

Exhibitor Information



IPWSOA

**90th ANNUAL
ILLINOIS POTABLE
WATER SUPPLY
OPERATORS ASSOCIATION
CONFERENCE**

September 14-16, 2022

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 P6Q** when
speaking with the reservationist

**Special conference rates available until
August 29, 2022**

\$122.00 + tax per night for Standard Guest Room

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 15, 2022, as attendees
will break to the Exhibit Hall between 2:30 and 3:00
pm.**

EXHIBIT HALL HOURS

Wednesday, September 14th 8:00 a.m.—6:30 p.m.
(You may choose to remain with your booth during the
Mix 'N Mingle)
Thursday, September 15th 8:00 a.m.—3:00 p.m.

All exhibitors and helpers 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 1, 2022**

FEES INCLUDE

Excel Decorators is the official contractor for exhibitor
booths. 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, 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.

BOOTH PRICE INCLUDES NO MEALS

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

FALL GOLF OUTING

The annual fall golf outing will be held Tuesday,
September 13th at The Rail Golf Course. This is a 4-
person scramble with a shotgun start at noon. Cost is
\$100 per golfer and includes lunch, drink tickets and
driving range. See enclosed flyer for registration infor-
mation.

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.

DRAWINGS

Cash drawings will take place 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.

OTHER RULES AND REGULATIONS

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 26, 2022. 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.

QUESTIONS?

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

Please Join Us!

IPWSOA

IRWA has once again agreed to assist us in bringing you an improved conference experience



Exhibitor Information Inside!

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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: _____ @ \$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 = \$ _____

Wednesday Lunch meal ticket _____ @ \$ 30.00 each = \$ _____

Thursday Operator of the Year Luncheon meal ticket _____ @ \$ 35.00 each = \$ _____

Annual Breakfast meal ticket _____ @ \$ 28.00 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 July 8, 2022) _____ @ \$225.00/set = \$ _____

Wednesday Lunch Sponsorship \$500.000 = \$ _____

DEADLINE FOR REGISTRATION IS AUGUST 1, 2022

Total \$ _____

A map to choose your booth space is not available this year.

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

Companies you would not like to be next to: _____

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

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

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