



MI-AWWA/MWEA JOINT EXPO 2012



Lansing Center, Lansing, MI
February 7 & 8, 2012

The 21st Annual Michigan Section, AWWA and
Michigan Water Environment Association Joint Exposition

Show hours Tuesday, February 7 10:00 a.m. - 4:00 p.m.
Show hours Wednesday, February 8 9:00 a.m. - 2:30 p.m.

JOINT EXPO SPONSORS

Co-sponsored by the MI-AWWA and the Michigan Water Environment Association, JOINT EXPO is an exposition for equipment suppliers, manufacturers and consulting engineers who want an effective method to exhibit their products and services to water and wastewater professionals. Any company or organization which manufactures and/or provides products or services to the water and wastewater industries is eligible to exhibit.

SPACE FOR LARGE EQUIPMENT

JOINT EXPO has space for over 300 booths and can accommodate exhibitors with large equipment in multiple booths. Each booth is 10' deep x 10' wide. Multiples of this base size may be reserved. See registration form for booth pricing information. **In 2011, there were almost 1,600 attendees and over 280 booths were sold.**

PRICE OF SPACE Booth pricing is \$510 for one booth, \$930 for two booths, and \$1,345 for three or more booths plus \$365 each additional booth more than three for registrations postmarked or faxed on or before December 31, 2011.

NEW THIS YEAR! For your convenience, we now accept Visa, Master Card, Discover or American Express.

EXHIBITOR LUNCHESES Hot buffet and box lunch option are again available to exhibitors for advanced purchase. See application form.

JOINT EXPO FEATURES

- No pre-registration fee for attendance so water and wastewater utilities will be encouraged to send several representatives.
- Exhibit area buffet lunch/concessions and complimentary soft beverages are available.
- MI-AWWA Meter Madness Contest and MWEA Wii for Wolz will be held once again during the show, in the center stage area.
- Four, 2012 Annual Conference registrations and 10 association memberships will be given away to attendees by the MI-AWWA and the MWEA. (Exhibitors are not eligible for drawings.)

TRAINING PROGRAMS

Operators' Day is a 3-hour technical session, featuring topics unique to the interests of water and wastewater works operators. It will be conducted each morning during JOINT EXPO.

Also offered again this year, will be a 2-hour training program on Tuesday morning for utility and DPW managers, consulting engineers & other "decision makers".

Training programs end before noon and participants will be given a ticket for the exhibit area lunch buffet, so there will be ample time for training program attendees to view the exhibits.

Updated JOINT EXPO information can be viewed at:

<http://www.mi-water.org>

MI-AWWA/MWEA JOINT EXPO 2012

Rules and Regulations

Exhibitor set up:	February 6 from 4:00 p.m. - 8:00 p.m. and February 7 from 6:00 a.m. - 9:30 a.m.
Show hours	Tuesday, February 7 10:00 a.m. - 4:00 p.m.
Show hours	Wednesday, February 8 9:00 a.m. - 2:30 p.m.
Breakdown	Wednesday, February 8 to begin after exhibits close at 2:30 p.m.

EXHIBIT RULES/REGULATIONS The following rules and regulations will govern JOINT EXPO and are made a part of all contracts for space between the MI-AWWA and MWEA and the person, partnership or corporation engaging space. The JOINT EXPO planning committee reserves the right to bar from the EXPO any exhibit or part of exhibit, person or thing, that is not, in the opinion of the planning committee, in keeping with the character and purpose of JOINT EXPO. Since the purpose is to show products and services to water and wastewater professionals, it is required that one or more such products or services be exhibited.

CHANGING BOOTHS OR SUBLETTING OF SPACE No exhibitor shall either change booths nor assign or sublet any part of the space allotted to them, except upon permission of the show coordinator.

SOLICITATION OF BUSINESS shall be confined exclusively to firms exhibiting at JOINT EXPO.

FIRE HAZARDS All exhibits must conform to the ordinances and regulations of the city of Lansing and the laws of the State of Michigan.

HEIGHT OF DISPLAY Exhibitors may install, or have installed at their own expense, special signs, display counters, shelving and similar items, **not to impede visibility of any booths. The sides of any such display may not extend toward the aisle more than one half of the booth depth.** The back side of any display extending above the side dividers must be covered. Any sound tracks and/or audio presentations must be kept in a low volume so not to disturb adjoining exhibits.

BOOTH SIZES are 10' deep x 10' wide booths. Multiples of this booth size are available.

CONTACT INFORMATION FOR JOINT EXPO AND OPERATORS' DAY ATTENDEES

Individuals registering for Operators' Day provide MI-AWWA/MWEA with contact information. It is the policy of the Joint Expo Planning Committee to provide names and physical mailing addresses for these individuals to exhibitors approximately 10-14 days prior to JOINT EXPO and again approximately 14-21 days after JOINT EXPO. Individuals attending JOINT EXPO and not registering for Operators' Day do not provide MI-AWWA/MWEA with contact information. **E-mail addresses and/or phone numbers of Operators' Day and/or Joint Expo attendees WILL NOT be provided to exhibitors.**

ELECTRICAL SERVICE The building will be adequately illuminated for general use. Any outlets or utility requirements other than that provided in the standard package, must be requested directly from the Lansing Center

STANDARD BOOTH EQUIPMENT The planning committee will furnish two, three-foot high side dividers and an eight-foot high backdrop of flame retardant material, booth carpeting, a 2' by 8' skirted table, two chairs, booth numbers, wastebasket and access to standard 120 volt AC outlets. Special displays, decorating, other booth furnishings or utilities, may be obtained by advance request from the Art Craft Display and/or the Lansing Center. Additional tables or utility services are available only by contacting Art Craft Display and/or the Lansing Center. Go to www.artcraftdisplay.com and click on "Get Exhibitor Kit" then enter Event Code: 161431. You will need your booth number. Booth assignments will be provided to you by **January 9, 2012.** Advance order deadline is Monday, January 23, 2012.

INSTALLATION OF EXHIBITS is available Monday from 4:00 p.m. to 8:00 p.m. and Tuesday beginning at 6:00 a.m. and must be completed by 9:30 a.m. Tuesday for preview inspection by members of the planning committee. No motorized vehicles are permitted in the aisles after thirty minutes prior to the scheduled opening of the show to the public. The exhibit hall has direct loading entrances. **Exhibits must be maintained and no removals will be permitted until after the close of the exhibits at 2:30 p.m., Wednesday, February 8, 2012. For the safety and comfort of all exhibitors, security is notified to open the overhead door at close of show only!!**

Only Exhibitors and show personnel will be admitted to exhibit hall prior to show times on Tuesday and Wednesday, upon display of their Exhibitor's badge. Carts and boxes in aisle ways and blocking exits during show hours is a safety hazard and is prohibited by the Fire Marshall. Thank you for your consideration. Exhibitors must have their exhibit removed from the building by 6:00 p.m. or their remaining effects may be placed in storage at the exhibitor's expense.

INSURANCE AND LIABILITY All items that can be carried away should be put in safekeeping when the booth is not attended. While the JOINT EXPO planning committee provides security service, the committee will not be responsible for any loss of any exhibit or part thereof, by theft, fire, water, accident, or any other cause, nor for the loss or damage to any goods consigned to their care, nor will they be responsible for any injury that may occur to an exhibitor or to his employees. Exhibits and exhibit equipment are brought into the building, maintained and removed at the exhibitor's risk. Exhibitors should ascertain that their public liability and employee compensation insurance policies embrace coverage of their employees attending the exhibit. If policies do not have coverage, exhibitors should instruct the broker of their company to attach endorsement of the coverage.

ALLOTMENT OF SPACE will be made to conform with contract requests as nearly as possible, however, all spaces are allocated on the first-come, first-serve basis and are subject to prior sale. In order to best serve the interests of the Associations, the planning committee reserves the right to reject any and all applications for space, without liability.

DESTRUCTION OR INTERRUPTION OF PREMISES. If the premises are destroyed by fire or the elements, strikes or any other cause, or if circumstances shall make it impossible for the JOINT EXPO planning committee to permit any exhibitor to occupy the premises, then, under these circumstances, such exhibitor shall be obliged to pay for the space only for the period space was or could have been occupied by such exhibitor at a pro rata basis, and the Michigan Section, AWWA, the Michigan Water Environment Association and the JOINT EXPO planning committee are released from any and all claims from damages which may arise in consequence thereof. Your company, company representative, or agent shall be held jointly, collectively and individually responsible for any and all debts incurred for all exhibit costs, fees or charges.

HOTEL ACCOMMODATIONS are the responsibility of the exhibitor. The Lansing Radisson Hotel, connected to the Lansing Center by pedway, is offering a flat room rate of \$124.00 per night for reservations on or before January 7, 2012. Phone 517-482-0188 and refer to **Promotional Code AWWA12.**

CANCELLATIONS received on or prior to January 3, 2012 are eligible for a refund, less the \$100.00 non-refundable fee. **No refunds will be issued for cancellations submitted after January 3, 2012.**

FOR ADDITIONAL INFORMATION ABOUT JOINT EXPO, contact Eric Way:

Office phone: 517-627-0913
Office fax: 517-622-4379
E-mail: eway.awwa@gmail.com

Updated JOINT EXPO information can be viewed at:
<http://www.mi-water.org>

Application for Exhibit Space: MI-AWWA / MWEA JOINT EXPO 2012

JOINT EXPO Fee Schedule:	<u>Number of Booths</u>	<u>Price (\$)</u>	<u>After December 31</u>
February 7 & 8, 2012	1	510.00	610.00
Lansing Center in Lansing, MI	2	930.00	1,130.00
	3 or more	1,345.00 plus \$365 each	1,645.00 plus \$465 ea.
		additional more than three	additional more than three

(Please Print Legibly)

Company: _____ Contact Person: _____

Mailing Address: _____ City _____ State _____ Zip code _____

Telephone: _____ FAX: _____ E-Mail: _____

Booth carpeting, a 2' by 8' skirted table, two chairs, a wastebasket and access to standard 120 volt AC outlets is available for each booth, at no additional cost. (Bring a power strip and/or short extension cord for in-booth adjustments.)

Number of Booth(s) requested _____; Amount due, according to fee schedule = _____

Tues: _____ HOT BUFFETS @ \$23 each; _____ BOX LUNCHEES @ \$16 each = _____

Wed: _____ HOT BUFFETS @ \$23 each; _____ BOX LUNCHEES @ \$16 each = _____

Total Amount Due = _____

Name badges: Provide list of names/company no later than January 13, 2012. If the contact person also needs a name badge, include them on the list too. Exhibitors requesting multiple booths need notify us prior to January 3 of the desired arrangement of the booths, i.e., linear, L-shaped, square or rectangle, etc.

Description of products/services to be exhibited; please fully complete this section so that we may ensure a complementary mix of booth assignments: _____

Cancellation: On or Prior to January 3, 2012; less \$100.00 non-refundable fee. No refunds after January 3, 2012.

For payment with check or money order, make payable to: **Michigan Section, AWWA**
 P.O. Box 609
 Grand Ledge, MI 48837

We also accept Visa, Master Card, Discover or American Express

For credit card payments – fax form to 517/622-4379 & provide credit card information below:

Cardholder Name: _____

Card No. _____ Expiration Date: _____

E-mail address for credit card payment receipt: _____

Total amount enclosed OR amount to be charged to your credit card: \$ _____

We understand assignment of booths is done on a first-come/first-serve basis, after full payment has been received. We hereby agree to and understand that all exhibitors are subject to the requirements, restrictions and conditions stated in this brochure and on the reverse side of this contract. By exhibiting at Joint Expo 2012, my company, its successors and assigns, hereby agrees to save and hold harmless the MI-AWWA & MWEA and any of its employees from all cost, injury, and damage incurred by any of the above, and from any other injury or damage to any person or property whatsoever, any of which is caused by an activity, condition, or event arising out of the performance, preparation for performance or nonperformance of any provision of this agreement by my company.

Signature _____ Date _____