



# INDIANA SECTION AWWA MAC of Indiana

September 19, 2011

[MAC of Indiana  
Committee](#)

Dear Exhibitor,

Marty Wessler  
*Chair*

Ed Nugent  
*Vice Chair*

Cathy Lance  
*Treasurer*

Laurie Webb  
*Secretary*

Jeff Cunningham  
Tim Hill

Dan Hood

Doug Karst

Dawn Keyler

Joe Larr

Roger Riddle

Michael Simpson

Brad Smith

The Indiana Section AWWA is pleased to invite you to attend its 104<sup>th</sup> Annual Conference. The conference, which runs February 21<sup>st</sup> through the 23<sup>rd</sup>, is being held at the Marriott Hotel in downtown Indianapolis. **Please note: In a change this year, booth set up will be on Monday, February 20<sup>th</sup> from 3:00 p.m. to 7:00 p.m.** The show will open up Tuesday morning at 7:30 a.m. with coffee & rolls in the exhibit hall. Classes will begin at 8:00 a.m. sharp. On both Tuesday and Wednesday mornings there will be a forty-five minute classroom break and a thirty minute break on Tuesday afternoon for attendees to visit the exhibit hall. **This year we will once again add to the excitement in the exhibit hall, and will be having Raffle Prize drawings for the operators during the Wednesday afternoon break.** We will raffle off a few prizes (iPad, HDTV) at the 3 pm break and will schedule the drawings 15 minutes apart to keep the operators in the hall for most of the break. The exhibit hall will then close at 4:00 p.m. after the break, and tear down will begin immediately after the close. We will again be offering the program which allows attendees to receive CEU's & PDH's while visiting the exhibit hall. A separate mailer will be sent regarding this program. You will find the complete conference schedule along with all other related and necessary information in the Rules and Information section of this packet.

**The deadline for returning your forms and payment for the conference will be November 9, 2011.**

After this date we will send out an additional mailing to others that are requesting exhibit space. Spaces not already paid for by the 9<sup>th</sup> will be assigned on a first come, first served basis in the order that they were received, and will be an additional \$50. Returning companies who send their booth payment in by the 9<sup>th</sup> will receive consideration for returning to the same booth if requested.

We are offering a registration special for additional booth personnel. If you complete the Additional Personnel Registration Form and send it in along with your payment, your personnel can register at the \$125.00 member rate. This must be done in conjunction with your Exhibit/Booth purchase. So take advantage of this offer, it will end on December 16, 2011.

Please remember there are social events each evening which your company supports financially through your exhibit space purchase and you are encouraged to participate in each of these events. The Fuller Reception will be held on Tuesday evening (5:15 p.m.) and the Meter Madness Contest will be held on Wednesday evening (5:30 p.m.). Each of these events are held in the Indiana Ballroom.

The MAC of Indiana, along with the Indiana Section AWWA Board of Directors, is extremely pleased to bring you this conference and encourages you to attend. We are truly pleased with the facilities and the exceptional service that the Marriott will provide for our event and its attendees. Having our meeting in downtown Indianapolis should enhance your and your employees, ability to promote your products/services as well as effectively and safely entertain your clients.

Sincerely,

**Indiana Section AWWA – MAC of Indiana Committee**

Encl.: Exhibitor & Booth Personnel Registration Form (2 pages)  
Additional Personnel Registration Form (2 pages)  
Break Station Sponsorship Form  
Event Sponsorship Form  
Information and Rules Sheet (3 pages)  
Exhibit Hall Layout



# INDIANA SECTION AWWA MAC of Indiana

## Information and Rules

### MAC of Indiana Committee

Marty Wessler  
*Chair*  
Ed Nugent  
*Vice Chair*  
Cathy Lance  
*Treasurer*  
Laurie Webb  
*Secretary*

Jeff Cunningham  
Tim Hill  
Dan Hood  
Doug Karst  
Dawn Keyler  
Joe Larr  
Roger Riddle  
Michael Simpson  
Brad Smith

**The Indiana Section AWWA is pleased to invite you to attend its 104<sup>th</sup> Annual Conference. The following is information and rules regarding the 104<sup>th</sup> Annual Conference. Please make yourself and your staff aware of the information and rules listed below.**

The conference is being held at the Marriott Hotel in downtown Indianapolis. The Marriott is located at 350 West Maryland Street, Indianapolis, Indiana. For reservations phone (800) 266-9432. Please let them know you are with the Indiana Section AWWA. You can also reserve a room online at:

<https://resweb.passkey.com/go/AWWA2012>. The room rate for our conference is \$139.00 per night, until the room block is sold out or January 27, 2012. The Marriott offers valet parking and self-parking. Parking is an additional cost.

There are two sizes of Exhibits/Booths. The first size is 8' wide by 6' deep; the second size is 10' wide by 6' deep. We are using pipe and drape to define exhibit/booth sizes and aisles. The decorator for the conference is the George Fern Company. Each booth will include 2 registrations, 2 chairs, a 6' table for the 8' x 6' booths, a 6' or 8' table for the 10' x 6' booths, 110-volt electricity and a wastebasket. (Luncheons and Thursday breakfast is an additional charge.)

- ◆ 8' x 6' booth spaces will cost \$600.00 for Indiana Section AWWA members if reserved before November 9, 2011. After November 9th, the rate will increase \$50.
- ◆ 10' x 6' booth spaces will cost \$700.00 for Indiana Section AWWA members if reserved before November 9, 2011. After November 9th, the rate will increase \$50.

Each exhibit/booth includes 2 registrations/badges. Additional exhibit/booth personnel are required to purchase a registration. Please use the Additional Personnel Registration Form. Please note that each person must wear a badge in order to be at the conference and its functions. Spouses must be registered and wear a badge. There is NO CHARGE for spouse badges. Each registrant will receive a packet and your badge will be in that packet. Only the registrant can pick up his/her packet!

Booth Confirmations: Booth confirmations will be sent you via E-mail in December/January. Please make sure your E-mail address on your application is correct and legible. E-mail is the quickest way to confirm your space reservation.

If you must cancel your booth space or registration, the cancellations must be received in writing (Fax is OK) and sent to Mary Jane Miller at:

Indiana Section AWWA  
Fax (866) 215-5966

**BADGES MUST BE WORN AT ALL TIMES**

Phone and E-mail cancellations are not acceptable. Cancellations received by 5:00 p.m. EST, January 27, 2012 will receive a full refund. After 5:00 p.m., January 27, 2012 registrants are no longer eligible for a refund. Any company cancelling within 72 hours of the show, no show, or dismantling prior to tear down time may not be invited back next year.

Your exhibit/booth space will be assigned based on last year's booth number/location as long as payment is received prior to the November 9<sup>th</sup> deadline.

Mail or Fax your completed application and payment (for faxes you must use a credit card) to Mary Jane Miller at the address/fax provided at the top of this page. Please remember to include any additional personnel beyond the personnel included in the exhibit/booth fee.

The exhibit/booth size is 8' wide x 6' deep or 10' wide x 6' deep (actual size). Please remember that if you use a 10' display it will not fit in the 8' x 6' exhibit/booth space and will block your neighbor. Please purchase the proper booth space to fit your display.

**Exhibit Setup & Tear Down...** **In a change this year, the setup hours for the show are 3:00 p.m. to 7:00 p.m. Monday night.** For loading in and out you may use either the front doors (Main Entrance) or the doors on the West side of the building. Again this year will be a designated area on the West side of the building to unload your vehicle. When unloading your exhibition materials, do not leave your vehicle unattended. Unattended vehicles will be towed at the owners expense (Hotel Policy).

Exhibits will not be setup before 3:00 p.m. All exhibits must be setup on Monday night. Tear down will begin on Wednesday at 4:00 p.m. and needs to be completed by 6:00 p.m. that same evening. Tear downs prior to 4:00 p.m. **will not** be tolerated. **Those exhibitors who tear down early will lose their standing for the following year and may lose the opportunity to exhibit in next year's conference.**

All equipment must fit in your booth space. **NO EXCEPTIONS! NOTHING IS ALLOWED IN THE AISLES!** If you have a freestanding display, the table will be removed from your booth. You can use the entire 8' x 6' or 10' x 6' area, just as long as everything fits inside the booth.

Electricity & Phone: All booths will have electricity (110-volt / 15 amp outlet in each exhibit/booth). If you need telephone lines or additional electricity, please fill out the Marriott Hotel engineering and electrical order form provided in the George Fern Packet and return it to the hotel. Additional electricity, internet service or phones will not be provided by the committee.

**BADGES MUST BE WORN AT ALL TIMES**

Also, as a part of your exhibit/booth fee are the additional services provided by our decorator, the George Fern Company. An exhibitor packet will be provided by George Fern Company closer to the conference date that contains information about shipping your display to the conference, furniture and equipment you can lease, other than what is provided, for your exhibit/booth. (The ballroom is carpeted!)

Shipping/Storage services: George Fern Company is providing all shipping and storage services, not the Marriott Hotel. Please refer to the enclosed packet provided by the George Fern Company for all your shipping needs.

Security will be present at all functions. The security personnel will be checking for badges and will refuse entry or remove anyone not wearing a badge. The exhibit hall will be locked down when the show is not in progress.

<u>Event</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>
Set Up/Move In	Monday	February 20 <sup>th</sup>	<b>3:00 p.m. to 7:00 p.m.</b>
Exhibits	Tuesday	February 21 <sup>st</sup>	7:30 a.m. to 5:00 p.m.
Exhibits	Wednesday	February 22 <sup>nd</sup>	9:00 a.m. to 4:00 p.m.
Tear Down/Move Out	Wednesday	February 22 <sup>nd</sup>	4:00 p.m. to 7:00 p.m.

The MAC of Indiana meeting is Tuesday, February 21<sup>st</sup> at 2:00 p.m. in the Austin/Boston Room on the second floor. This is your opportunity to discuss issues and make suggestions.

Each exhibiting company agrees to abide by the rules and regulations set forth by the MAC of Indiana, Indiana Section AWWA, Inc. Exhibitors who fail to observe these conditions may be immediately dismissed from exposition without refund. Future participation may be interrupted.

The MAC of Indiana Committee and its Chair have final say regarding rules and their interpretation.

Regarding liability, neither the MAC of Indiana, Indiana Section AWWA, Inc., George Fern Company nor the Marriott Hotel assumes any responsibility for the protection and safety of exhibitors, their representatives, agents, employees, exhibits or property of exhibitors. Any security service that MAC/Indiana Section AWWA, Inc. may use shall be deemed to be purely gratuitous on its part, and MAC/Indiana Section AWWA, Inc. shall have no responsibility of effectiveness or failure of such measures, or for conduct of personnel involved therein. Each exhibitor agrees to indemnify and hold harmless MAC of Indiana, Indiana Section AWWA, Inc., including officers, directors, agents, employees, contractors, assignees, and insurers, and the other exhibitors at the conference against any and all claims, losses, damages, liabilities and expenses.

**BADGES MUST BE WORN AT ALL TIMES**

# Indiana Section AWWA 104<sup>th</sup> Annual Conference

February 21<sup>st</sup> thru 23<sup>rd</sup>, 2011 – Marriott Hotel, Downtown – Indianapolis, Indiana

## Exhibitor Form

The Indiana Section AWWA is pleased to invite you to attend its 104<sup>th</sup> Annual Conference. The conference, which runs February 21<sup>st</sup> through the 23<sup>rd</sup> (**setup is on February 20<sup>th</sup> beginning at 3:00 p.m.**) is being held at the Marriott Hotel in downtown Indianapolis. Your Exhibitor Registration entitles you to: Two (2) registrations per booth purchased. The booth spaces are 8' wide x 6' deep or 10' wide x 6' deep (please see the Information and Rules sheet for complete details). Every member of your booth must be registered for the conference. Please use the Additional Personnel Registration Form that is included in this packet for additional registrations.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Web Site: \_\_\_\_\_

As a part of the requirements for exhibiting, you and/or your Company must be a member of the Indiana Section AWWA. NON Members will be required to pay an additional fee. The additional fee will be applied towards an Indiana Section AWWA membership. Memberships will be checked! Any forms sent in with the wrong fee will be returned!

AWWA Membership Number: \_\_\_\_\_ (Indiana Section Member or Indiana Multi-Section Member)  
Member number must be on Indiana's Membership Roster

The booth fees are as follows:

		<u>Before 11/9</u>	<u>After 11/9</u>		
8'x6' Booth	AWWA Member (IN Sect.)	1	@	\$ 600.00	\$ 650.00 = _____
	<input type="checkbox"/> no table <input type="checkbox"/> 6' table				
8'x6' Booth	NON Member	1	@	\$ 800.00	\$ 850.00 = _____
	<input type="checkbox"/> no table <input type="checkbox"/> 6' table				
8'x6' Booth	Additional Booths	_____	@	\$ 600.00	\$ 650.00 = _____
	<input type="checkbox"/> no table <input type="checkbox"/> 6' table				
10'x6' Booth	AWWA Member (IN Sect.)	1	@	\$ 700.00	\$ 750.00 = _____
	<input type="checkbox"/> no table <input type="checkbox"/> 6' table <input type="checkbox"/> 8' table				
10'x6' Booth	NON Member	1	@	\$ 900.00	\$ 950.00 = _____
	<input type="checkbox"/> no table <input type="checkbox"/> 6' table <input type="checkbox"/> 8' table				
10'x6' Booth	Additional Booths	_____	@	\$ 700.00	\$ 750.00 = _____
	<input type="checkbox"/> no table <input type="checkbox"/> 6' table <input type="checkbox"/> 8' table				
Meals	Tuesday Lunch	_____	@	\$ 25.00	\$ 25.00 = _____
Meals	Wednesday Lunch	_____	@	\$ 25.00	\$ 25.00 = _____
Meals	Thursday "Hot" Breakfast	_____	@	\$ 15.00	\$ 15.00 = _____

**TOTAL** -----

**Please make checks payable to the Indiana Section AWWA**

Preference(s) Booth Number(s): \_\_\_\_\_

Company(s) you would **least** like to be located near: \_\_\_\_\_

Tear downs prior to 4:00 p.m. on Wednesday **will not** be tolerated. Those exhibitors who tear down early will lose their standing for the following year and may lose the opportunity to exhibit in next year's conference.

On the following page you will find the Booth Personnel Registration Form (copy as needed, 1 page per booth purchased) and the credit card form, should you choose to use your credit card as your form of payment.

**Indiana Section AWWA 103<sup>rd</sup> Annual Conference**  
February 22<sup>nd</sup> thru 24<sup>th</sup>, 2011 – Marriott Hotel, Downtown – Indianapolis, Indiana  
**Exhibitor (Payment & Personnel) Form**

**If you are using a credit card you may fax your completed forms to (866) 215-5966.**  
**Confirm receipt of fax at (866) 213-2796**

Name as it appears on the Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Signature: \_\_\_\_\_

Circle the Credit Card Type: Am Ex Discover Master Card Visa Expiration Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address or P.O. Box, where you receive your credit card bill Zip Code

If you use a credit card please be sure that you provide us with the mailing address where you receive your credit card bill. This is needed for verification/authorization.

**Booth Personnel Registration Form – Please remember that all booth personnel must be registered.**

**Registration Badges must be worn for admittance into classes, meals, exhibit hall, and receptions.**

**On Site Registration Badge Name Change - \$10.00**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Fax: \_\_\_\_\_

Company: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tuesday Lunch  Wednesday Lunch  Thursday "Hot" Breakfast

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Fax: \_\_\_\_\_

Company: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tuesday Lunch  Wednesday Lunch  Thursday "Hot" Breakfast

Please return these forms by November 9, 2011, to:

**Indiana Section AWWA**  
**P.O. Box 534**  
**Nashville, IN 47448**

Questions or concerns please contact:

Marty Wessler– [Marty@wesslerengineering.com](mailto:Marty@wesslerengineering.com) or  
Ed Nugent - [ednugent@utilitysupply.com](mailto:ednugent@utilitysupply.com)

Phone: (866) 213-2796 Fax: (866) 215-5966

**Indiana Section AWWA 104<sup>th</sup> Annual Conference**  
**February 21<sup>st</sup> thru 23<sup>rd</sup>, 2012 – Marriott Hotel, Downtown – Indianapolis, Indiana**  
**Engineers, Sales & Service Additional Personnel Registration Form**

The Indiana Section AWWA is pleased to invite you to attend its 104<sup>th</sup> Annual Conference. The conference, which runs February 21<sup>st</sup> through the 23<sup>rd</sup>, (Exhibitor setup is February 20<sup>th</sup> beginning at 5:00 p.m.) is being held at the Marriott Hotel, downtown Indianapolis, Indiana. Your registration entitles you access to all functions, excluding meals and Monday afternoon seminars, during the Annual Conference. Included in your registration are the social events on Tuesday and Wednesday nights, which you are invited and encouraged to attend. This meeting is a great opportunity to network, socialize, and make business contacts with other members of our Association. You can register your additional booth personnel for the AWWA member rate. This is a special offer! This offer expires on **November 9, 2011**

[You must return this form with your Exhibitor Form to receive this special fee.](#)

**Registration is required! You will be denied access to events and the exhibit hall if you do not register!**

**Badges must be worn at all times at all conference events!**

**On Site Registration Badge Name Change - \$10.00**

	Number of:		AWWA Member	NON Member	After 01/27/12		
Full Registration (no meals):	_____	@	<b>\$125.00</b>	\$175.00	\$185.00	=	_____
Spouse Badge (no meals):	_____	@	\$10.00			=	_____
Tuesday Only (no meals):	_____	@	\$100.00	\$150.00	\$160.00	=	_____
Wednesday Only (no meals):	_____	@	\$100.00	\$150.00	\$160.00	=	_____
Thursday Only (no meals):	_____	@	\$100.00	\$100.00	\$100.00	=	_____
Tuesday Luncheon:	_____	@	\$25.00	n/a	n/a	=	_____
Wednesday Luncheon:	_____	@	\$25.00	n/a	n/a	=	_____
Thursday "Hot" Breakfast:	_____	@	\$15.00	n/a	n/a	=	_____
<b>TOTAL</b>						=	_____

**Please make checks payable to the Indiana Section AWWA.**

**On the following page you will find the Additional Booth Personnel Registration Form.**

**If you are using a credit card you may fax your completed forms to (866) 215-5966.**

**Confirm receipt of fax at (866) 213-2796**

Please return these forms by November 9, 2011, to:

**Indiana Section AWWA**  
**P.O. Box 534**  
**Nashville, IN 47448**

Questions, concerns or additional forms, please contact:

Marty Wessler – [MartyW@wesslerengineering.com](mailto:MartyW@wesslerengineering.com) or  
 Ed Nugent – [ednugent@utilitysupply.com](mailto:ednugent@utilitysupply.com)

Phone: (866) 213-2796 Fax: (866) 215-5966

**Indiana Section AWWA 104<sup>th</sup> Annual Conference**  
February 21<sup>st</sup> thru 23<sup>rd</sup>, 2012 – Marriott Hotel, Downtown – Indianapolis, Indiana  
**Engineers, Sales & Service Additional Personnel Registration Form**

**Additional Personnel Registration Form – Please remember that all personnel MUST be registered.**

COPY THIS FORM AS NEEDED

**Badges must be worn at all times at all conference events!**

**On Site Registration Badge Name Change - \$10.00**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Company: \_\_\_\_\_ AWWA Member #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tue Only  Wed Only  Tuesday Lunch  Wednesday Lunch  Thursday "Hot" Breakfast

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Company: \_\_\_\_\_ AWWA Member #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tue Only  Wed Only  Tuesday Lunch  Wednesday Lunch  Thursday "Hot" Breakfast

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Company: \_\_\_\_\_ AWWA Member #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tue Only  Wed Only  Tuesday Lunch  Wednesday Lunch  Thursday "Hot" Breakfast

