



Linda Leopold
Chair, PennTec 2023
Conference Committee



Marilyn Baron
Chair, Exhibits and
Sponsors Committee

PennTec 2023 Vendor Invitation

Dear Vendor,

We invite you to join us as an exhibitor/sponsor at the Pennsylvania Water Environment Association's 94th Annual Technical Conference & Exhibition (PennTec 2023), which will be held at the Hershey Lodge & Convention Center in Hershey, PA on June 18-21, 2023.

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!

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

Hershey Lodge • 325 University Drive • Hershey, PA 17033

A block of rooms has been reserved at the Hershey Lodge for PennTec 2023. Reservations will be accepted beginning February 13 and must be made by May 19, 2023. Rooms may not be available after this date. The discounted room rate is as follows:

\$249.00 per Room for Single/Double Occupancy (all rooms are non-smoking)

Overnight guests receive 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, the arcade, an outdoor pool, and Hershey's Water Works – a 30,000 square foot indoor pool complex and water park.

Call Reservations at 1-855-729-3108 and mention PennTec 2023 to receive the discounted rate. Online reservations can be made by going to the link provided on PWEA's website.



WATER'S WORTH IT.

PennTec 2023 Preliminary Schedule

(as of December 30, 2022)

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

Sunday, June 18

11:00am-3:00pm	Community Service Project
12:00pm	Annual PWEA Golf Outing - moved to Wednesday, 8:30am shotgun start
3:00-5:00pm	Registration Open

Monday, June 19

7:00am-5:00pm	Registration Open
7:00-8:00am	Continental Breakfast
7:30-8:30am	Keynote Presentation
8:40-12:00pm	Morning Technical Programs
8:45am-4:30pm	Workshops
9:45-10:15am	Exhibit Hall Opens Morning Break in Exhibit Hall
12:00-1:00pm	Complimentary Lunch in Exhibit Hall
12:30-1:00pm	Annual Business Meeting
1:00-3:30pm	Plant Tour
1:00-4:45pm	Afternoon Technical Programs
2:40-3:40pm	Afternoon Break in Exhibit Hall
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 20

7:00am-5:30pm	Registration Open
7:30-8:30am	Continental Breakfast in Exhibit Hall
8:00-11:45am	Morning Technical Programs
8:00am-4:30pm	Workshops
9:00-11:30am	Plant Tour
9:40-10:40am	Morning Break in Exhibit Hall
11:45am-1:00pm	Complimentary Lunch in Exhibit Hall
11:45am-1:00pm	Student Research Poster Presentations
11:45am-1:00pm	Women in Water Luncheon
1:00-4:45pm	Afternoon Technical Programs
1:00-4:45pm	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 21

7:00-8:30am	Continental Breakfast
7:00am-12:00pm	Registration Open
8:00-11:15am	Morning Technical Programs
8:00-11:30am	Workshops
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, 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 18

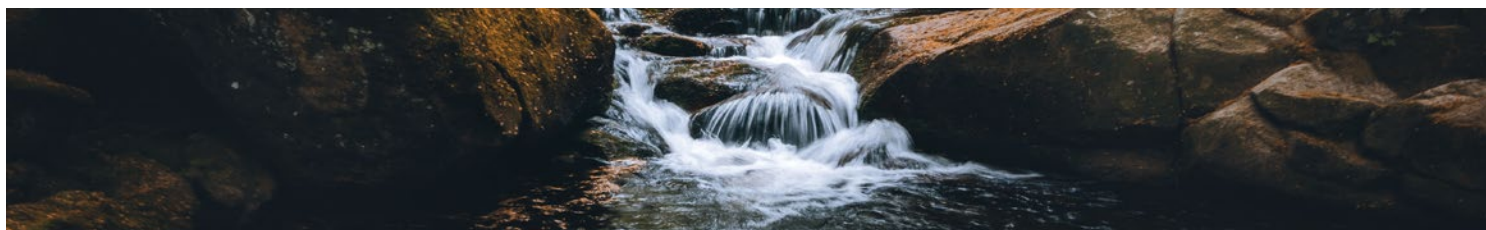
3:00-5:00pm	Exhibitor Set-up
6:00-7:30pm	Vendor Get-Together

Monday, June 19

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

Tuesday, June 20

7:30-8:30am	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	Cash Raffle for Vendor Reps
6:00-7:00pm	Exhibit Teardown



General Information

Exhibit Booths

All booths inside the Exhibit Hall are 8'x10'. 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 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 2023 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 5th, 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 2023 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 cindyrock@pwea.org by April 28th. 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

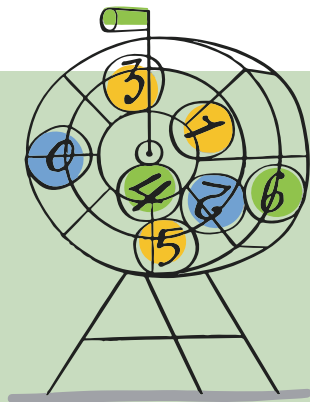
Food and break stations for registered PWEA attendees will be located in the Exhibit Hall. Food functions include the receptions, continental breakfasts, breaks, and lunches. Seating for meals will be in the Exhibit Hall.

Car Racing Event

The Exhibits & Sponsors Committee is hosting this new 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 2023 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 7th.



Register online or
send completed contract
with full payment to:

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

PennTec 2023 Sponsorship Contract

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"/>	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> Only one sponsor can be accepted.	\$3678	\$ SOLD
<input type="checkbox"/>	Company Logo on Badge Holder Only one sponsor can be accepted.	\$1000	\$ SOLD
<input type="checkbox"/>	Company Logo on Registration Bag Only one sponsor can be accepted.	\$1000	\$ SOLD
<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"/>	Tuesday - Women in Water Luncheon Sponsor <i>Company logo displayed with giveaway item.</i>	\$250	\$ _____
<input type="checkbox"/>	Tuesday - Beer & Pretzels Reception Sponsor	\$200	\$ _____
<input type="checkbox"/>	Tuesday - Operator Olympics Sponsor <i>(sponsorship funds used to purchase prizes)</i>	\$200	\$ _____
<input type="checkbox"/>	Wednesday - Golf Hole Sponsor <i>(company logo displayed on golf hole sign)</i>	\$200	\$ _____

Method of Payment:

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

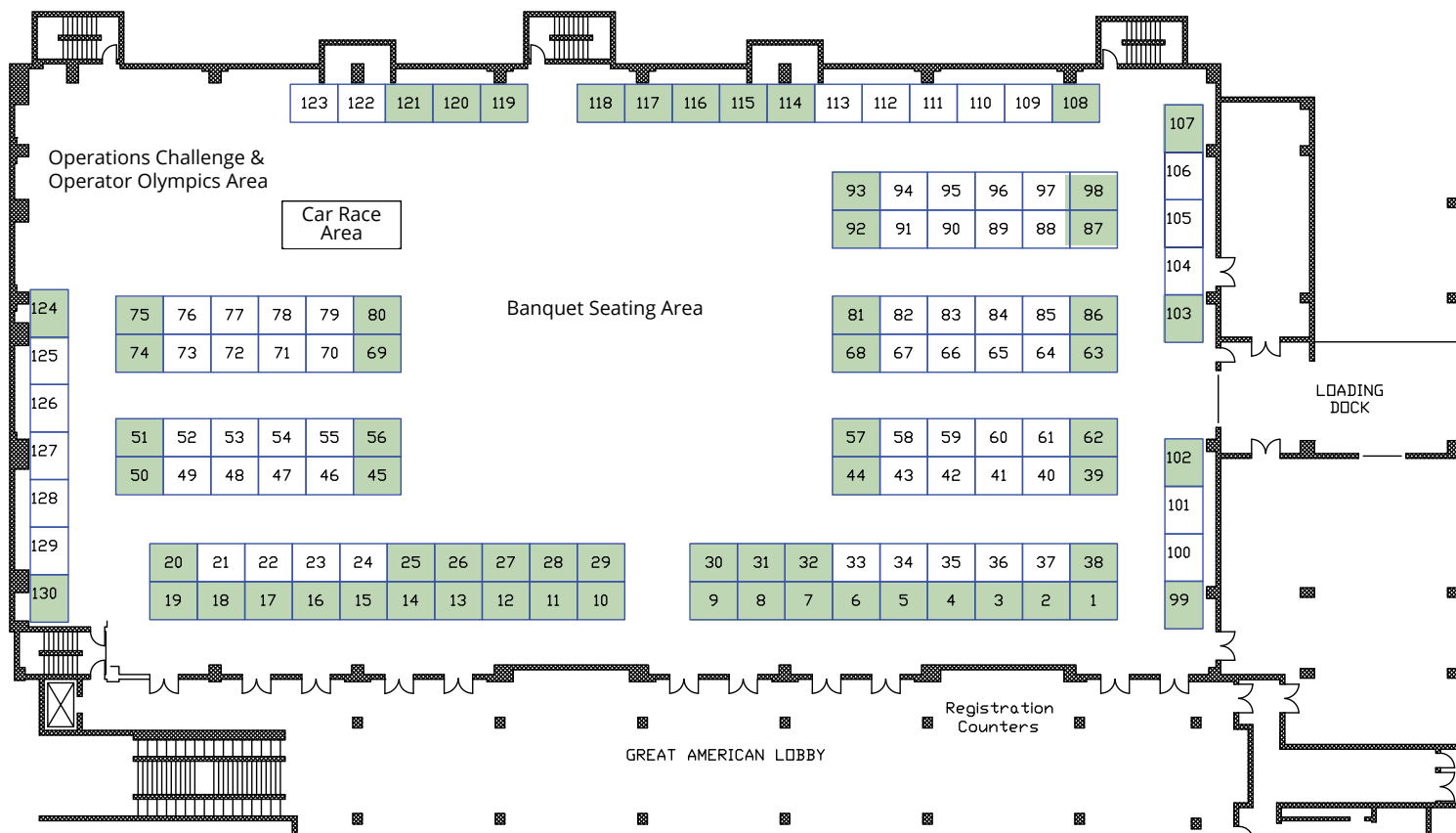
Total Due \$ _____

☐ **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.

Exhibit Hall Floor Plan



All booths are 8x10

- Prime Booth Space
- Regular Booth Space

QUESTIONS?

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

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.



PennTec 2023 Contract for Exhibit Space

PLEASE PRINT all information on form
PennTec 2023 – 94th Annual Technical Conference & Exhibition • Hershey, PA • June 18-21, 2023

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 cindyrock@pwea.org no later than April 28th.

☐ I want to participate. I will email my logo by April 28th.

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 5th 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 5th, 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 61
Blossburg, PA 16912

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

Booth contract must be received by May 5th to guarantee company listing in the On-Site Conference Program.




Pennsylvania Water Environment Association
Annual Technical
Conference & Exhibition

PennTec 2023 EXHIBITOR PROSPECTUS

June 18-21, 2023 Hershey Lodge & Convention Center
Hershey, PA

PennTec 
2023 94th Annual Technical
Conference & Exhibition

 **PWEA**
PENNSYLVANIA WATER
ENVIRONMENT ASSOCIATION
P.O. BOX 3367
GETTYSBURG, PA 17325
WWW.PWEA.ORG

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