

# Exhibitor Information



**93rd ANNUAL  
ILLINOIS POTABLE  
WATER SUPPLY  
OPERATORS ASSOCIATION  
CONFERENCE**

**September 10-12, 2025**  
**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 C6Q when  
speaking with the reservationist  
for the online booking link go to:  
[ilrwa.org/IPWSOA/IPWSOA\\_Conference.html](http://ilrwa.org/IPWSOA/IPWSOA_Conference.html)

**Special conference rate available until  
August 22, 2025**

\$127.00 + tax per night for Standard Guest Room

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

Set-up for the show can be completed Tuesday,  
September 9th after 2:00 p.m. or Wednesday,  
September 10th 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  
11, 2025, for safety reasons. The attendees will  
break to the exhibit hall between 2:30 p.m. and 3:00  
p.m.**

Valley 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. on Wednesday  
for assistance. *The hotel will not provide items for the  
booths.*

### **EXHIBIT HALL HOURS**

Wednesday, September 10th 8:00 a.m.—6:30 p.m.  
(You may choose to remain with your booth during the  
Mix 'N Mingle)  
Thursday, September 11th 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 4, 2025**

### **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 9th 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 11th 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 4, 2025. 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 4, 75%. (2) On or after August 4 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](mailto:ilrwahm@ilrwa.org)



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



«Business Name»

«Org# Address 1» «Org# Address 2»

«Org# City» «Org# State» «Org# Zip + 4»

# Exhibitor Information Inside!

September 10-12, 2025

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Crowne Plaza - Springfield IL







# 93rd 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 \_\_\_\_\_ Inside \_\_\_\_\_ Outside \_\_\_\_\_ @ \$850.00 each = \$ \_\_\_\_\_

**(\*Please note there will be a \$200 vehicle placement charge from the decorators for INSIDE Trailers only—no placement charge will be applied to outside trailers)**

Wednesday Lunch meal ticket \_\_\_\_\_ @ \$ 37.00 each = \$ \_\_\_\_\_

Thursday Operator of the Year Luncheon meal ticket \_\_\_\_\_ @ \$ 37.00 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, 2025) \$100 = \$ \_\_\_\_\_

Set of Bag Boards Sponsorship (logo must be received by July 1, 2025) \_\_\_\_\_ @ \$350.00/set = \$ \_\_\_\_\_

Wednesday Lunch Sponsorship (logo must be received by July 1, 2025) \$500.00 = \$ \_\_\_\_\_

Tower Sponsorship (logo must be received by July 1, 2025) \$275.00 = \$ \_\_\_\_\_

**DEADLINE FOR REGISTRATION IS AUGUST 4, 2025**

**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 [ilrwahm@ilrwa.org](mailto:ilrwahm@ilrwa.org)**