

Arkansas Water Works and Water Environment Association (AWW&WEA)
Arkansas Water Conference
2025 Exhibitor Policy and Procedures

1. CONDITIONS OF PARTICIPATION

Exhibitors, including all representatives, agree to abide by the following policies and procedures within the Exhibit Area. It is understood that the AWW&WEA Exhibit Committee will control the Exhibit Area.

2. ELIGIBILITY

Any company manufacturing or providing products for or services to the water and wastewater industry is eligible to exhibit. AWW&WEA reserves the right to determine the eligibility of any exhibit or exhibitor; and has the right to close or reconfigure any exhibit that is found to violate the agreement described herein during the exhibition. Registration for exhibit space may be made online at www.arkansaswaterconference.com

Exhibitor registration can also be requested by email at lauren@angelarogersgroup.com or by phone at 501-904-5228.

3. STANDARD EXHIBIT BOOTH

Each exhibit booth is 10'x10' and costs \$900.00. Each exhibit booth includes 2 Full Individual Registrations, 8' high back drape, 3' high side rails, 100-sq. ft. of blue carpeting, one (1) 6' skirted table, one (1) vendor identification sign and two (2) metal folding chairs.

A wide range of additional rental items and services are offered through Southwest Design and Display and the Hot Springs Convention Center.

Example of a standard exhibit booth:



Exhibit hall references photos:



4. ASSIGNMENT OF EXHIBIT SPACE

Booth spaces are assigned in the order in which they are received. The completed exhibit booth registration form and payment in full must be received by AWW&WEA prior to booth space assignment. Exhibit Booth Registration opens at 12:00 A.M on December 1, 2024.

New for 2025: While booth assignments will be assigned on a first-come, first-served basis, specific booth numbers will not be provided to exhibitors until April 1, 2025. On this day, an exhibit packet will all relevant information and booth assignments will be sent via e-mail to the primary contact on the Exhibit Booth Registration Form.

Due to the number of space reservations received, AWW&WEA cannot guarantee assignment of all exhibitors' booth choices. If a requested space is not available, the 'next best available' space will be assigned as determined by the type and size of the of the space requested; its individual requirements; declared location preferences; past exhibiting history; and the overall needs of the AWW&WEA in the Exhibit Hall. AWW&WEA reserves

the right to reassign booths as needed. Any relocated Exhibitor will be notified immediately, and every effort will be made to update related signage.

An Exhibit Hall Layout showing reserved and available spaces can be found online at www.arkansaswaterconference.com. This layout is subject to change as space assignments are completed and multi-booth areas are configured.

5. EXHIBITOR REGISTRATION

All exhibitors and representatives must be registered for the 2025 Arkansas Water Conference. Two (2) Individual Full Registrations are included in the 2025 Exhibit Booth Registration. Each additional exhibit attendee must register as an Exhibit Booth Additional Attendee at a rate of \$160.00.

NO ONE WILL BE ALLOWED IN THE EXHIBIT AREA WITHOUT A REGISTRATION BADGE. Please make sure that **all** your representatives are registered for the Conference and have their badges at all times.

6. EXHIBIT PAYMENT POLICY

Payment of fees may be remitted online at the time of registration or via check. All checks submitted via mail must be post-marked by April 4th, 2025, and made payable to:

AWW&WEA
P.O. Box 1958
Little Rock, AR 72203

Payments post marked or received online after April 4th, 2025, will be charged a \$100 late fee.

YOU WILL NOT RECEIVE AN EXHIBIT BOOTH ASSIGNMENT UNTIL YOUR BOOTH FEES HAVE BEEN PAID IN FULL.

7. CANCELLATION & REFUND POLICY

Cancellation requests must be made via e-mail to lauren@angelarogersgroup.com. Cancellations received on or before April 4, 2025, will receive a full refund of all monies paid. This Cancellation & Refund Policy fully applies to any release of or reduction in required booth space by exhibitors reserving multiple spaces. **Absolutely no refunds will be given after April 4, 2025.**

8. SUBLETTING OF BOOTH SPACE

Booth space or any part thereof shall not be sublet.

9. PERMITTED EXHIBIT ACTIVITIES AND RESTRICTIONS

Exhibits will be confined to services rendered by the exhibiting firm, or products manufactured or sold by the company in the regular course of its business. During exhibit hall hours each exhibit will be staffed by a company representative. All business activities,

giveaways and advertising matter will be conducted and/or distributed within the assigned booth area. Displays outside the Convention Center will not be allowed.

Aisle space will not be used for exhibits or demonstration purposes. Tables and chairs will not be permitted in aisle space. No attachments of any kind will be made to the building without prior approval. Unpleasant noises, odors, etc., will not be tolerated.

Exhibitors shall assemble and/or erect exhibits during the designated time indicated on the 2025 Exhibitor Load-in/out Schedule. Exhibitors shall not disassemble or remove the exhibit in any part during exhibit hall hours, unless at the request of the Exhibit Committee Chair.

All booth set-ups must be complete by 12:30 PM Sunday and remain intact and staffed until 2:00 PM Tuesday.

10. SHIPMENT OF EXHIBITS

Southwest Design and Display will receive, store, and deliver exhibits and related materials for a fee. Shipments to the Hot Springs Convention Center WILL NOT BE ACCEPTED.

Accessories, freight, and labor orders can be placed online at <https://www.southwestdd.com/vendor-form/>. Please reference the SWDD Accessories & Freight Order Information document for additional details.

The expense of off-site storage and shipment to the conference site is the responsibility of the exhibitor. Please contact Southwest Design and Display for cost and final arrangements.

11. LABOR AND EQUIPMENT TO SET UP AND REMOVE EXHIBIT

Southwest Design and Display can provide this service, upon request IN ADVANCE, on a regular per hour fee basis. Please contact Southwest Design and Display directly for these services. If substantial forklift time will be needed for your booth setup, an additional charge for the forklift and driver may be incurred.

12. EXHIBIT HALL DECORATIONS

The Exhibit Hall will be setup and decorated by Southwest Design and Display. If needed, additional decorating materials, upgraded carpet and other items may be available. Contact Southwest Design and Display for additional information and charges.

13. SIGNS

Exhibitors will not be allowed to post any sign or bill within the Convention Center property without permission of the Convention Center management and AWW&WEA. No sign or bill will be posted outside the Exhibit Hall. One (1) vendor identification sign per exhibit booth will be provided by AWW&WEA. This sign will be made according to the instructions provided by registrant in the "Organization Name (as it is to be printed on signage)" section of the Exhibit Booth Registration Form.

14. NO SMOKING IN THE EXHIBIT HALL

Smoking in the Convention Center, including the Exhibit Hall, will not be permitted at any time. This includes before and after exhibiting hours, exhibit set-up and dismantling.

15. CHANGE OF LOCATION OR CANCELLATION OF EXHIBITION

Should, for any reason, the selected meeting place be unavailable for exhibiting or should any other contingencies prevail which would, in the opinion of AWW&WEA, prohibit or greatly limit attendance at the conference, AWW&WEA reserves the right to cancel the Exhibition or move the exhibit location to another facility or city, and the AWW&WEA will not be liable for any expense incurred by reason thereof. In the event of cancellation of the Exhibition, AWW&WEA will refund to exhibitors all booth charges paid.

16. LIABILITY AND RESTRICTIONS

The AWW&WEA is not responsible for injury to any exhibitor's representative or property. The AWW&WEA is not responsible for loss by fire, theft, damage, or any other causes whatsoever. The AWW&WEA reserves the right to remove or eliminate any objectionable exhibit, individual, printed material, souvenir, or other action that might harm or impair the professional standards of the annual conference. The AWW&WEA and the Convention Center are not responsible for the protection and safety of exhibitors, their representatives or any exhibited material. Small, portable, or expensive equipment or property should be properly secured while the Exhibit Hall is open. This equipment and/or property should be removed after exhibition hours and placed in safekeeping. Any security service, room closing or other protective measure by AWW&WEA shall be deemed gratuitous. The AWW&WEA is not responsible for the conduct of any personnel involved in any gratuitous action. All exhibitors agree to indemnify AWW&WEA, to include any agents, and hold harmless any claim that such exhibitor, or representative, agent, employees, contractors or insurers may assert against AWW&WEA in connection with any injury to person or property caused by the actions or negligence of such exhibitor, or representatives, agents, employee, or contractors. This includes paying all court costs, attorney fees, and other expenses incurred by the AWW&WEA in defending against, satisfying, or compromising any such claim or claims.

17. INTERPRETATION AND ENFORCEMENT

These policies and procedures become a part of the contract between the exhibitor and the AWW&WEA. The AWW&WEA has sole power to interpret and enforce these rules and may amend them at any time. Any matter in question not covered by these policies and procedures is subject to the decision of AWW&WEA. All decisions so made are binding on all parties affected by them as by the original policies and procedures. Exhibitors, to include any representative, who fail to observe these policies and procedures, or whose conduct is unethical or unprofessional, will be immediately dismissed from the Exhibition without refund or other appeal.