

PENNTec 2019 VENDOR INVITATION

Dear Vendor,

We invite you to join us as an exhibitor/sponsor at the Pennsylvania Water Environment Association's 91st Annual Technical Conference & Exhibition (PennTec 2019), which will be held at the Penn Stater Conference Center Hotel in State College, PA on June 2-5, 2019.

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 right away to reserve your preferred space!



Scot Fertich
Chair, PennTec 2019
Conference Committee



Marilyn Baron
Chair, Exhibits and
Sponsors Subcommittee

HOTEL ACCOMMODATIONS

Penn Stater Conference Center Hotel **215 Innovation Blvd • State College, PA 16803**

A block of rooms has been reserved at the Penn Stater for PennTec 2019. Reservations must be made by May 2, 2019. Rooms may not be available after this date. The discounted room rate is as follows:

\$139.00 per Room/Single or Double Occupancy

This rate includes overnight accommodations only. All rooms are non-smoking.

Please call Reservations at 1-800-233-7505 and mention Reservation ID PENF19B to receive the discounted rate.



PENNEC 2019 PRELIMINARY SCHEDULE

(as of December 31, 2018)

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

Sunday, June 2

11:00am-3:00pm Community Service Project
3:00-5:00pm Registration Open

Monday, June 3

7:15am-5:00pm Registration Open
7:45-8:45am Continental Breakfast
8:45-11:45am **Morning Technical Programs**
Biosolids
Collection Systems
Engineering
Utility Management
8:45am-4:30pm **Workshops**
Courses to be announced
9:00-11:30am Students & Young Professionals (SYP)
Plant Tour
10:15-10:45am Morning Break
11:45am-1:00pm Exhibit Hall Opens
Complimentary Lunch in Exhibit Hall
11:45am-1:30pm SYP Summit
12:30-1:00pm Annual Business Meeting with Dessert &
Coffee
9:00am-12:00pm Operations Challenge
1:00-4:30pm **Afternoon Technical Programs**
Biosolids
Collection Systems
Engineering
Utility Management
Young Professionals
2:30-3:30pm Afternoon Break in Exhibit Hall
4:30-5:30pm President's Reception in Exhibit Hall
6:00-8:00pm Annual PWEA Awards Ceremony
and Reception

Tuesday, June 4

7:00am-5:30pm Registration Open
7:30-8:30am Continental Breakfast in Exhibit Hall
8:00-11:30am **Morning Technical Programs**
Collection Systems
Engineering
Finance
Industrial Pretreatment
Stormwater
8:00am-4:30pm **Workshops**
Courses to be announced
9:30-10:30am Morning Break in Exhibit Hall
11:30am-1:00pm Complimentary Lunch in Exhibit Hall
Student Research Poster Presentations
11:30am-1:00pm Women's Initiative Summit
1:00-3:30pm Professional Wastewater Operations (PWO)
Plant Tour
1:00-4:30pm **Afternoon Technical Programs**
Collection Systems
Construction
Industrial Pretreatment
Stormwater
Student Research Presentations
2:30-3:30pm Afternoon Break in Exhibit Hall
4:30-5:30pm Beer & Pretzels Reception in Exhibit Hall
Operator Olympics in Exhibit Hall

Wednesday, June 5

7:00-8:30am Continental Breakfast
7:00am-12:00pm Registration Open
8:30am Golf Tournament
8:00-11:00am **Morning Technical Programs**
Professional Wastewater Operations
8:00-11:30am **Workshops**
Courses to be announced
9:30-10:00am Morning Break
11:30am Conference Concludes

IMPORTANT DATES AND TIMES FOR THE EXHIBIT HALL

Exhibit set-up will be on Monday, 7:00-10:30am. If an exhibit is not set by 10:30am, the exhibitor must wait to set up during session times. Exhibitors may not set up their booths during open exhibit hours.

All events are in the Exhibit Hall, unless otherwise noted.

Monday, June 3

7:00-10:30am Exhibitor Set-up
11:45am-1:00pm Exhibit Hall Opens & Lunch
2:30-3:30pm Exhibit Hall Break
4:30-5:30pm President's Reception

Tuesday, June 4

7:00-8:30am Continental Breakfast
9:30-10:30am Exhibit Hall Break
11:30am-1:00pm Exhibit Hall Break & Lunch
2:30-3:30pm Exhibit Hall Break
4:30-5:30pm Beer & Pretzels Reception
5:30-6:30pm Exhibit Teardown

GENERAL INFORMATION

Exhibit Booths

Booths inside the exhibit hall are 8'x8' or 8'x10'. Hallway booths are 8'x8' or 6'x10', as noted on the exhibit hall floor plan on page 6. Booths include pipe & drape back and sides; a 6' draped table; two chairs; a wastebasket; a standard header sign; carpet; one standard electric service; and complimentary internet access. **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 11:45am. Booth setup will be on Monday, 7:00-10:30am. Teardown will begin at 5:30pm 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 company will provide an 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 \$250 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

PWEA is offering the opportunity to register for a booth and sponsorships online. Go to www.pwea.org and click on the link to our secure website. 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.**

Free Wireless Internet

Complimentary wireless internet service will be available to exhibitors and attendees in the Exhibit Hall.

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 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 2019 Conference badge; Hall monitors will be checking badges. While security will be provided inside the Exhibit Hall during off hours, we strongly advise you do not leave expensive items, such as laptops, 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 April 30th, will receive a full refund less a \$150 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.

WHAT'S INCLUDED WITH YOUR BOOTH WORKER REGISTRATIONS?

	Monday Continental Breakfast; Breaks; Lunch	Monday President's Reception	Monday Awards Reception	Tuesday Continental Breakfast; Breaks; Lunch	Wednesday Continental Breakfast; AM Break	Regular Conference Sessions	Workshops
Complimentary Booth Workers (Reps 1 & 2)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Discounted Booth Workers (Reps 3 & 4)	Yes	Yes	Yes	Yes	Yes	Yes	Yes

QUESTIONS?

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

■ 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.

NEW for 2019 - Logo Displays

All exhibitors will have the opportunity for their company logos to be displayed on a large screen inside the exhibit hall at no charge. Logos should be sent by email to cindyrock@pwea.org by April 15th. Logo files should be in high resolution JPG format.

Vendor Presentations

Exhibiting companies will be given the opportunity to sign up for a five-minute verbal presentation highlighting the company's products and/or services. Non-exhibiting companies are not eligible to participate. Presentations will be scheduled for the first five minutes of the technical programs—one presentation will be scheduled per half day of each technical program. Exhibitors can register for only one presentation timeslot. A limited number of timeslots are available on a first-come basis. Information will be provided when booth assignments are distributed.

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 are not eligible for these drawings.

President's Reception

The President's Reception will be held in the Exhibit Hall on Monday, 4:30-5:30pm. Complimentary beer and snacks will be served.

Beer & Pretzels Reception

Complimentary beer, root beer, and soft pretzels will be served in the Exhibit Hall on Tuesday, 4:30-5:30pm.

PWEA Awards Ceremony & Reception

Join us on Monday evening to celebrate the PWEA and WEF Award winners. Attendance is complimentary. Hors d'oeuvres and drink tickets will be provided.

Food & Break Stations

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

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 2019 Conference name badge and lanyard.

DO YOU WANT MORE FOOT TRAFFIC AT YOUR BOOTH?

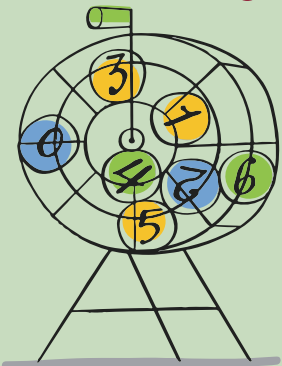


Exhibit Hall Bingo

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.

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.

PENNTEC 2019 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, 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 1st.

PennTec 2019 Sponsorship Contract



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

Company: _____
Contact Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Email: _____

Sponsorship Categories *(check all categories that apply)*

	Total
<input type="checkbox"/> Community Service Project Sponsor <i>(see page 2 for details)</i> <i>Your company logo will be printed on T-shirts which will be given to the volunteers.</i>	<input type="checkbox"/> Platinum Level - \$750 <input type="checkbox"/> Gold Level - \$500 <input type="checkbox"/> Silver Level - \$250 \$ _____
<input type="checkbox"/> New for 2019 - Badge Holder Sponsor <i>Your company name and logo will be displayed in the badge holder.</i> Only one sponsor can be accepted.	\$750 \$ _____
<input type="checkbox"/> Logo Placement on Registration Bag <i>Your logo will be imprinted on the bag which will be given to all Conference attendees.</i> Only one sponsor can be accepted.	\$750 \$ _____
<input type="checkbox"/> Monday Lunch Buffet Sponsor <i>Your company name and logo will be displayed near the buffet lines.</i>	\$500 \$ _____
<input type="checkbox"/> Tuesday Lunch Buffet Sponsor <i>Your company name and logo will be displayed near the buffet lines.</i>	\$500 \$ _____
<input type="checkbox"/> Conference Raffle Prize Sponsor <i>(see page 4 for details)</i> <i>Your company name 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"/> Annual Awards Ceremony & Reception Sponsor <i>Your company name and logo will be displayed at this event on Monday evening.</i>	\$200 \$ _____
<input type="checkbox"/> President's Reception Sponsor <i>Complimentary beer and snacks will be served in the Exhibit Hall on Monday.</i>	\$100 \$ _____
<input type="checkbox"/> Beer & Pretzels Reception Sponsor <i>Complimentary beer and soft pretzels will be served in the Exhibit Hall on Tuesday.</i>	\$100 \$ _____
<input type="checkbox"/> Golf Hole Sponsor <i>A golf sign with your company logo will be displayed at the hole sponsored.</i>	\$100 \$ _____
<input type="checkbox"/> Operator Olympics Sponsor <i>Your sponsorship will help provide prizes for this fun event on Tuesday.</i>	\$100 \$ _____
Total Sponsorships	\$ _____

Method of Payment:

Check (payable to PWEA)

Total Due: \$ _____

Credit Card:

MasterCard

Visa

American Express

Discover

Card Number: _____

Expiration Date: _____

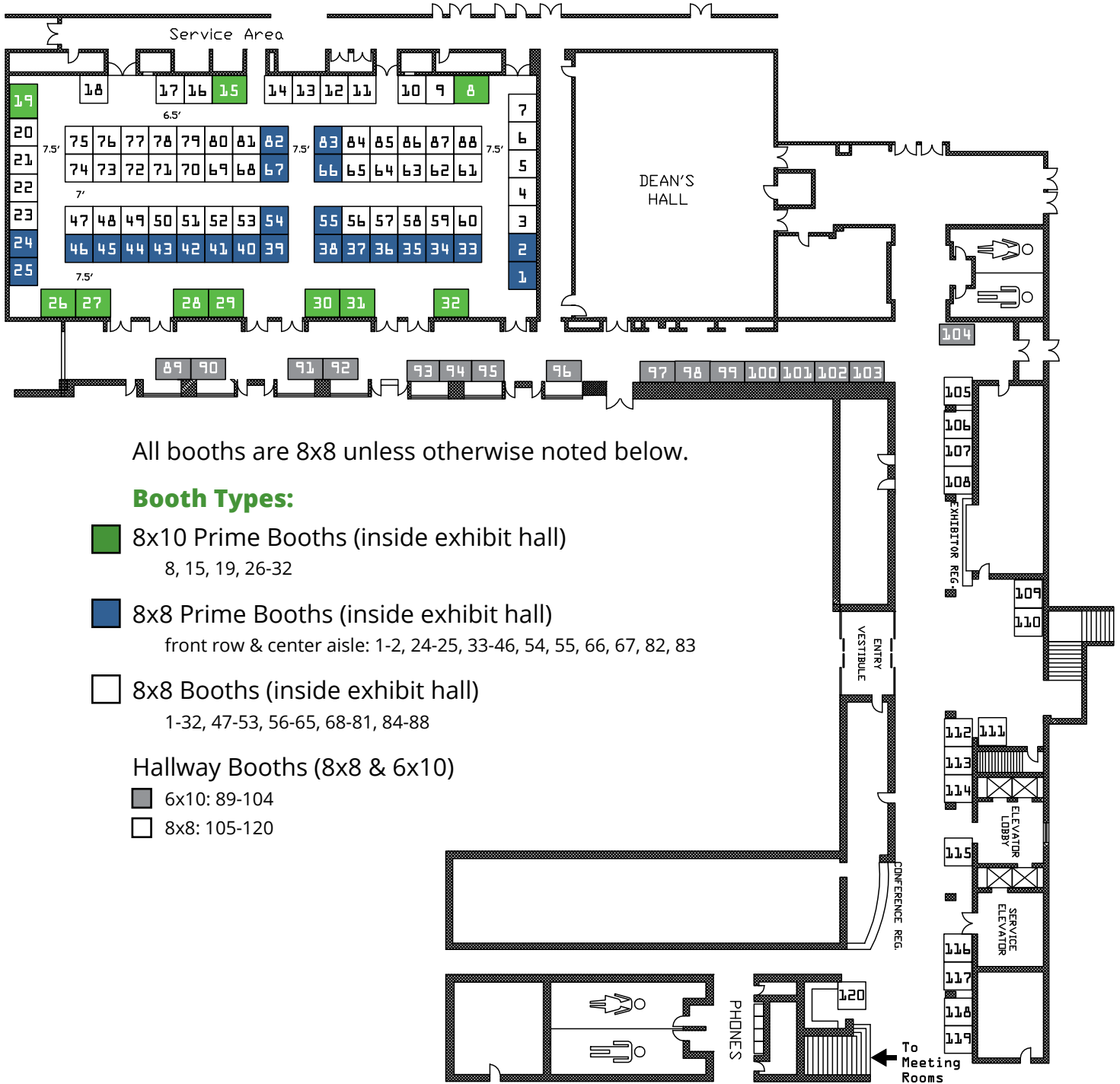
Security Code: _____

Name (as it appears on card): _____

Signature: _____

Billing Address (if different from above): _____

EXHIBIT HALL FLOOR PLAN



PENNTec 2019 CONTRACT FOR EXHIBIT SPACE

PLEASE PRINT all information on form

PennTec 2019 – 91st Annual Technical Conference & Exhibition • State College, PA • June 2-5, 2019

Company Information – The following information will be published in the On-Site Conference Program.

Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
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, and two complimentary Full Conference Registrations with optional discounted tickets for the Annual Dinner. **Booth Representative Registration Forms will be provided with your booth confirmation.**

	Member	Non-Member	Quantity	Total
8x10 Prime Booth (inside exhibit hall)	\$1400	\$1500	_____	\$ _____
8x8 Prime Booth (front row & center aisle)	\$1325	\$1425	_____	\$ _____
8x8 Booth (inside exhibit hall)	\$1225	\$1325	_____	\$ _____
Hallway Booth (8x8 or 6x10)	\$1125	\$1225	_____	\$ _____
Outside Space (must purchase indoor booth)	\$250	\$300	_____	\$ _____

Total Due for Exhibit Space \$ _____

Do you need complimentary electric service in your booth? Yes No

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

NEW for 2019 - Logo Displays - See page 4 for details.

There is no charge for exhibitors to have their logos displayed on the large screen in the Exhibit Hall. Logos should be emailed in high resolution JPG format to cindyrock@pwea.org no later than April 15th.

I want to participate. I will email my logo by April 15th.

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.

Signature: _____

Method of Payment:

Check (payable to PWEA)

Total Due \$ _____

Credit Card:

MasterCard

Visa

American Express

Discover

Card Number: _____ Expiration Date: _____ Security Code: _____

Name (as it appears on card): _____ Signature: _____

Billing Address (if different from above): _____

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
April 19th to guarantee inclusion in the
On-Site Conference Program.**

Pennsylvania Water Environment Association

EXHIBITOR PROSPECTUS



PennTec 2019 • June 2-5, 2019
Penn Stater Conference Center Hotel

PennTec 
2019 91st Annual Technical
Conference & Exhibition



P.O. BOX 3367
GETTYSBURG, PA 17325
WWW.PWEA.ORG

NONPROFIT
U.S. POSTAGE
PAID