needed. And finally, a place is needed that offers sufficient hotel rooms for attendees, preferably adjacent to the classrooms and exhibit hall to encourage networking. All of this is needed, in addition to good food, and offered for a reasonable cost.

PWEA's Executive Director and Conference Manager have researched facilities all over the state. Philadelphia and Pittsburgh would be nice, but they are expensive. Hotel guest rooms and meals are higher in cost. The convention centers would not allow our exhibiting companies to set-up their booths without paying for help. PWEA works hard to keep conference prices reasonable for both vendors and attendees.

The PennTec conference is and has always been the cornerstone of the educational, informational and networking opportunities offered by PWEA. Please know we value suggestions provided to the Association. We continue to evaluate any new or renovated conference venues.

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 2022. Reservations will be accepted beginning February 14 and must be made by May 5, 2022. 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 PWEA22G to receive the discounted rate. Online reservations can be made by going to <https://thepennstaterhotel.psu.edu>



PennTec 2022 Preliminary Schedule

(as of December 31, 2021)

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

Sunday, June 5

| | |
|----------------|---------------------------|
| 11:00am-3:00pm | Community Service Project |
| 3:00-5:00pm | Registration Open |
| 5:00-6:30pm | Vendor Meet & Greet |

Monday, June 6

| | |
|----------------|--|
| 7:15am-5:00pm | Registration Open |
| 7:45-8:45am | Continental Breakfast |
| 8:25-8:30am | 5-Minute Vendor Presentations |
| 8:30-11:45am | Morning Technical Programs |
| 8:45am-4:30pm | Workshops |
| 10:10-10:40am | Morning Break |
| 11:45am-1:00pm | Exhibit Hall Opens Complimentary Lunch in Exhibit Hall |
| 12:30-1:00pm | Annual Business Meeting <i>with Dessert & Coffee</i> |
| 12:55-1:00pm | 5-Minute Vendor Presentations |
| 1:00-3:30pm | Professional Operators (PO) and Students & Young Professionals (SYP) Plant Tour |
| 1:00-4:45pm | Afternoon Technical Programs |
| 2:30-3:30pm | Afternoon Break in Exhibit Hall |
| 2:40-4:40pm | Operations Challenge |
| 4:45-5:45pm | President's Reception in Exhibit Hall |
| 5:45-7:00pm | Annual PWEA Awards Ceremony and Reception |
| 7:15-9:30pm | Tailgate Dinner and Cornhole Tournament <i>organized by the SYP Committee</i> |

Tuesday, June 7

| | |
|----------------|--|
| 7:00am-5:30pm | Registration Open |
| 7:30-8:30am | Continental Breakfast in Exhibit Hall |
| 7:55-8:00am | 5-Minute Vendor Presentations |
| 8:00-11:45am | Morning Technical Programs |
| 8:00am-4:30pm | Workshops |
| 9:00-11:30am | Stormwater Field Trip |
| 9:40-10:40am | Morning Break in Exhibit Hall |
| 11:45am-1:00pm | Complimentary Lunch in Exhibit Hall Student Research Poster Presentations |
| 11:45am-1:00pm | Women's Initiative Summit and Luncheon |
| 12:55-1:00pm | 5-Minute Vendor Presentations |
| 1:00-4:45pm | Afternoon Technical Programs |
| 1:00-4:30pm | Student Research Presentations |
| 2:40-3:40pm | Afternoon Break in Exhibit Hall |
| 4:45-5:45pm | Beer & Pretzels Reception in Exhibit Hall Operator Olympics in Exhibit Hall |

Wednesday, June 8

| | |
|----------------|-----------------------------------|
| 7:00-8:30am | Continental Breakfast |
| 7:00am-12:00pm | Registration Open |
| 7:55-8:00am | 5-Minute Vendor Presentations |
| 8:00-11:15am | Morning Technical Programs |
| 8:00-11:30am | Workshops |
| 8:30am | Annual PWEA Golf Outing |
| 9:40-10:10am | Morning Break |
| 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, 7:00-10:30am. If a booth is not set by 10:30am 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 5

| | |
|-------------|---------------------|
| 3:00-5:00am | Exhibitor Set-up |
| 5:00-6:30pm | Vendor Meet & Greet |

Monday, June 6

| | |
|----------------|----------------------------|
| 7:00-10:30am | Exhibitor Set-up |
| 11:45am-1:00pm | Exhibit Hall Opens & Lunch |
| 2:40-3:40pm | Exhibit Hall Break |
| 4:45-5:45pm | President's Reception |

Tuesday, June 7

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



General Information

Exhibit Booths

Booths inside the Exhibit Hall are 8'x8'. Hallway booths are either 6'x8' or 8'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 11:45am. Booth setup will be on Sunday, 3:00-5:00pm and on Monday, 7:00-10:30am. 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 \$260 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 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 2022 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 29th, 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 2022 Conference name badge and lanyard.

What's Included With Your Booth Worker Registration?

| | Monday Continental Breakfast; Breaks; Lunch | Monday President's Reception | Monday Awards Reception | 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 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 for a fee of \$25. Sponsor logos will be displayed at no charge. Logos should be sent by email to cindyrock@pwea.org by April 8th. Logo files should be in high resolution JPG format.

Vendor Meet & Greet

The Exhibits & Sponsors Committee is organizing an informal gathering for exhibitors on Sunday, 5:00-6:30pm. Details will be provided with the official booth confirmation email.

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 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 and snacks will be served.

Beer & Pretzels Reception

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

Food & Break Stations

Food and break stations for registered PWEA attendees will be located in the Exhibit Hall. Food functions include the receptions, continental breakfasts, breaks, and lunches. Seating for meals will be in the adjacent courtyard.

During the Tuesday afternoon break, food stations will include a special offering of Creamery Cheddar Cheese and Penn State Summer Sausage.

Liability Waiver

By registering for this event, you agree to release and discharge all claims for yourself and your heirs against PWEA, its Board of Directors, successors, assigns, officers, agents, contracted employees, and volunteers, and will hold them harmless from any and all liability or demands for personal injury, psychological injury, sickness, death, or claims resulting from personal injury or property damage, of any nature whatsoever which may be incurred by you relating to or as a result of your participation in business activities such as trainings and social events sponsored by PWEA. By registering for this event, you also acknowledge that participating in these events may include a possible exposure to a communicable disease, including but not limited to MRSA, influenza, or COVID-19. Your further acknowledge that you are aware of the risks associated with COVID-19 and that certain vulnerable individuals may have greater health risks associated with exposure to COVID-19, including individuals with serious underlying health conditions as listed at <https://www.cdc.gov/>. While particular recommendations and personal discipline may reduce the risks associated with participating in business activities or social events during the COVID-19 pandemic, by registering for this event, you acknowledge that the risk of serious illness, medical complications, and possible death does exist.

COVID-19

Any government restrictions and/or health and safety protocols in place at the time of the Conference will be strictly followed.

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 2022 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 8th.

| | |
|--|---|
|  <p>Register online or send completed contract to: PWEA PO Box 61 Blossburg, PA 16912 Fax: 570-549-2221 Phone: 570-549-2204 Email: cindyrock@pwea.org</p> | <h2 style="margin: 0;">PennTec 2022 Sponsorship Contract</h2> |
| Company: _____ Contact Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Email: _____ | |

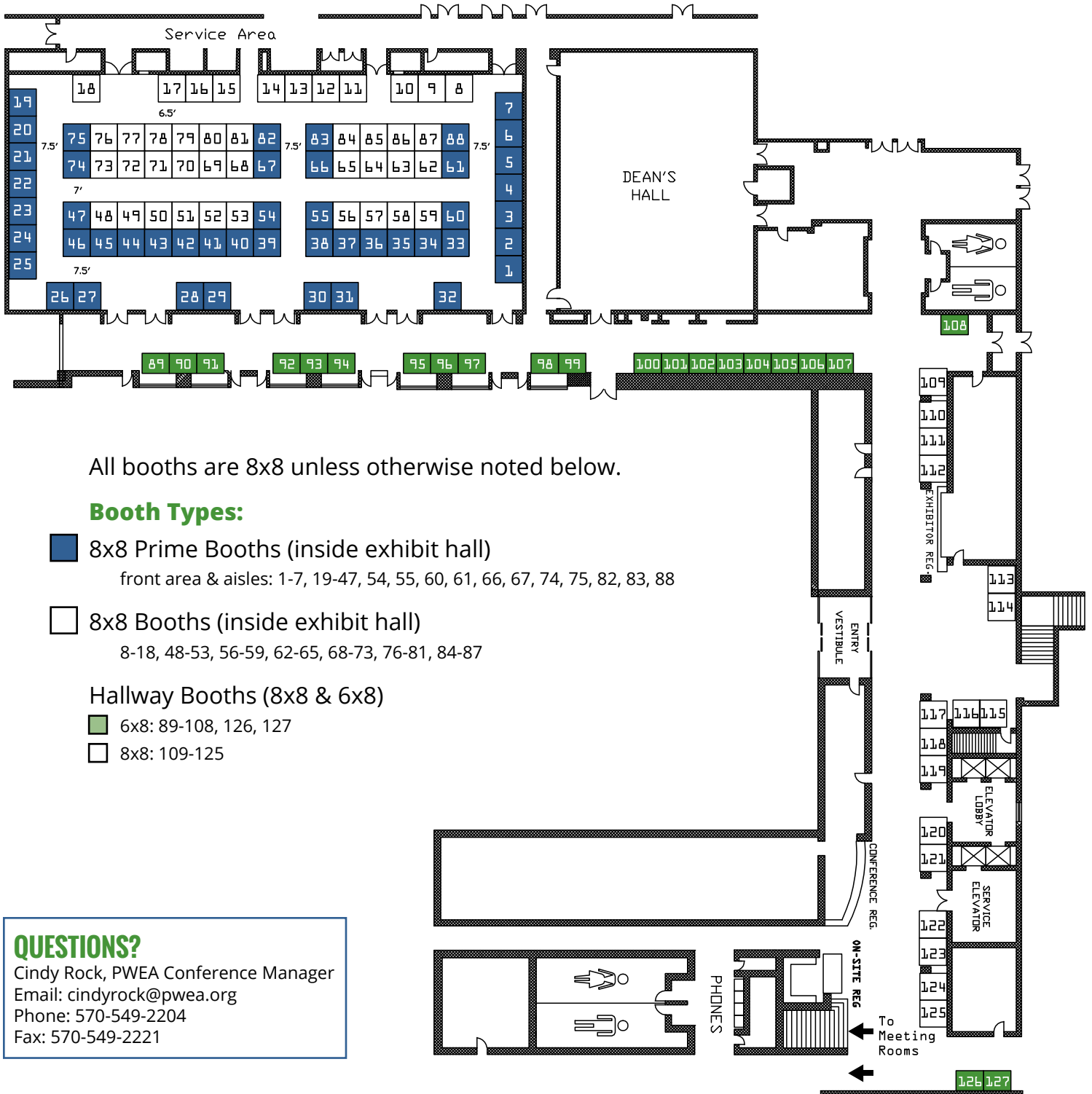
Sponsorship Categories *(check all categories that apply)*

| | | |
|--|--------|--|
| <input type="checkbox"/> Exhibit Hall Bingo Participation - Exhibitors Only | \$25 | \$ _____ |
| <input type="checkbox"/> Logo on Exhibit Hall Monitor - Exhibitors Only <i>No charge if also sponsoring any of the categories below</i> | \$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"/> Company Logo on Badge Holder <i>Only one sponsor can be accepted.</i> | \$1000 | SOLD OUT |
| <input type="checkbox"/> Company Logo on Registration Bag <i>Only one sponsor can be accepted.</i> | \$1000 | SOLD OUT |
| <input type="checkbox"/> Monday - Lunch Buffet Sponsor <i>(company logo displayed near buffet lines)</i> | \$500 | \$ _____ |
| <input type="checkbox"/> Tuesday - 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> No more than two companies can be featured with each prize. | \$250 | \$ _____ |
| <input type="checkbox"/> Monday - President's Reception Sponsor | \$200 | \$ _____ |
| <input type="checkbox"/> Monday - Annual Awards Ceremony & Reception Sponsor | \$250 | \$ _____ |
| <input type="checkbox"/> Monday - 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"/> NEW - Tuesday - Women in Water Summit - T-Shirt Sponsor <i>Company logo displayed on back of shirt. Up to five sponsors can be accepted</i> | \$250 | SOLD OUT |
| <input type="checkbox"/> Tuesday - Beer & Pretzels Reception Sponsor | \$200 | \$ _____ |
| <input type="checkbox"/> Tuesday - Operator Olympics Sponsor <i>(sponsorship funds used to purchase prizes)</i> | \$150 | \$ _____ |
| <input type="checkbox"/> Wednesday - Golf Hole Sponsor <i>(company logo displayed on golf hole sign)</i> | \$150 | \$ _____ |

Method of Payment:

- Check** (payable to PWEA) **Total Due \$** _____
- Credit Card payments must be made online**
 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.
 Beginning in 2022, all credit card transactions will include a "technology fee." A fee in the amount of 3.5% of each transaction will be added to cover the fees charged to PWEA for credit card processing.

Exhibit Hall Floor Plan



All booths are 8x8 unless otherwise noted below.

Booth Types:

- 8x8 Prime Booths (inside exhibit hall)
front area & aisles: 1-7, 19-47, 54, 55, 60, 61, 66, 67, 74, 75, 82, 83, 88
- 8x8 Booths (inside exhibit hall)
8-18, 48-53, 56-59, 62-65, 68-73, 76-81, 84-87
- Hallway Booths (8x8 & 6x8)
 - 6x8: 89-108, 126, 127
 - 8x8: 109-125

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



PennTec 2022 Contract for Exhibit Space

PLEASE PRINT all information on form
PennTec 2022 – 93rd Annual Technical Conference & Exhibition • State College, PA • June 5-8, 2022

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 |
|--|--------|------------|----------|-----------------|
| 8x8 Prime Booth (front area & aisles) | \$1355 | \$1575 | _____ | SOLD OUT |
| 8x8 Booth (inside exhibit hall) | \$1255 | \$1475 | _____ | SOLD OUT |
| Hallway Booth (8x8 or 6x8) | \$1155 | \$1375 | _____ | \$ _____ |
| 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. Logos should be emailed in high resolution JPG format to cindyrock@pwea.org no later than April 8th.

I want to participate - add \$25 to my booth fee
Note: no charge for exhibitors who are also sponsors.

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 April 29th will receive a full refund less a \$250 processing fee. Cancellations received after that date will not receive a refund.

Signature: _____

Method of Payment: Booth assignments will be made after payment is received.

Check (payable to PWEA)

Total Due \$ _____

Credit Card payments must be made online

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.

Beginning in 2022, all credit card transactions will include a "technology fee." A fee in the amount of 3.5% of each transaction will be added to cover the fees charged to PWEA for credit card processing.

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 29th to guarantee inclusion in the
On-Site Conference Program.**



Pennsylvania Water Environment Association
Annual Technical
Conference & Exhibition

PennTec 2022

EXHIBITOR PROSPECTUS

June 5-8, 2022

Penn Stater Conference Center Hotel
State College, PA

PennTec 
2022 93rd Annual Technical
Conference & Exhibition



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

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