



Indiana Section

American Water Works Association

MAC Committee

Exhibit Hall Changes for 2019
Please read carefully.

September 17, 2018

Dear Exhibitor,

The Indiana Section AWWA is pleased to invite you to attend its 111th Annual Conference. The conference, which runs January 21 through 24, 2019, is being held at the newly renovated Marriott Hotel in downtown Indianapolis.

- Booth set up will be on Monday, January 21 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 the Tuesday afternoon break. 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.

- During the Wednesday afternoon break we will feature the Hydrant Hysteria preliminary competition in the center of the exhibit hall.
- The exhibit hall will then close at approximately 3:45 p.m. on Wednesday after the break and competition, and tear down will begin immediately after the close.

The deadline for returning your forms and payment for the conference will be December 1, 2018.
There is an early-bird discount of \$100 if your registration and payment is received by October 26, 2018.

The exhibit hall has been redesigned this year to offer maximized flow and better use of the exhibit hall space. Spaces reserved and paid for by the October 26 early bird deadline will be assigned based on points accrued. Spaces not already paid for by October 26th will be assigned on a first come, first served basis in the order that they were received and points accrued. Please review the attached exhibit hall map carefully. Please note that any booth that is an end cap space is considered a premium booth and has an additional charge.

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.
- The Competition Reception will be held on Wednesday evening (featuring Meter Madness and the Hydrant Hysteria finals).

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 newly renovated 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 (3 pages)
Additional Personnel Registration Form (2 pages)
Exhibit Hall Layout
Exhibit Hall Booth Presentation Request
Break Station Sponsorship Form

Indiana Section AWWA

2680 E. Main Street, Suite 106 | Plainfield, Indiana 46168 | Ph: 866.213.2796 | Fax: 866.215.5966 | www.inawwa.org



Indiana Section

American Water Works Association

Exhibit Hall Changes for 2019

Please read carefully!

Hotel

The conference is being held at the newly renovated Marriott Hotel in downtown Indianapolis. The Marriott is located at 350 West Maryland Street, Indianapolis, Indiana. For reservations call (800) 266-9432. Please let them know you are with the Indiana Section AWWA. You can also reserve a room online at: <https://book.passkey.com/go/AWWAJan2019>. The room rate for our conference is \$145.00 per night, until the room block is sold out or January 1, 2019. The Marriott offers valet parking and self-parking. Parking is an additional cost.

Booth Space

- ◆ There are **three** sizes of Exhibits/Booths: 8' x 6', 10' x 6', and 10' x 10' booth space (hallway only). 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.) Please purchase the proper booth space to fit your display.
- ◆ 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, but they are not permitted to work in your booth. Only the registrant can pick up his/her badge.
- ◆ 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 866-215-5966 (fax) or dawn.keyler@inawwa.org. Phone cancellations are not acceptable. Cancellations received by 5:00 p.m. EST, December 24, 2018 will receive a full refund. After 5:00 p.m., December 24, 2018 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.
- ◆ Mail, email or fax your completed application and payment 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 www.inawwa.org/event/111th-annual-conference-2019/.**
- ◆ **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 owner's expense (Hotel Policy).
 - **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 Hydrant Hysteria competition in the center of the exhibit hall) and needs to be completed by 6:00 p.m. that same evening. Tear downs prior to this time that occur during the Hydrant Hysteria competition **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 booth space as long as everything fits inside the booth.

BADGES MUST BE WORN AT ALL TIMES – NO EXCEPTIONS

Indiana Section AWWA

2680 E. Main Street, Suite 106 | Plainfield, Indiana 46168 | Ph: 866.213.2796 | Fax: 866.215.5966 | www.inawwa.org

- ◆ Electricity: All booths will have electricity (110-volt / 15 amp outlet in each exhibit/booth). If you need 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.
- ◆ 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.

The MAC of Indiana meeting is Tuesday, January 22 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 111th Annual Conference
January 21 - 24, 2019 – Marriott Hotel, Downtown – Indianapolis, Indiana
Exhibitor Form

Note: This form is also available at www.inawwa.org/event/111th-annual-conference-2019/

The Indiana Section AWWA is pleased to invite you to attend its 111th Annual Conference. The conference, which runs January 21 through 24 (**setup is on January 21 beginning at 3:00 p.m.**) is being held at the recently renovated 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. Memberships will be checked! Any forms sent in with the wrong fee will be returned!

Preference(s) Booth Number(s): _____
Please note that **all booth numbers have changed**. If registering prior to the October 26 early bird date, booths will be assigned based on points. If after October 26, booths are reserved on a first-come, first served basis. (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. Due to the limited number of spaces available, to reserve an unmanned booth, please contact our office at 866.213.2796.

Indiana Section AWWA 111th Annual Conference
 January 21 - 24, 2019 – 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:

Inside the Exhibit Hall:

	Early Bird Discount (by October 26)			Regular Pricing (after October 26)		
	Member – Regular Booth	Member – End Cap	Non-Member	Member – Regular Booth	Member – End Cap	Non-Member
8x6 Booth	\$650	\$700	\$850	\$750	\$800	\$950
10x6 Booth	\$750	\$800	\$950	\$850	\$900	\$1,050
# of Booths Requested						

Hallway Booths:

	Early Bird Discount (by October 26)			Regular Pricing (after October 26)		
	Member – Regular Booth	Member – End Cap	Non-Member	Member – Regular Booth	Member – End Cap	Non-Member
8x6 Booth	\$700	\$750	\$900	\$800	\$850	\$1,000
10x6 Booth	\$800	\$850	\$1,000	\$900	\$950	\$1,100
10x10 Booth	\$1,050	\$1,100	\$1,250	\$1,150	\$1,200	\$1,350
# of Booths Requested						

Each booth includes: 2 registrations, pipe and drape, 2 chairs, a 6' or 8' table, 110-volt electricity, and a wastebasket.

Registration add-ons

Meals	Tuesday Lunch	_____ @ \$	30.00	\$	30.00	=	_____
Meals	Wednesday Lunch	_____ @ \$	30.00	\$	30.00	=	_____
Meals	Thursday "Hot" Breakfast	_____ @ \$	20.00	\$	20.00	=	_____

Invoice for payment will be sent once booth location is confirmed.

Email address for invoice: _____

Fax completed form to 866.215.5966 or email to dawn.keyler@inawwa.org.
 For additional information, contact the Indiana Section AWWA at 866.213.2796 / dawn.keyler@inawwa.org

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

Indiana Section AWWA 111th Annual Conference
January 21 - 24, 2019 – 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 December 1, 2018, to **(NOTE ADDRESS – Please update your records):**

Indiana Section AWWA
2680 East Main Street, Suite 106
Plainfield, Indiana 46168

Questions or concerns please contact:

Dawn Keyler – dawn.keyler@inawwa.org or
Jeff Cunningham – jeffc@mesimpson.com or

Phone: 866.213.2796 Fax: 866.215.5966

Indiana Section AWWA 111th Annual Conference

January 21 - 24, 2019 – Marriott Hotel, Downtown – Indianapolis, Indiana

Engineers, Sales & Service Additional Personnel Registration Form

The Indiana Section AWWA is pleased to invite you to attend its 111th Annual Conference. The conference, which runs January 21 through 24, (Exhibitor setup is January 21 beginning at 3:00 p.m.) is being held at the recently renovated 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 January 1, 2019

[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:	@	Before 1/1/18	After 1/1/18 Member	After 1/1/18 Non Member	=	
Full Registration (no meals):	_____	@	\$125.00	\$185.00	\$265.00	=	_____
Spouse Badge (no meals):	_____	@	\$0.00	\$0.00	\$0.00	=	_____
Tuesday Only (no meals):	_____	@	\$100.00	\$135.00	\$230.00	=	_____
Wednesday Only (no meals):	_____	@	\$100.00	\$135.00	\$230.00	=	_____
Thursday Only (no meals):	_____	@	\$100.00	\$135.00	\$230.00	=	_____
Tuesday Luncheon:	_____	@	\$30.00	\$30.00	\$30.00	=	_____
Wednesday Luncheon:	_____	@	\$30.00	\$30.00	\$30.00	=	_____
Thursday "Hot" Breakfast:	_____	@	\$20.00	\$20.00	\$20.00	=	_____
TOTAL						=	_____

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

Indiana Section AWWA 111th Annual Conference
January 21-24, 2019 – 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 January 1, 2019, to **(NOTE ADDRESS. Please update your records.):**

Indiana Section AWWA
2680 East Main Street, Suite 106
Plainfield, IN 46168

Questions, concerns or additional forms, please contact:

Dawn Keyler – dawn.keyler@inawwa.org or
Jeff Cunningham – jeffc@mesimpson.com
Phone: 866.213.2796 Fax: 866.215.5966

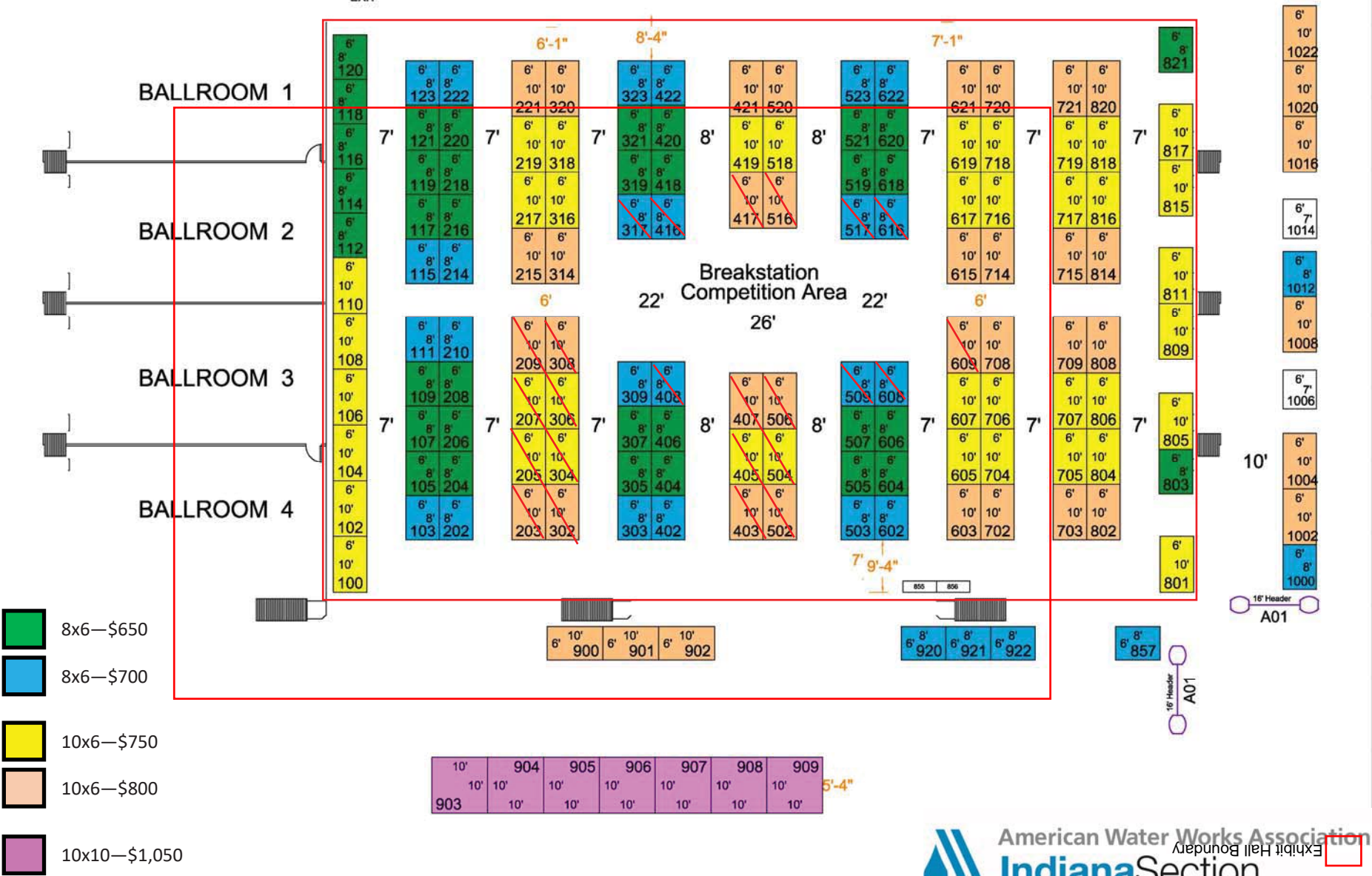
2019 Indiana Section AWWA Annual Conference

Exhibit Hall Map and Pricing Guide

Inside Exhibit Hall Boundaries

Unavailable Booths as of 10.08.18

NOT AN EXIT





Indiana Section

American Water Works Association

MAC Committee

**2019 Indiana Section AWWA Annual Conference
Exhibit Hall Presentations
Marriott Hotel, Downtown Indianapolis
January 21- 24, 2019**

The Indiana Section AWWA is continuing the annual CEU program for the Exhibit Hall presentations. As an exhibitor of the 2019 Annual Conference, you will be given the first opportunity to apply for the presentation schedule (you must have an exhibitor booth in order to participate). You are invited to submit an application, along with an abstract of the presentation and the bio(s) of the speaker(s). The presentations will be 30 minutes in length, allowing time for a Question and Answer period within the 30 minutes. The presentations will be during the exhibit hall hours on Tuesday and Wednesday of the Conference. Please remember that these topics need to be educational, but they can be product or service specific. Please fill out the form legibly and indicate your first three preferences for the day and time of your presentation.

Name: _____
Title: _____
Company Name: _____
Address: _____
City, State, Zip: _____
Phone / Fax: _____
Email: _____
Presentation Title: _____

- Please include a one to two paragraph abstract (educational description)
- Please include the speaker(s) biography(s)

Submittal Deadline is November 15, 2018

Please email your submittal to:

Steve Applegate
DN Tanks
Steve.applegate@dntanks.com



Indiana Section

American Water Works Association

MAC Committee

Available Presentation Times-

Tuesday, January 22rd

10:30
11:00
11:30
2:00
2:30
4:00

Wednesday, January 23th

9:00
10:30
11:00
11:30
2:00
2:30

Indiana Section AWWA

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Indiana Section AWWA 111th Annual Conference
January 21 - 24, 2019 – Marriott Hotel, Downtown – Indianapolis, Indiana

Break Station Sponsorship Form

In the middle 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 sponsorship sign to be displayed by the break station area.

The sign will be provided by the MAC. 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, 2680 East Main Street, Suite 106, Plainfield, IN 46168 **(note new address – please update your records)**.

Please e-mail your logo to Dawn Keyler at dawn.keyler@inawwa.org by December 15, 2018.

If you have any questions, please contact Dawn Keyler at 866.213.2796 or Marty Wessler of Wessler Engineering at 317.788.4551.

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

Amount Enclosed:	<input type="checkbox"/> \$350
<input type="checkbox"/> Check Enclosed:	Make check payable to Indiana Section AWWA and mail to: 2680 East Main Street, Suite 106 Plainfield, Indiana 46168
<input type="checkbox"/> Credit Card:	A secure link will be sent via email for payment – please be sure an email address is included above.
Fax completed form to 866.215.5966 or email to dawn.keyler@inawwa.org . For additional information, contact the Indiana Section AWWA at 866.213.2796 / dawn.keyler@inawwa.org	