

Exhibitor Information

IRWA has agreed to assist us in bringing you a new and improved conference experience.

PLEASE
JOIN US!

IPWSOA

**89th ANNUAL
ILLINOIS POTABLE
WATER SUPPLY
OPERATORS ASSOCIATION
CONFERENCE**

September 15-17, 2021
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 P8H when
speaking with the reservationist

Special conference rates available until August 16, 2021

\$122.00 + tax per night for Single or Double
\$132.00 + tax per night for Triple
\$142.00 + tax per night for Quad

EXHIBIT INSTALLATION, DISMANTLING & REMOVAL

Set-up for the show can be completed Tuesday between
4:30 p.m. and 7:00 p.m. or Wednesday morning 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 16, 2021, as attendees will break to the
Exhibit Hall between 2:30 and 3:00 pm.**

EXHIBIT HALL HOURS

Wednesday, September 15th 8:00 a.m.—6:30 p.m.
(You may choose to remain with your booth during the
Mix 'N Mingle)
Thursday, September 16th 8:00 a.m.—3:00 p.m.

All exhibitors and helpers will be required to wear
registration badges marked "EXHIBITOR".

PAYMENT FOR EXHIBIT SPACE

Payment for 100% of the cost of the booth must
accompany all applications, Telephone applications
cannot be accepted.

FEES INCLUDE

10' x 10' booth, standard 8' draped back wall and 36" high
side dividers, Draped 6' x 2 1/2 ft. table & one chair,
general cleaning of the hall, standard electricity. One full
registration is included in the booth fee and
includes the Wednesday Mix 'n Mingle, and Thursday
evening Hospitality Room. **Due to the CDC guidelines at
this time, we can only allow for 1 person per booth.**

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.

CONFERENCE ACTIVITIES

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. A
Bag Toss Tournament will also take place during this time.

HOSPITALITY ROOMS

The Crowne is holding 3 rooms on the third floor of the
hotel for potential hospitality rooms. These rooms will be
available for Wednesday, from 6 pm until midnight, for
\$250.00. You may provide your own food and beverage to
these rooms. Either can also be ordered from the hotel, if
you desire. All food and beverage must remain in the
rooms. A bartender can also be provided should you wish.
Vendors are encouraged to sponsor or co-sponsor a
hospitality room. Hospitality Rooms must be arranged
directly with the Crowne Plaza Hotel. Contact Catherine
Franks, Meeting Director, 217-529-7777, to make
arrangements. **These rooms are being held until May 1,
2021, after this date booking will be subject to
availability.**

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.

DRAWINGS

Cash drawings during breaks. If you choose to participate
in the cash drawings, you will receive a drawing box.

SPONSORSHIPS

Lunch - Sponsors' logo will be displayed on the lunch
tickets, and on a sign showing your sponsorship posted at
the meal area.

Bags Tournament - Sponsorship will be prominently
displayed in the hall and on the agenda. You may also
sponsor a set of bag boards with your logo on it. These will
be prizes to the winners of the contest.

**Due to the current state of the pandemic and
the uncertainty of the size of the exhibit hall
we can only guarantee the first 40
registrations to get a booth.**

**As restrictions ease, we may be able to add
booths closer to the conference.**

OTHER RULES AND REGULATIONS

SPACE ASSIGNMENT

Social distancing may have an effect of the exhibit hall size, but 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. Trailers are very popular with our participants.

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 27, 2021. 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 Associations, 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 1, 75%. (2) On or after August 1 until August 15, 50%. (3) After August 15, no refund can be made.

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

COVID 19 Guidelines at the time of the conference will be followed. This may include but not limited to:

- * Mandatory face coverings
- * One way exhibit hall traffic in the exhibit hall
- * Plated or boxed meals
- * Hotel staff serving coffee, tea and sodas (no self serve)

QUESTIONS?

Contact Heather McLeod by phone: 800-762-3547 or by e-mail: ilrwahm@ilrwa.org





**Exhibitor
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Inside!**



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September 15-17, 2021
89th ANNUAL

**ILLINOIS POTABLE WATER SUPPLY
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Crowne Plaza - Springfield IL



89th ANNUAL IPWSOA CONFERENCE

Application for Exhibit Space

Company Name: _____

Mailing Address: _____

City: _____ State _____ Zip: _____

Phone Number: _____ E-mail: _____

Booth Personnel (ONLY 1 PERSON PLEASE): _____

Enclosed is our check for the following:

Booth Registration: _____ @ \$675.00 each = \$ _____

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

Trailer Space Registration: _____ @ \$800.00 each = \$ _____

Thursday Operator of the Year Luncheon meal ticket _____ @ \$ 40.00 each = \$ _____

Cash Box Sponsor Wed & Thurs In Exhibit Hall: \$ 50 \$ 75 \$ 100 OTHER = \$ _____

Bags Tournament Sponsorship \$100 = \$ _____

Set of Bag Boards Sponsorship (logo must be received by June 1, 2021) _____ @ \$185.00/set = \$ _____

Wednesday Lunch Sponsorship \$500.000 = \$ _____

Total \$ _____

A map to choose your booth space is not available this year due to the pandemic and the uncertainty of the exhibit hall layout.

If you have a preference to be next to another exhibitor—you may list that here: _____

Products or services that will be featured in your exhibit: _____

Companies you would not like to be next to: _____

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: Illinois Rural Water Association, 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