



Indiana Section

American Water Works Association

MAC Committee

January 3, 2024

Dear Exhibitor,

The Indiana Section AWWA is pleased to invite you to attend our 116th Annual Conference. The conference will be held at the Indianapolis Marriott Downtown from April 8-11, 2024.

- Booth set up will be on Monday, April 8, from 3:00 p.m. to 7:00 p.m.
- The show will open Tuesday morning at 7:30 a.m., with coffee & pastries in the exhibit hall. Classes will begin at 8:00 a.m. sharp.
- The exhibit hall will close at 3:45 p.m. on Wednesday after the break, and tear down will begin immediately.
- Water For People Raffle will take place on Wednesday in the Main Hall.

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.

- Young Professionals Reception will be held on Wednesday evening.
- The Fuller Reception will be held on Tuesday evening.
- Social Hour Meet & Greet will be held on Wednesday evening.

The Early Bird Discount deadline is February 5, 2024.

The deadline for returning your forms and payment for the conference will be March 11, 2024.

Spaces reserved and paid for by the February 5, early bird deadline, will be assigned based on points accrued. Spaces not paid for by February 5, 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 on an end cap is considered a premium booth and has an additional charge.

The MAC of Indiana, along with the Indiana Section AWWA Board of Trustees are extremely pleased to bring you this conference and encourage you to attend. We are excited about the facilities and the exceptional service that the Indianapolis Marriott Downtown will provide for our event and attendees. Having our meeting in downtown Indianapolis should enhance your company's ability to promote your products/services, as well as effectively and safely entertain your clients.

Sincerely,

Indiana Section AWWA – MAC of Indiana Committee

Indiana Section AWWA

PO Box 127 | Brownsburg, IN 46112 | Ph: 866.213.2796 | Fax: 866.215.5966 | www.inawwa.org



Indiana Section

American Water Works Association

MAC Committee

This Year

- ◆ The keynote presentation has been moved to Tuesday's opening session. This allows us to provide a more dynamic and informative presentation to all attendees.
- ◆ Our Membership lunch will be Tuesday. Please participate in Section elections.
Service Providers are encouraged to participate in this luncheon with the purchase of a reserved table (\$240 for a table of 8). Recognition of these sponsors will be displayed on a table sign during the event.
- ◆ Lunch will be in Exhibit Hall on Wednesday. Tickets are required so you will want to purchase when registering for your booth.

Hotel

- ◆ The conference is located at the Indianapolis Downtown Marriott. The Marriott is located at 350 West Maryland Street, Indianapolis, Indiana. For reservations, call (317) 822-3500.
- ◆ Please let them know you are with the Indiana Section AWWA. You can also reserve a room online at: <https://book.passkey.com/go/IndianaSectionAWWA>

The room rate for our conference is \$194.00 per night, until the room block is sold out or March 15, 2024. The Marriott offers valet parking and self-parking. Make sure your 50% off conference rate for parking is applied. Parking is an additional cost.

Booth Space

- ◆ There are three sizes of exhibits/booths: 8' wide x 6' deep, 10' wide x 6' deep, and 10' wide x 10' deep booth space (hallway only). Each booth will include 2 registrations, 2 chairs, a 6' skirted table, 110-volt electricity and a wastebasket. 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 to be at the conference and its functions. Only the registrant can pick up his/her badge. 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.
- ◆ Any food make available in a booth must be prepackaged or from the hotel.
- ◆ Booth confirmations will be emailed to you in March. Please make sure your email 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 MaryJane Peters at 866-215-5966 (fax) or MaryJane.Peters@inawwa.org. Phone cancellations are not accepted.

Cancellations received by 5:00 p.m. EST, February 16, 2024, will receive a full refund. After 5:00 p.m.,

February 16, 2024, 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 to future events.

- ◆ Mail, email or fax your completed application and payment to MaryJane Peters 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 <https://www.inawwa.org/event/2024-annual-conference-april-8-11th/>

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. There 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 3:45 p.m. following the afternoon break and needs to be completed by 6:00 p.m. Tear down prior to this time is not permitted.
- ◆ Those exhibitors who tear down early will lose their standing for the following year and may lose the opportunity to exhibit in future conferences.
- ◆ All equipment must fit in your booth space (Fire Marshall) – nothing should be in the aisles. If you have a freestanding display, the table can be removed from your booth.
- ◆ 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 engineering and electrical order form provided in the Smith Expo packet and return it to the hotel.
- ◆ As a part of your exhibit/booth fee, additional services are provided by our decorator, Smith Expo. An exhibitor packet will be provided by Smith Expo 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 already provided for your exhibit/booth. (The ballroom is carpeted.)
- ◆ Shipping/Storage services: Smith Expo is providing all shipping and storage services, not the Marriott Hotel. Please refer to the exhibitor packet, provided by the Smith Expo, 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

Disclaimer

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., Smith Expo 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 all claims, losses, damages, liabilities, and expenses.

Indiana Section AWWA 116th Annual Conference

April 8-11, 2024 – Indianapolis Marriott Downtown

Exhibitor Registration Forms

Note: This form is also available at <https://www.inawwa.org/event/2024-annual-conference-april-8-11th/>

AWWA Membership Number (if available): _____

Memberships are verified. If you need assistance with becoming a member, renewal or Membership Number, please contact MaryJane Peters at MaryJane.Peters@inawwa.org or 866-213-2796

Company _____

Exhibit Contact Name: _____ Cell #: _____

Address: _____ City: _____ St: _____ Zip: _____

Sales/Service: _____

Booth Number Preference: _____

Company you would least like be located near: _____

Early Bird Discount (deadline February 5)				Regular Pricing (after deadline February 5)		
INSIDE THE EXHIBIT HALL	- Member - Regular Booth	- Member - End Cap Booth	- Non Member -	- Member - Regular Booth	- Member - End Cap Booth	- Non Member -
8 x 6 Booth	\$700	\$750	\$900	\$800	\$850	\$1,000
10 x 6 Booth	\$800	\$850	\$1,000	\$900	\$950	\$1,100
# of Booths Requested						

Early Bird Discount (deadline February 5)				Regular Pricing (after deadline February 5)		
HALLWAY	- Member - Regular Booth	- Member - End Cap Booth	- Non Member -	- Member - Regular Booth	- Member - End Cap Booth	- Non Member -
8 x 6 Booth	\$700	\$750	\$900	\$800	\$850	\$1,000
10 x 6 Booth	\$800	\$850	\$1,000	\$900	\$950	\$1,100
*10 x 10 Booth	\$1,100	\$1,150	\$1,300	\$1,200	\$1,250	\$1,400
# of Booths Requested						

Booth spaces area as follows: 8' wide x 6' deep; 10' wide x 6' deep; 10' wide by 10' deep. * 10' wide by 10' deep are available only in the Hallway.

Each Booth includes: 2 registrations, pipe and drape, 2 chairs, a 6' skirted table, 110-volt electricity & wastebasket

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Exhibitor Registration Forms, continued

PRIMARY STAFF REGISTRATIONS (2 registrations included with company registration fee):

Name _____

Email: _____ Cell #: _____

Meals: Tuesday Lunch Wednesday Lunch Thursday Breakfast

Name _____

Email: _____ Cell #: _____

Meals: Tuesday Lunch Wednesday Lunch Thursday Breakfast

ADDITIONAL STAFF REGISTRATIONS (Extra charge -- Please use additional sheets if needed):

<u>Type</u>	<u>On or before 2/5/2024</u>	<u>After 2/5/2024 Member</u>	<u>After 2/5/2024 Non Member</u>
Full Registration	\$125	\$185	\$265
Tues, Wed, or Thurs Only	\$100	\$135	\$230
Meals	Tuesday Lunch, \$30; Wednesday Lunch, \$25; Thursday Breakfast, \$20		

Name _____ Email _____

Company, if different from above _____

Full Registration Tuesday Only Wednesday Only Thursday Only

Meals: Tuesday Lunch Wednesday Lunch Thursday Breakfast

Name _____ Email _____

Company, if different from above _____

Full Registration Tuesday Only Wednesday Only Thursday Only

Meals: Tuesday Lunch Wednesday Lunch Thursday Breakfast

Name _____ Email _____

Company, if different from above _____

Full Registration Tuesday Only Wednesday Only Thursday Only

Meals: Tuesday Lunch Wednesday Lunch Thursday Breakfast

Name _____ Email _____

Company, if different from above _____

Full Registration Tuesday Only Wednesday Only Thursday Only

Meals: Tuesday Lunch Wednesday Lunch Thursday Breakfast

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Exhibitor Registration Forms, continued

SUMMARY SHEET

Booth (s)

Inside Exhibit Hall		End Cap		Hallway			Fee Per	Booth Fees
8 x 6	10 x 6	8 x 6	10 x 6	8 x 6	10 x 6	10 x 10		
Fee								
Fee								
								Total _____

Additional Registrations

	Full	Tue Only	Wed Only	Thurs Only	Fee Per	Reg fees	
Qty							
Qty							
Qty							
Qty							
							Total _____

Meals

	Tuesday Lunch \$30	Wednesday Lunch \$25	Thursday Breakfast \$20
Qty			

A table of eight can be reserved for each meal. The fee for the table, is the meal fee x 8. Please let us know if you like to take advantage of a table.

Total _____

Total Due _____

Payment Options

- Check payable to and mailed to - Secure link for credit card

Indiana Section AWWA

Email for secure link _____

PO Box 127

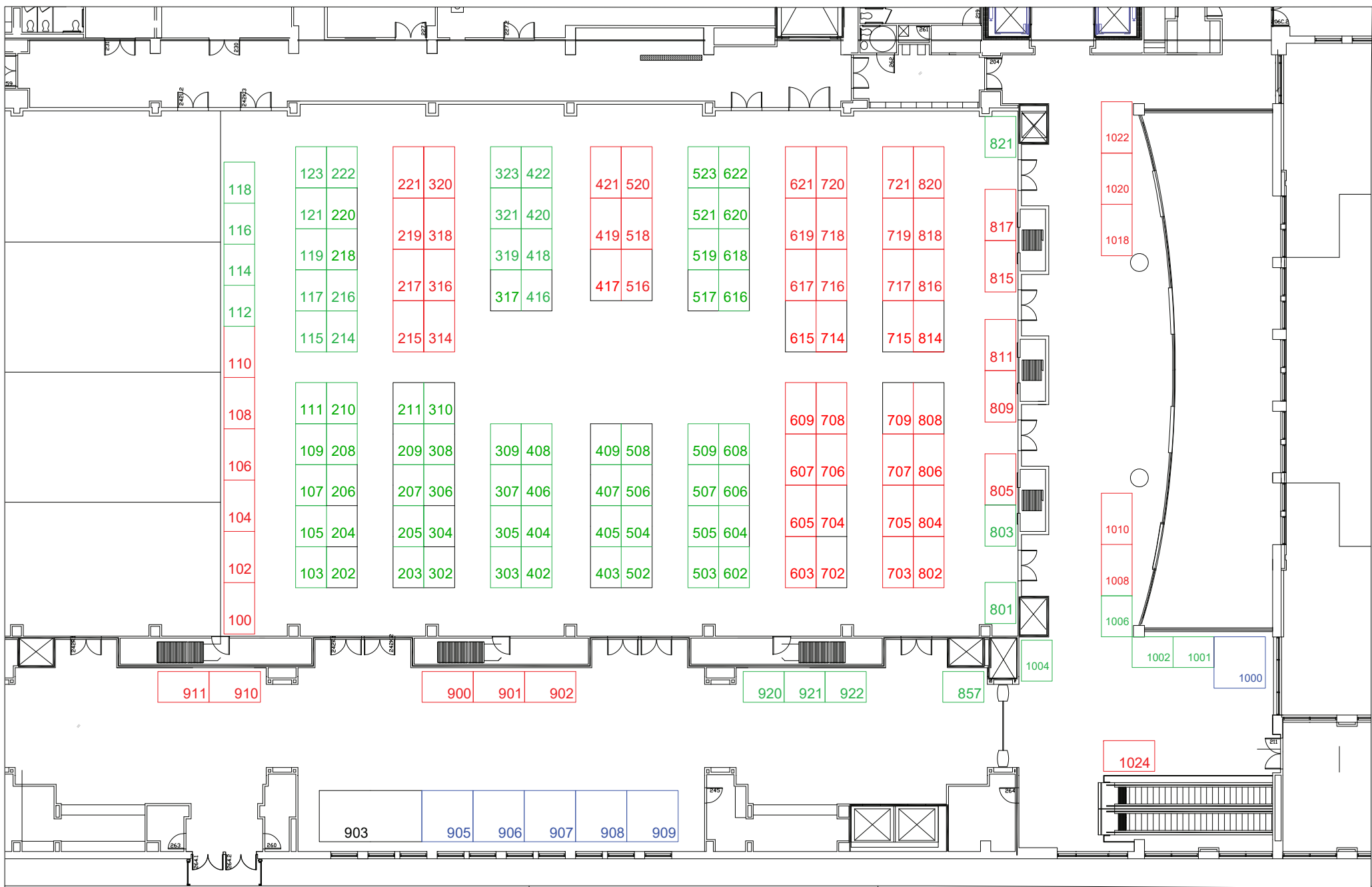
Brownsburg, IN 46112

REMINDERS:

- Payment must be received before any booth placement.
- If registering prior to February 5th, booths will be assigned based on points.
- If registering after February 5th, booths will be assigned on a first come, first served basis.

REFUNDS:

- Cancellations received by 5:00p EST, March 15, 2024, will receive a full refund.
- If booth placement affects charges a refund or invoice will be sent once booth location is confirmed.



Event: 2024 AWWA
Event Date: April 8 - 11, 2024
Location: Marriott - Indianapolis Downtown

Schedule:

Smith Expo Load in:	Monday, April 8, 2024	6am - 3pm
Exhibitor Load in:	Monday, April 8, 2024	3pm - 7pm
Show Hours	Tuesday, April 9, 2024	7:30am - 5pm
Show Hours	Wed., April 10, 2024	9am - 3:45pm
Exhibitor Load out:	Wed., April 10, 2024	3:45pm - 6pm
Smith Expo Load out:	Wed., April 10, 2024	3:45pm - 7pm

TIMES SUBJECT TO CHANGE



Smith Expo
 1173 Airport Pkwy, Ste C
 Greenwood, IN 46143
 317-362-6890

Mike Smith