



Indiana Section

American Water Works Association

MAC Committee

NOTE: NEW DATE for 2016!!

January 25-28, 2016

October 1, 2015

Dear Exhibitor,

The Indiana Section AWWA is pleased to invite you to attend its 108th Annual Conference. The conference, which runs January 25 through January 28, 2016, is being held at the Marriott Hotel in downtown Indianapolis. Booth set up will be on Monday, January 25 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 there will be two forty-five minute classroom breaks for attendees to visit the exhibit hall (one in the morning, one in the afternoon). **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 both the Tuesday and Wednesday afternoon breaks.** We will raffle off a few prizes at the 3 pm break and will schedule the drawings in a way to keep the operators in the hall for most of the break. The exhibit hall will then close at approximately 3:45 p.m. on Wednesday 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 December 15, 2015.

HOWEVER, to secure last year's rate for your booth, the deadline will be November 15, 2015. After this date, booth prices will increase.

After this date we will send out an additional mailing to others that are requesting exhibit space. Spaces not already paid for by October 15th 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 15th will receive consideration for returning to the same booth if requested.

With the change of dates, please note that all points will be frozen and you will not lose your standing.

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 November 15, 2015.

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 and the Meter Madness Contest will be held on Wednesday evening. Each of these events is held in the Indiana Ballroom. During the Meter Madness Contest an Indianapolis 500 race package will be raffled off – everyone, including vendors, is eligible to win this package, which is courtesy of the Downtown Marriott. You must be present to win.

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

Indiana Section AWWA

5265 E. 82nd Street, Suite 310 | Indianapolis, Indiana 46250 | Ph: 866.213.2796 | Fax: 866.215.5966 | www.inawwa.org



Indiana Section

American Water Works Association

NOTE: NEW DATE for 2016!!

January 25-28, 2016

Information and Rules

The Indiana Section AWWA is pleased to invite you to attend its 108th Annual Conference. The following is information and rules regarding the 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/AWWA2016>. The room rate for our conference is \$135.00 per night, until the room block is sold out or January 11, 2016. The Marriott offers valet parking and self-parking. Parking is an additional cost.

There are **three** sizes of Exhibits/Booths. The first size is 8' wide by 6' deep; the second size is 10' wide by 6' deep; and the third, available only in the hallway, is 10' wide by 10' deep. We are using pipe and drape to define exhibit/booth sizes and aisles. The decorator for the conference is Shepherd Exposition Services. 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' and 10' x 10' booths, 110-volt electricity and a wastebasket. (Tickets to the luncheons and Thursday breakfast are an additional charge.)

- 8' x 6' booth spaces will cost \$625.00 for Indiana Section AWWA members if reserved before November 15, 2015. After November 15th, the rate will increase \$50.
- 10' x 6' booth spaces will cost \$725.00 for Indiana Section AWWA members if reserved before November 15, 2015. After November 15th, the rate will increase \$50.
- 10' x 10' booth spaces will cost \$1,025.00 for Indiana Section AWWA members if reserved before November 15, 2015. After November 15th, 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 to 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 or email is OK) and sent to Dawn Keyler at:

Indiana Section AWWA
Fax (866) 215-5966
Email: dawn.keyler@inawwa.org

Phone cancellations are not acceptable. Cancellations received by 5:00 p.m. EST, January 4, 2016 will receive a full refund. After 5:00 p.m., January 4, 2016 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.

BADGES MUST BE WORN AT ALL TIMES – NO EXCEPTIONS

Indiana Section AWWA

5265 E. 82nd Street, Suite 310 | Indianapolis, Indiana 46250 | Ph: 866.213.2796 | Fax: 866.215.5966 | www.inawwa.org

NOTE: NEW DATE for 2016!!

January 25-28, 2016

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 15th early bird deadline. After that, booth location will be assigned on a first come, first serve basis.

Mail or Fax your completed application and payment (for faxes/emails you must use a credit card) to Dawn Keyler at the address/fax/email provided above. Please remember to include any additional personnel beyond the personnel included in the exhibit/booth fee. **You may register your booth online by visiting <http://www.inawwa.org/event/108th-indiana-section-awwa-annual-conference/>.**

The exhibit/booth sizes are 8' wide x 6' deep; 10' wide x 6' deep; or 10' deep by 10' wide (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... **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 approximately 3:45 p.m. (following the afternoon break) and needs to be completed by 6:00 p.m. that same evening. Tear downs prior to this time **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', 10' x 6', or 10' x 10' 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 Shepherd Exposition Services packet and return it to the hotel. Additional electricity, internet service or phones will not be provided by the committee.

Also, as a part of your exhibit/booth fee are the additional services provided by our decorator, Shepherd Exposition Services. An exhibitor packet will be provided by Shepherd Exposition Services 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: Shepherd Exposition Services is providing all shipping and storage services, not the Marriott Hotel. Please refer to the enclosed packet provided by the Shepherd Exposition Services 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.

BADGES MUST BE WORN AT ALL TIMES – NO EXCEPTIONS

NOTE: NEW DATE for 2016!!

January 25-28, 2016

Schedule:

<u>Event</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>
Set Up/Move In	Monday	January 25	3:00 p.m. to 7:00 p.m.
Exhibits	Tuesday	January 25	7:30 a.m. to 5:00 p.m.
Exhibits	Wednesday	January 27	9:00 a.m. to 3:45 p.m.
Tear Down/Move Out	Wednesday	January 27	3:45 p.m. to 7:00 p.m.

The MAC of Indiana meeting is Tuesday, January 25 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., Shepherd Exposition Services 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 – NO EXCEPTIONS

Indiana Section AWWA 108th Annual Conference
January 25-28, 2016 – Marriott Hotel, Downtown – Indianapolis, Indiana
Exhibitor Form

NOTE: NEW DATE for 2016!!

January 25-28, 2016

The Indiana Section AWWA is pleased to invite you to attend its 108th Annual Conference. The conference, which runs January 25 through the 28 (**setup is on January 25 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; 10' wide x 6' deep; or 10' wide x 10' 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!

Preference(s) Booth Number(s): _____
(Reminder: 10' x 10' booths are available in the hallway only)

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

Tear downs prior to 3:45 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 pages you will find the booth types and fees, Booth Personnel Registration Form (copy as needed, 1 page per booth purchased), and payment information.

Indiana Section AWWA 108th Annual Conference
February 9 thru 11, 2016 – Marriott Hotel, Downtown – Indianapolis, Indiana
Exhibitor (Payment & Personnel) Form

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 11/15</u>	<u>After 11/15</u>		
8'x6' Booth	AWWA Member (IN Sect.)	_____ @ \$ 625.00	\$ 675.00	=	_____
<input type="checkbox"/> no table	<input type="checkbox"/> 6' table				
8'x6' Booth	NON Member	_____ @ \$ 825.00	\$ 875.00	=	_____
<input type="checkbox"/> no table	<input type="checkbox"/> 6' table				
8'x6' Booth	Additional Booths	_____ @ \$ 625.00	\$ 675.00	=	_____
<input type="checkbox"/> no table	<input type="checkbox"/> 6' table				
10'x6' Booth	AWWA Member (IN Sect.)	_____ @ \$ 725.00	\$ 775.00	=	_____
<input type="checkbox"/> no table	<input type="checkbox"/> 6' table <input type="checkbox"/> 8' table				
10'x6' Booth	NON Member	_____ @ \$ 925.00	\$ 975.00	=	_____
<input type="checkbox"/> no table	<input type="checkbox"/> 6' table <input type="checkbox"/> 8' table				
10'x6' Booth	Additional Booths	_____ @ \$ 725.00	\$ 775.00	=	_____
<input type="checkbox"/> no table	<input type="checkbox"/> 6' table <input type="checkbox"/> 8' table				
10'x10' Booth	AWWA Member (IN Sect.)	_____ @ \$ 1,025.00	\$ 1,075.00	=	_____
<input type="checkbox"/> no table	<input type="checkbox"/> 6' table <input type="checkbox"/> 8' table (NOTE: Booth size available in hallway only)				
10'x10' Booth	NON Member	_____ @ \$ 1,225.00	\$ 1,275.00	=	_____
<input type="checkbox"/> no table	<input type="checkbox"/> 6' table <input type="checkbox"/> 8' table (NOTE: Booth size available in hallway only)				
10'x10' Booth	Additional Booths	_____ @ \$ 1,025.00	\$ 1,075.00	=	_____
<input type="checkbox"/> no table	<input type="checkbox"/> 6' table <input type="checkbox"/> 8' table (NOTE: Booth size available in hallway only)				
Meals	Tuesday Lunch	_____ @ \$ 25.00	\$ 25.00	=	_____
Meals	Wednesday Lunch	_____ @ \$ 25.00	\$ 25.00	=	_____
Meals	Thursday "Hot" Breakfast	_____ @ \$ 15.00	\$ 15.00	=	_____
TOTAL * -----					

* Sales tax is included in the price of your booth.

Please make checks payable to the Indiana Section AWWA

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: _____

AmEx _____ Discover _____ MC _____ Visa _____ Expiration Date: _____ Security Code _____

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.

Indiana Section AWWA 108th Annual Conference
February 9 thru 11, 2016 – Marriott Hotel, Downtown – Indianapolis, Indiana
Exhibitor (Payment & Personnel) Form

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 15, 2015, to (NOTE ADDRESS – Please update your records):

Indiana Section AWWA
5265 East 82nd Street, Suite 310
Indianapolis, Indiana 46250

Questions or concerns please contact:

Dawn Keyler - dawn.keyler@inawwa.org or
Ed Nugent – ednugent@utilitysupply.com or

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

Indiana Section AWWA 108th Annual Conference
January 25 thru 28, 2016 – Marriott Hotel, Downtown – Indianapolis, Indiana
Engineers, Sales & Service Additional Personnel Registration Form

NOTE: NEW DATE for 2016!!

January 25-28, 2016

The Indiana Section AWWA is pleased to invite you to attend its 108th Annual Conference. The conference, which runs January 25 through the 26, (Exhibitor setup is January 25 beginning at 3:00 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 (as a reminder – 2 registrations are included with your booth fee). This is a special offer! This offer expires on November 15, 2015

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 11/15/15	=	
Full Registration (no meals):	_____	@	\$125.00	\$175.00	\$185.00	=	_____
Spouse Badge (no meals):	_____	@	\$0.00			=	_____
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	=	_____
TOTAL						=	_____

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

Indiana Section AWWA 108th Annual Conference
January 25 thru 28, 2016 – 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

Please make checks payable to the Indiana Section AWWA.

Please return these forms, along with your exhibitor registration form, by **November 15, 2015**, to (NOTE ADDRESS. Please update your records.):

Indiana Section AWWA
5265 East 82nd Street, Suite 310
Indianapolis, IN 46250

Questions, concerns or additional forms, please contact:

Dawn Keyler – dawn.keyler@inawwa.org or
Ed Nugent – ednugent@utilitysupply.com
Phone: (866) 213-2796 Fax: (866) 215-5966

Indiana Section AWWA 108th Annual Conference
January 25 thru 28, 2016 – Marriott Hotel, Downtown – Indianapolis, Indiana

Break Station Sponsorship Form

NOTE: NEW DATE for 2016!!

January 25-28, 2016

In the rear of the exhibit hall, the Indiana Section AWWA has provided break stations for attendees to get refreshments, rolls and coffee. Your MAC committee is offering a sponsorship opportunity for those break stations.

The break station sponsorships will cost \$350.00 per break station. Your sponsorship sign will be displayed the entire conference, thus allowing maximum exposure for your sponsorship dollars. The stations will be set up to allow a sign from the sponsoring companies to be displayed by the break station area.

The sign, which will be provided by the MAC, will be 24" x 36" in size. Your firm will be responsible for providing your company's logo in an electronic format (JPG, TIF or PDF).

If you are interested in sponsoring these break stations, please complete the following form and send it along with your payment to: Dawn Keyler, Indiana Section AWWA, 5265 East 82nd Street, Suite 310, Indianapolis, IN 46250.

Please e-mail your logo to Dawn Keyler at dawn.keyler@inawwa.org by January 15, 2016.

If you have any questions, please contact Dawn Keyler at 866-213-2796 or Doug Karst of Utility Supply at 317-491-2175.

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

** I understand I will be responsible for providing the Indiana Section MAC a logo in an electronic format for the break station sign. _____ initial here

If you are using a credit card you may either email or fax your completed forms. Email to dawn.keyler@inawwa.org or fax to to (317) 917-5211. Confirm receipt of fax at (317) 917-5224

Name as it appears on the Credit Card: _____

Credit Card Number: _____ Signature: _____

AmEx ____ Discover ____ MC ____ Visa ____ Expiration Date: ____ Security Code ____

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.

