

# Exhibitor Information



**IPWSOA**

**92nd ANNUAL  
ILLINOIS POTABLE  
WATER SUPPLY  
OPERATORS ASSOCIATION  
CONFERENCE**

**September 11-13, 2024**

**Crowne Plaza - Springfield IL**

## **Host Hotel & Conference Location**

Crowne Plaza  
3000 South Dirksen Parkway  
Springfield, IL 62703

Call 217-529-7777 and select option #1 for reservations – refer to **Group Code W2M** when speaking with the reservationist

for online booking options go to  
[ilrwa.org/IPWSOA/IPWSOA\\_Conference.html](http://ilrwa.org/IPWSOA/IPWSOA_Conference.html)

**Special conference rate available until  
August 26, 2024**

\$125.00 + tax per night for Standard Guest Room

### **EXHIBIT SET UP & TEAR DOWN**

Set-up for the show can be completed Tuesday, September 10th after 2:00 p.m. or Wednesday, September 11th from 7:00 a.m. until 8:00 a.m. Removal can begin at 3:00 p.m. on Thursday. **ALL BOOTHS MUST REMAIN ON DISPLAY UNTIL CLOSING AT 3:00 P.M. THURSDAY, SEPTEMBER 12, 2023, for safety reasons. The attendees will break to the exhibit hall between 2:30 p.m. and 3:00 p.m.**

Excel Decorators is the official contractor for exhibitor booths. They will be available between 2:00 p.m. and 5:30 p.m. on Tuesday and 7:00 a.m.—8:00 a.m. for assistance. *The hotel will not provide items for the booths.*

### **EXHIBIT HALL HOURS**

Wednesday, September 11th 8:00 a.m.—6:30 p.m.  
(You may choose to remain with your booth during the Mix 'N Mingle)  
Thursday, September 12th 8:00 a.m.—3:00 p.m.

All exhibitors will be required to wear registration badges marked "EXHIBITOR". Please check in at the registration desk when you arrive to pick up your exhibitor packet and badges.

### **PAYMENT FOR EXHIBIT SPACE**

Payment for 100% of the cost of the booth must accompany all applications. Phone or faxed applications cannot be accepted. **DEADLINE FOR REGISTRATION IS AUGUST 2, 2024**

### **FEES INCLUDE**

Fees for the booth includes: 10' x 8' booth, standard 8' draped back wall and 3' high side dividers, One 6' skirted table & two chairs, 1—7" x 44" Exhibitor sign standard electricity and general cleaning of the hall.

It also includes admittance to the Wednesday Mix 'n Mingle, and Thursday evening Hospitality Room. You may have as many people as you like in your booth at no additional charge for badges/personnel.

**NO MEALS ARE INCLUDED.**

## **SPONSORSHIPS**

**Cash Drawings**—Cash drawings will take place during breaks. If you choose to participate in the cash drawings, you will receive a drawing box.

**Banner Sponsor**—Banner sponsors will have their name on a 3 sided tower at the entrance to the exhibit hall.

**Lunch** - Sponsors' logo will be displayed on the lunch tickets, and on a sign showing your sponsorship posted at the meal area as well as the tower at the exhibit hall entrance.

**Bags Tournament/Boards** - Sponsorship will be prominently displayed near the tournament, on the agenda, as well as the tower at the entrance to the exhibit hall. The board sponsors will have your logo on them. The winners of the contest will receive the boards as prizes.

## **CONFERENCE ACTIVITIES**

### **FALL GOLF OUTING**

The annual fall golf outing will be held Tuesday, September 10th at The Rail Golf Course. This is a 4-person scramble with a shotgun start at noon. Cost is \$125 per golfer and includes lunch, drink tickets and driving range. See enclosed flyer for registration information.

### **MIX 'N MINGLE**

A Mix 'n Mingle will be held in the Exhibit area Wednesday beginning at 4:30 p.m. Complimentary snacks, soft drinks, beer and wine will be served and a cash bar provided. The Bags Tournament will also take place during this time.

### **HOSPITALITY ROOMS**

Hospitality Rooms for after conference hour gatherings must be arranged directly with the Crowne Plaza Hotel. Contact Zach Thornton, Meeting Director at 217-585-2840 to make arrangements.

Hospitality Rooms cannot be open during the Conference hours of 8:00 a.m. - 5:00 p.m. Hotel rooms cannot be used for exhibits, distribution of materials or contests.

### **OPERATOR OF THE YEAR AWARD LUNCHEON**

Join us for lunch on Thursday the 12th as we celebrate some of the best operators in the state. If you know someone deserving of this award, please nominate them using the enclosed form.

# OTHER RULES AND REGULATIONS

Displays must be positioned so as not to obstruct the view of other Exhibitors. Flashing lights or other distracting or annoying materials are prohibited. All audio presentations must be kept at a reasonable level. Complaints will result in ceasing the offending practice at the direction of the Exhibit Chairman. Company signs painted or affixed to free standing equipment must be kept within the 8' height limit.

## **SPACE ASSIGNMENT**

We will do our best to accommodate all requests. Exhibit space is assigned based upon: date of receipt of application, utility requirement & exhibit size and other applicable factors. IPWSOA encourages you to bring demonstration or exhibit trailers.

## **SELLING IN THE EXHIBIT AREA**

Exhibitors are prohibited from direct selling in the exhibit area and its environment. Any violation of this regulation will result in the termination of the existing contract for exhibit space.

## **GIVEAWAYS, CONTESTS AND DRAWINGS**

Exhibitors must confine all activities to the space assigned unless prior arrangements are made with IPWSOA by August 2, 2024. Distribution of any materials is restricted to the contracted space. Use of aisle space is strictly prohibited.

The Association retains the right of final approval concerning these items based on the submitted detailed description. Any deviation or failure to obtain approval may result in immediate cessation of the activity.

Drawings, lotteries or contests that have prizes of substantial value (i.e. boats, cars, jet skis, etc.) are expressly prohibited.

## **INTERPRETATION AND ENFORCEMENT**

These rules and regulations become part of the contract between the Exhibitor and the Association. The interpretation and enforcement of the rules and regulations will rest with the Association. All matters in question not covered by these rules and regulations are subject to the decisions of the Association and will be binding on all parties affected by them, as by the original rules and regulations. Exhibitors, or their representatives who, in the opinion of the Association, fail to conduct themselves accordingly, may be immediately dismissed from the exhibition without refund or other appeal.

## **LIABILITY & INSURANCE**

Every reasonable precaution will be taken to protect the exhibitors' property. However, neither the Association nor its agents will have responsibility or liability for the exhibitors' property, owned, rented, his person or that of his employees or agents, from personal injury, theft, or any other causes. Exhibitors are advised to carry floating insurance to cover exhibit material and public liability for injury to the person and property of others.

## **CANCELLATIONS & REFUNDS**

The Illinois Potable Water Supply Operators Association, (Association), its employees and its agents will not be liable to hold the Exhibition due to events such as fire, any act of God, public enemy or emergency, strike or any law or regulation of public authority which makes it impossible or impractical to hold the Exhibition. A cancellation of the Exhibition shall cause the return of payment(s) for the exhibit space, less a proportionate share of actual expenses incurred in connection with productions of the exhibition. Above and beyond this, Illinois Potable Water Supply Operators Association, its employees or agents, will have no further obligation.

Space cancellation must be confirmed in writing. Cancellation with refunds will be made according to the following: (1) Prior to August 2, 75%. (2) On or after August 2 until August 16, 50%. (3) After August 16, no refund can be made.

**NO ALCOHOL IS PERMITTED IN OR AROUND THE EXHIBIT HALL DURING THE SHOW EXCEPT FOR IPWSOA SPONSORED EVENTS.**

## **QUESTIONS?**

Contact Heather McLeod by phone: 800-762-3547 or by e-mail: [ilrwahm@ilrwa.org](mailto:ilrwahm@ilrwa.org)



IRWA will be assisting us once again this year to bring you  
an improved conference experience



# 92nd ANNUAL IPWSOA CONFERENCE

## Application for Exhibit Space

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

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

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

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Booth Personnel: \_\_\_\_\_

### **Enclosed is our check for the following:**

Booth Registration: \_\_\_\_\_ @ \$700.00 each = \$ \_\_\_\_\_

Electricity Needed? (this is included but we must know ahead of time) \_\_\_\_\_ @ \$ 0.00 each = \$ \_\_\_\_\_ 0.00

Trailer Space Registration: \_\_\_\_\_ @ \$850.00 each = \$ \_\_\_\_\_

Wednesday Lunch meal ticket \_\_\_\_\_ @ \$ 35.00 each = \$ \_\_\_\_\_

Thursday Operator of the Year Luncheon meal ticket \_\_\_\_\_ @ \$ 36.00 each = \$ \_\_\_\_\_

Annual Breakfast meal ticket \_\_\_\_\_ @ \$ 30.00 each = \$ \_\_\_\_\_

Cash Box Sponsor (Wed & Thurs In Exhibit Hall) \$ 50 \$ 75 \$ 100 OTHER = \$ \_\_\_\_\_

Bags Tournament Sponsorship (logo must be received by July 1, 2024) \$100 = \$ \_\_\_\_\_

Set of Bag Boards Sponsorship (logo must be received by July 1, 2024) \_\_\_\_\_ @ \$325.00/set = \$ \_\_\_\_\_

Wednesday Lunch Sponsorship (logo must be received by July 1, 2024) \$500.00 = \$ \_\_\_\_\_

Tower Sponsorship (logo must be received by July 1, 2024) \$250.00 = \$ \_\_\_\_\_

**DEADLINE FOR REGISTRATION IS AUGUST 2, 2024** Total \$ \_\_\_\_\_

### **Booth Preferences (not a guarantee for space, but every consideration will be made for your choices).**

Booth number —choose 3 options from the map on the reverse of this sheet \_\_\_\_\_

Other preferences (corner booth, same booth as last year, etc.) \_\_\_\_\_

Companies you would like to be near : \_\_\_\_\_

Companies you would not like to be near: \_\_\_\_\_

Products or services that will be featured in your exhibit: \_\_\_\_\_

**By submitting a booth registration, you are agreeing to abide by all the rules and regulations as stipulated in this registration form of the Illinois Potable Water Supply Operators Association. (IPWSOA).**

**Make checks payable to: IPWSOA, PO Box 49, Taylorville, IL 62568 OR**

**Pay by credit card: [http://www.ilrwa.org/IPWSOA/IPWSOA Exhibitor Registration.html](http://www.ilrwa.org/IPWSOA/IPWSOA%20Exhibitor%20Registration.html)**

**Questions? Call Heather McLeod at 1-800-762-3547 or e-mail to [ilrwahm@ilrwa.org](mailto:ilrwahm@ilrwa.org)**





# Exhibitor Information Inside!

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