

Vendor Invitation

August 7, 2018

Dear Friends,

The Atlantic States Rural Water & Wastewater Association (ASRWVA) invites you to attend our 2018 Connecticut Water & Wastewater Conference & Trade Show on Wednesday, October 24, 2018 at the New Life Church, 350 High Hill Road, Wallingford, CT 06492.

Conference hours are 7:00AM - 3:15PM. The full Agenda will be posted in the Attendee Brochure, coming out soon, and will also be posted on our website. Our conference typically draws anywhere from 120 to 150 attendees, which are water & wastewater operators, manager, superintendents, and system owners. This year, our Trade Show will run from 9:30AM - 11:30AM. Beginning the day with a class will get everyone onsite and ready to visit with all of you! We encourage you to set up on Tuesday, October 23rd from 3:00PM - 6:00PM, or Wednesday Morning from 6:30AM - 7:30AM.

The Member Rate for a Trade Show booth is \$415.00. The Non-Member Rate for a Trade Show booth is \$650.00. If your organization is not yet an ASRWVA member, take note: Our members experience a substantial cost savings. An Associate Membership is only \$250 per year. Keep in mind, we hold two conference every year. As many of you know, our Rhode Island Conference is in the Spring, while our Connecticut Conference is in the Fall. Each booth includes:

- One 6-foot, skirted display table, with tablecloth
- Two chairs
- Full Vendor registrations for two (2) company representatives, including lunch

Please Note:

- Additional Vendor registrations are welcomed at a rate of \$45 per person, which includes lunch
- Electricity is an additional \$45.00 per booth
- Vendors are not eligible to attend classes for TCH's

Booth spaces will go quickly! Be sure to complete the registration form and return it with your payment as soon as possible. Exhibitors purchasing sponsorship will be placed at a Premium Booth, as you first walk into the Trade Show area. You can also visit our website and register online fast!

As always, ASRWVA will give away door prizes, including a \$100 dollar bill. This drawing will be open to system employees who visit each and every booth, and turn in a completed Prize Card. Please bring your Door Prize to the Trade Show and notify Jason Blais!

We have enclosed a Vendor Registration Form that includes the costs associated with exhibiting with us. If you have any questions or concerns, please contact Jason at jasonblais@asrwwa.org or on his cell at 401-864-3178. Further details will be posted to our website in the coming weeks!

We look forward to seeing you in October!

Sincerely,



Jason Blais
Atlantic States Rural Water & Wastewater Association
11 High Street - Suite 204, Suffield, CT 06078
Tel. 860-370-5759 | Fax. 860-370-5784
asrwwa@asrwwa.org | www.asrwwa.org

**Please note that canvassing and/or distribution of materials by non-registered Vendors is not only incredible cheesy, it is strictly prohibited! ... And you will also be sent an invoice for the full Vendor Conference Registration Fee.*

Vendor Schedule of Events:

Tuesday, October 23rd

3:00PM - 6:00PM Vendor Setup

Wednesday, October 24th

6:30AM - 7:30AM Vendor Setup

9:30AM - 11:30AM Trade Show

11:30AM - 12:15PM Vendor Breakdown

12:30PM - 1:45PM Lunch/Awards

1:45PM - 3:15PM Vendor Breakdown

Vendor Registration

Company Name:

Contact Person:

Email:

Mailing Address:

City:

State:

Zip:

Telephone:

Fax:

Cell:

1. Please CIRCLE your choices, and FILL IN information where appropriate.
2. ADD up what you circled, and FILL IN total at the bottom.
3. Send in your full payment.
4. Please take notice of our cancellation policy on page 2.

Member
Rate

Non-
Member
Rate

Vendor Fee includes 6-foot table, two chairs, and full registrations for two (2) representatives

\$415

\$650

Complimentary Registrations

Name	Position	Included	Included
Cell	Email		
Name	Position	Included	Included
Cell	Email		

Additional Registrations (Lunch is included with these registrations. Please attach additional names separately)

Name	Position	\$45	\$45
Name	Position	\$45	\$45

Electricity please indicate if you require electricity

\$45

\$45

Purchase an Associate Membership

n/a

\$250
Rate drops to
\$415

Drinking Water Taste Test Sponsorship

Display your vertical banner next to the judges' table, Only 2 spaces available

\$300

\$300

Refreshment Sponsorship

Get recognized for your generous sponsorship of refreshments throughout the event

\$150

\$150

Door Prize Sponsorship (recommendation: \$50-\$100)

Get recognized during our Trade Show for you generous door prize sponsorship. Please bring to Trade Show!

n/a

n/a

Total

Please let us know if there are any competitive organizations that you would prefer to be separated from:

Vendor Registration

If you would like us to invoice you, please complete the following information (if different from the Contact Person from page 1):

Company Name:

Billing Contact:

Billing Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

Please note that canvassing and/or distribution of materials by non-registered Vendors is not only incredible cheesy, it is strictly prohibited! You will be publicly shamed and humiliated if you do this at our event. We will also send you an invoice for the full Registration Fee.

DEPOSIT & CANCELLATION POLICY

A **\$200 non-refundable deposit** is required for all registrations. Please Note: All registration cancellations and credit requests must be made in writing. A credit of the registration fee, minus an additional \$100 administrative fee, will be given for cancellations received by September 19, 2018. No credits will be offered after September 19, 2018.

Full payment must be received from all Vendors by September 28, 2018. Late fees may apply.

CONSENT TO USE PHOTOGRAPHIC IMAGES

Registration and attendance at, or participation in, ASRWVA meetings, trainings, and other seminars constitutes an agreement by the attendee to ASRWVA's use and distribution (both now and in the future) of the attendee's image or voice in photographs, videos, electronic reproductions and audio tapes of such events and activities.