

AMTA/AWWA Membrane Technology Conference & Exposition Exhibitor Rules

This exposition is sponsored and managed by the American Membrane Technology Association (AMTA) and the American Water Works Association (AWWA)

1. **PURPOSE OF EXPOSITION:** The exposition is an integral part of the conference, complementing the technical sessions and enabling registrants to interact with experts, examine and evaluate state-of-the-art equipment, supplies, services, and technologies related to the water industry. Exhibitors should plan their exhibits for this purpose.
2. **ELIGIBILITY:** Any company manufacturing or providing products for or services to the water industry in the area of membrane processes and treatment is eligible to exhibit.

ASSIGNMENT OF SPACE: The Exhibitor Application is the only means by which an exhibitor may reserve exhibit space. Booth space will not be assigned without proper payment per the dates printed on the booth application. Priority points are for use during initial on-site space assignment only, taking place at the previous year's conference. After on-site space assignment, all booths for the conference will be assigned on a first-come, first-served basis and priority points no longer apply.

Priority points are earned as follows:

- **1 point** is awarded for each 10' x 10' paid booth
- **1 point** is awarded for AMTA and/or AWWA Organizational Membership (must be current through the end of the conference).
- **1 point** is awarded for each \$2400 spent in sponsorship

Exhibitor's total priority points may be used during initial onsite space assignment to determine Exhibitor's ranking for choosing booth location. Preferred booth location choices and booth separation of Exhibitor cannot be guaranteed by AMTA/AWWA. After on-site space assignment AMTA/AWWA will assign exhibit space on a first-come, first-served space-available basis. AMTA/AWWA reserves the right to assign or reassign Exhibitor's booth space so that the arrangement of the exposition is in the best interest of all attendees and exhibitors.

Points are considered an asset of the exhibiting company. In the case of a merger or purchase, the purchasing company must provide written proof of its purchase of the assets of that company. The parent company/purchasing company may use the higher points of the companies, thereby eliminating the lower points. Priority points cannot be combined. If the acquired/purchased company wants to keep all or a portion of the points this must be negotiated as part of the sales document.

Loss of priority points may occur if Exhibitor does not comply with the Rules. If Exhibitor does not exhibit at a specific conference for two consecutive years all accumulated priority points will be forfeited.

4. **PAYMENT POLICY:** All booths are standard booth size units or multiples thereof. A deposit of 25% must accompany the application. Final payment is due by the final payment date indicated on the application. If not paid the booth space may be cancelled and reassigned at AMTA/AWWA's discretion.

5. CANCELLATION AND REFUND POLICY: Exhibitor must give notice of cancellation to AWWA in writing. The following will apply to cancellations of any or all portions of exhibit space reserved:

- A. 25% deposit will be forfeited if cancellation is received by the early cancellation date indicated on the exhibitor booth application.
- B. no refund will be made after the early cancellation deadline indicated on the exhibitor booth application. Unoccupied space may be reassigned by AMTA/AWWA

If Exhibitor reduces the space reserved, this cancellation policy will apply to the cancelled portion of space, and AMTA/AWWA reserves the right to relocate Exhibitor to new booth space to serve the best interests of the conference. In fairness to all exhibitors involved and to AMTA/AWWA, the above policies regarding space assignment, payments and refunds, will be strictly adhered to by AMTA/AWWA.

REGISTRATION OF EXHIBITOR PERSONNEL:

- A. Each 10'x10' booth includes the following registrations:
 - i) One (1) full-conference badge. This badge type allows access to the exhibit hall, technical sessions, three luncheons, and three receptions.
 - ii) Two (2) exhibitor representative badges. This badge type allows access to the exhibit hall, the Tuesday luncheon and all three receptions. Sessions not included.
- B. Each Gold Level Sponsorship includes the following registrations:
 - i) Four (4) full-conference badge. This badge type allows access to the exhibit hall, technical sessions, three luncheons, and three receptions.
 - ii) Three (3) exhibitor representative badges. This badge type allows access to the exhibit hall, the Tuesday luncheon and all three receptions. Sessions not included.
- C. Each Silver Level Sponsorship includes the following registrations:
 - i) Two (2) full-conference badge. This badge type allows access to the exhibit hall, technical sessions, three luncheons, and three receptions.
 - ii) One (1) exhibitor representative badges. This badge type allows access to the exhibit hall, the Tuesday luncheon and all three receptions. Sessions not included.
- D. Each Bronze Level Sponsorship includes the following registrations:
 - i) Four (4) full-conference badge. This badge type allows access to the exhibit hall, technical sessions, three luncheons, and three receptions. The Bronze sponsorship does not include any exhibit booth space and is intended for non-exhibiting companies.
- E. Additional badges may be purchased. Registration forms will be available on the conference website.

7. USE OF EXHIBIT SPACE:

- A. Exhibitors agree to limit the service and or materials/products displayed in their exhibit area to those purveyed by the exhibitor, with the exception of other proprietary equipment used for the purpose of demonstrating the materials or services of the exhibitor. Such proprietary equipment may not be promoted in any manner.

The intent of this rule is to enforce the policy that exhibitors may not assign, sublet or share any part of the exhibit space contracted to them. Only division companies with a common parent company may lease booth space jointly, and a minimum of one standard booth per division is required. For program/directory listings, only one company name listing is allowed per each standard booth space.

- B. All material used in exhibit booths must be fireproofed and conform to all fire department regulations. Exhibitors planning demonstrations requiring open flames, any kind of compressed gas or explosive fuels, heat, etc., are required to contact the city fire marshal and give pertinent information that allows approval to be obtained in advance. Copies of all correspondence should be sent to AWWA Show Management. Exhibitors must accept full responsibility for compliance with national, state, and city fire safety regulations.
 - C. Any equipment demonstrations or other sales presentations must be confined to exhibitor's booth, and at a volume so nearby exhibitors are not bothered. Any form of attention-getting device or presentation must be terminated when crowds jam aisles or infringe upon another exhibitor's area. No flashing lights or other distractions are permitted.
 - E. All exhibitor business activities, give-aways and advertising matter may only be conducted and/or distributed within the exhibitor's assigned booth. Persons found canvassing the exhibit hall will be asked to leave the premises. Prizes, drawings, awards, raffles, lotteries, or promotion of special discount offers must be equally offered to all attendees, and only promoted within the exhibitor's assigned booth. Exhibitors are responsible for security and storage of give-away items. Exhibitors are not allowed to solicit, which includes placing signs or handouts on any conference hotel and convention center grounds or their respective parking areas.
 - F. No retail sales. Exhibitors are not permitted to sell products for delivery at the show. Orders may be taken for future delivery only. Show management is exempt.
 - G. Any surveys must be conducted within the exhibitor's booth space only and must contain the following disclaimer in print on the survey: "Data in this survey is not being submitted to or collected by the American Water Works Association or the American Membrane Technology Association". Surveys require prior written approval from AMTA/AWWA Show Management.
8. **BOOTH APPEARANCE REQUIREMENTS:** All exposed parts of displays and/or equipment must be finished or covered in a professional manner so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Show management may order masking drape at exhibitor's expense, without prior consent or knowledge of the exhibitor, where it is deemed necessary
9. **EXHIBIT SET-UP**
- A. **Space Abandonment:** Any space not claimed and occupied by 3 p.m. on Monday of the official conference dates may be resold or reassigned by AMTA/AWWA without obligation on the part of AMTA/AWWA for any refund whatsoever.
 - B. **Early Teardown:** All exhibits must remain intact and staffed through 11:00 a.m. on Thursday, of the official conference dates and may not be dismantled or removed before that time.
10. **CONTRACTOR SERVICES:** Complete information, instructions, schedules, and prices regarding shipping, drayage, labor for installation and dismantling, electrical, furniture, carpets, etc., will be included in exhibitor service manual.

Exhibitors that intend to use a non-AMTA/AWWA designated contractor for installation and dismantling or other services must complete an exhibitor-appointed contractor form and return it to AWWA forty-five (45) days prior to the conference. Contractor must order any labor needed, in addition to its full-time employees, from the official service contractor. All outside contractors

must comply with AMTA/AWWA exhibitor rules and regulations, provide a certificate of insurance for liability and workmen's compensation, and report to the registration counter for a pass before entering exhibit hall. Exhibitors are required to observe all union contracts in effect. Tipping is strictly forbidden for any personnel providing services to exhibitors.

- 11. CHILDREN:** During show hours children must be accompanied by an adult at all times in exhibit hall.

No one under the age of 16 is allowed in exhibit area during move-in, move-out, or non-show hours. Children 16 and over must be covered on the exhibiting companies insurance in order to assist with set-up or tear-down.

- 12. LIABILITY:** Neither AWWA, AMTA, nor the Leased Exhibit Facility assumes any responsibility for protection and safety of exhibitors, their representatives, agents, employees, exhibits or property of exhibitors or their representatives. Any guard service, security room, or other protective measures that AMTA/AWWA may take shall be deemed to be purely gratuitous on its part, and AWWA and AMTA shall have no responsibility for effectiveness or failure of such measures, or for conduct of personnel involved therein. Each exhibitor agrees to indemnify and hold harmless AMTA/AWWA, including its officers, directors, agents, employees, contractors, assignees, and insurers, and the other exhibitors at the conference from and against any and all claims, losses, damages, liabilities and expenses, including attorneys, consultants fees, and court costs, incurred by AMTA/AWWA, the Leased Exhibit Facility or such other exhibitors in defending against, satisfying or compromising any such claim arising out of any injury to persons or property caused by any act or omission of the exhibitor or its representatives, agents, employees or contractors.

The exhibitor shall procure and continue to obtain general liability insurance of not less than \$1,000,000, covering any and all claims for injuries to persons in or upon the assigned booth space, including all injuries or damages from booths, signs, or other apparatus or equipment now or hereafter erected on such space, and insuring the insurance policies required hereunder shall name AWWA as an additional insured, and exhibitor shall furnish AMTA/AWWA with evidence of such insurance coverage upon request.

- 13. AMERICANS WITH DISABILITIES ACT:** Exhibitors are reminded that the American with Disabilities Act ensures equal access to all participants at AMTA/AWWA events. It is the responsibility of the exhibitor to make their booth space fully accessible to those with physical or sight impairments and to comply with all applicable laws and regulations, including without limitation the American with Disabilities Act (Public Law 101-336).

- 14. INTERPRETATION AND ENFORCEMENT:** Each exhibiting company agrees to abide by these rules and regulations when the exhibit space reservation form is signed by its exhibiting company. These rules and regulations become part of the contract between the exhibitor and AMTA/AWWA. AMTA/AWWA has full power of interpretation and enforcement of these rules and may amend them at any time. All matters in question not covered here are subject to the decision of AMTA/AWWA, and all decisions shall be binding on all parties affected by them. Exhibitors or their representatives, who fail to observe these conditions of contract or who, in the opinion of AMTA/AWWA, conduct themselves unethically or unprofessionally may be immediately dismissed from the exposition without refund or other appeal.