

Arkansas Rural Water Association



2024 Annual Technical Conference **EXHIBITOR PROSPECTUS**

ALL Registrations ONLINE
Visit: arkansasruralwater.org

Pre-Registration Closes August 16, 2024

HOT SPRINGS CONVENTION CENTER
Hot Springs, Arkansas

Conference Dates: September 15-18, 2024
Exposition Dates: September 16-17, 2024

PRE-REGISTRATION EXHIBIT SPACE INFORMATION

2024 Arkansas Rural Water Association
Annual Technical Conference
Hot Springs Convention Center - Hot Springs, Arkansas
Conference Dates: September 15-18, 2024 Exposition Dates: September 16-17, 2024

Booth Rental Cost - 2 free registrations with each 10'x10' booth.
Company employees only.

Professional Member: **\$825**
After 8-16-24: \$935

Pre-Registration closes 8-16-24

Non-Member: \$1325
After 8-16-24: \$1425

Pre-Registration closes 8-16-24

Additional Registrants: \$171

With each paid booth space you receive 2 registrations for those people that will be working in the booth. This allows them into educational sessions, general sessions, the exhibit hall, and the awards ceremony. Additional booth personnel may be registered for the regular attendee amount.

*Anyone holding Water/Wastewater license will receive
credit hours if the correct ID No. is included.*

Your ID No. is the last 4 digits of your Social Security No. and the first 3 letters of your last name, e.g. 1234nhy

Register ONLINE at
arkansasruralwater.org

No Luncheon Tickets will be sold On-Site!!!

TERMS & CONDITIONS

**2023 Arkansas Rural Water Association
Annual Technical Conference
Hot Springs Convention Center
Hot Springs, Arkansas
Conference Dates: September 15-18, 2024
Exposition Dates: September 16-17, 2024**

1. Eligibility

- A. To apply for exhibit space at the 2024 Annual Technical Conference sponsored by Arkansas Rural Water Association (ARWA) from September 15-18, 2024 at the Hot Springs Convention Center in Hot Springs, Arkansas, the applicant must complete all relevant portions of the application form and return with the appropriate deposit to ARWA. The person signing this application warrants that he or she has the authority to bind contractually the organization applying for exhibit space.
- B. ARWA Show Management reserves the right to determine the eligibility of all potential exhibitors. A properly completed application, accompanied by the appropriate deposit will be considered an offer by the applicant to purchase exhibit space from ARWA, which offer ARWA may accept by its approval of the potential exhibitor's application. If approved, this application shall constitute the entire Agreement between the exhibitor and ARWA, no provision of which may be amended, waived, or altered without the written approval of ARWA.
- C. Completed applications should be received by ARWA on or by August 16, 2024 and must be accompanied by the full amount of the rental cost of the exhibit space.
- D. Cancellations for refund will be accepted if made in writing and received at the ARWA Office by August 16, 2024. No refunds will be given after this date unless booth space can be resold. Any refunds given will be made at the rate of 90% of the amount for each booth space reserved, AND A \$100 Administration Fee will be deducted from the refund.

2. Space Assignments

- A. Space assignments will be made by ARWA Show Management according to the following provisions:
- ① Then ARWA assigns points to the applications to determine assignment order. Points are based on four criteria:
- ④ The number of years the company or exhibitor has exhibited at ARWA's Annual Conference. Exhibitors are allowed to skip no more than one year at a time and still retain credit for the previous years exhibiting.
 - ⑤ The exhibitor's membership status and membership history with ARWA.
 - ⑥ The number of spaces being reserved.
 - ⑦ The date of receipt of the application. The receipt date will be used to break any ties. Where date of receipt is duplicated, assignment order will be determined by ARWA Show Management. Wherever possible, exhibitors will be assigned one of their location preferences.
- ② After August 16, 2024, applications will be accepted and space assigned on a first-come, first-served basis only. The point system above will no longer apply. However, ARWA Show Management reserves the right to make the final space assignment determination according to what it deems to be in the best interests of the 2024 Exposition.
- B. Space not occupied by Sunday, September 15, 2024 at 6 pm will be forfeited by the exhibitor, and such space may be resold, reassigned or otherwise used by ARWA, without any refund of payments to exhibitor by ARWA.

3. Show Rules and Regulations

The following show rules and regulations are intended to promote a successful and safe show and may be amended at any time by ARWA to accomplish those goals. ARWA reserves the right (at exhibitors expense) to erect any exhibit, to prohibit the erection of any exhibit, or to require the removal (at exhibitors expense)

of any exhibit upon or from the floor of the show area, and also reserves the right to have any exhibitor, or exhibitor's employee, guest or representative removed from the floor of the show area if any exhibit, exhibitor, or exhibitor's employee, guest or representative is found by ARWA to be in violation of any one or more of the provisions of these Show Rules and Regulations. If ARWA takes any action against a party according to the provisions of this section, the exhibitor may not recover any exhibit fees paid to ARWA and may be denied the opportunity to participate in future ARWA sponsored events. Any violation of show rules and regulations by an employee or representative of an exhibiting company will be grounds for forfeiture of the exhibiting company's accumulated points in part or whole, regardless of exhibiting history, membership history, or membership status. New point accumulation will begin with the next membership year and may result in a less desirable booth assignment at future exposition.

Installation and Dismantling of Exhibits

- ① Exhibitors may not erect or dismantle exhibits at any times except as provided by ARWA Show Management.
- ② It is the responsibility of the exhibitor to see that all its materials are delivered to the exhibit hall and removed from the exhibit hall by the deadlines specified by ARWA. Should the exhibitor fail to remove the exhibit, the removal will be arranged by ARWA, without any liability of any kind to ARWA, at the exhibitor's expense.
- ③ At the close of the show, the exhibitor must surrender the exhibit booth area in the same condition the booth was in at the time the exhibitor occupied it. If an exhibitor fails to surrender a booth in the same condition it was in at the time the exhibitor first occupied it, such exhibitor shall be liable for the expenses of repairing the booth to the condition it was in when the exhibitor first occupied it.

B. Floor Plan

All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. Furthermore, ARWA reserves the right to make such modifications to the official floor plan as may be necessary to meet the needs of the exhibitors and the exhibit program.

C. Exhibit Dimensions

- ① Booths are 10' deep by 10' wide unless otherwise noted on floor plan.
- ② Exhibits shall be constructed and arranged so that they do not obstruct the general view, nor hide the exhibits of others. No side wall higher than 36" may extend forward from the backwall more than one-half the depth of the exhibit space.

D. Display Arrangement

All exhibitors shall arrange the displays so as to utilize only the booth area contracted for, to recognize the rights of other exhibitors and show visitors, and to conform to the overall pattern developed by the Show Management.

E. Use of Exhibit Space and Exhibit Activities

Exhibit booths must be attended and maintained by at least one exhibitor or exhibitor representative at all times during show hours. No exhibitor shall sublet, assign, sell or allow to be used, all or any part of the exhibit space allotted to it.

F. Exhibitors and Exhibitors Representatives

- ① Exhibitors and Exhibitor's Representatives shall include the owners, employees, or any other person, company or organization (paid or unpaid) who is representing the exhibiting company or acting on their behalf.
- ② After show hours, only those exhibitors properly identified and with the permission of ARWA may enter the hall. Exhibitors will not be permitted to remove any of their show equipment or display materials from the Facility between the opening and closing of the exposition without special permission in writing from ARWA.

- ③ Exhibitors may have access to the hall one hour prior to and one-half hour following official show hours. When this rule would create a hardship, special permission must be secured from Show Management to gain access at other times.
- ④ Notwithstanding the above, no one will be permitted in any exhibitor's booth during non-show hours unless he or she is accompanied by a person able to positively identify himself or herself as an employee or authorized representative of the exhibitor to whose booth he or she wishes to gain access.
- ⑤ Exhibitors and their representatives shall be dressed modestly and in good business taste. Exhibitors shall conduct themselves with decorum and in a professional manner at all times. Exhibitors or their representatives who violate any provisions of this contract or who, in the opinion of ARWA Show Management, conduct themselves unethically, or who appear to be under the influence of drugs or alcohol, may be removed from the Exhibit Hall immediately without refund or other appeal.

G. Common Areas

Exhibits, signs, and displays are prohibited in any of the common public spaces on the premises of the meeting facilities or in the guest rooms, lobbies or hallways of the hotels.

4. Compliance with Laws, Statutes, Ordinances and Union Regulations

- A. The exhibitor assumes all responsibility for compliance with local, city and state ordinances covering fire, safety, and health. All exhibit equipment and materials will be reasonably located within the booth and protected by safety guards and devices where necessary. Only fireproof materials should be used in displays and the necessary fire precautions will be taken by the exhibitor.
- B. Rules and regulations for union labor are made by the local unions, and these regulations may be changed at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with the regulations.

5. Liability and Insurance

All items that can be carried away should be put in safekeeping when the exhibit is not attended. However, the Management will not be liable for loss or damage to the property of the exhibitor or his representatives or employees from theft, fire, accident, water or any other cause beyond its control. The Management will not be responsible for any injury, damage or loss that may occur to an exhibitor, to his employees, invitees, or to any other person on the premises of the exhibit. Exhibits and exhibit equipment are brought into the building, maintained, and removed from the building at the exhibitor's risk. Exhibitor shall indemnify the Management against and hold it harmless from any claims, suits or liabilities resulting from negligence of the exhibitor in or in connection with the exhibitor's use of exhibit space.

6. Exhibit Hall Drawings

- A. Association Drawings
Each exhibitor will be allowed to donate one (1) item to be given away in a drawing during show hours. Items in excess of one (1) will be returned to the exhibitor. Show Management will determine the time and drawing schedule.

- B. Booth Drawings
Exhibitors will be responsible for their own booth drawings and promotions.

7. Exhibitor Activities & Functions

- A. Only companies having assigned space in the ARWA exhibition may sponsor or cause to occur any organized activity at conference hotels involving conference attendees. This includes, but is not limited to, hospitality functions.

- B. Conference exhibitors must inform ARWA of their intention to host a function and provide times and location to ARWA.

- C. Exhibitor sponsored functions may not compete with officially scheduled conference events and may not be open during these events. This includes, but is not limited to, educational sessions, the exhibition, ARWA sponsored parties & meals, etc.

- D. Exhibitor sponsored functions must be open to all conference attendees without conditions.

- E. Conference exhibitors may sponsor invitation only meetings in conjunction with hospitality functions, but the function itself must be open to all attendees.

- F. No one may place or post signs, displays, posters, or other announcements concerning exhibitor sponsored functions anywhere in or near the exhibit hall, except within their own assigned space, nor in any common areas of the hotel without written permission from ARWA and the Facility.

- G. ARWA reserves the right to close an exhibitor sponsored function if it detracts from the spirit and nature of the conference, disturbs hotel guests, presents a public nuisance or violates any provision of the show rules and regulations.

- H. Whoever conducts an exhibitor sponsored function is responsible for knowing, following, and obeying all local & state ordinances, rules and union regulations that might apply to the hospitality function.

- I. The party that conducts the function agrees to indemnify and hold harmless ARWA from any claims, suits, or liabilities resulting from negligence that might apply to the hospitality function.

8. Attendee Listings

ARWA makes available to exhibitors a post-conference listing of everyone that registered and attended the conference. Use of this list is contingent upon the following conditions.

- A. The list is for use by Exhibitors in promoting their company in conjunction with the ARWA Annual Technical Conference and may not be used to promote any activities that compete, directly or indirectly, with the Conference.

- B. The list is provided by ARWA to exhibiting companies only. Exhibitors are restricted from distributing the list to entities outside of the exhibiting company, parent companies or subsidiaries. Nothing in this agreement shall prevent ARWA from distributing the list within ARWA or any of its affiliated organizations.

9. Inability to Perform

If ARWA should be prevented from holding the exhibition by any cause beyond its control (such as fires, strikes, Acts of God, etc.) or if it cannot permit the exhibit to occupy its space due to circumstances beyond its control, ARWA will refund to the exhibitor the amount of the rental paid by him.

10. Amendments

The regulations have been formulated for the best interest of the exhibitors as well as this exposition and ARWA. All matters and questions not covered by these regulations are subject to the decisions of Show Management. The regulations may be amended at any time by the Management and all amendments that may be so made shall be equally binding on all parties affected by them as by the original regulations.

SPONSORSHIP OPPORTUNITIES available at: arkansasruralwater.org

ARWA offers exhibitors a variety of opportunities to increase their visibility during the conference through sponsorship of conference activities and promotional items. If you would like to sponsor any of the items listed below, fill out and return this form. *Sponsorship of items will be on a first come basis, although sponsors from last year will have first choice of the same item this year.*

T-Shirt Sponsorship - Each attendee will receive an ARWA T-Shirt with their registration. Have your company name added to the back of the T-Shirt. [T-Shirt](#)
\$500

Pens - Each attendee will receive a pen with their registration materials. Have YOUR company name, address, phone, web address, and logo added to the pen. *Only (1) Sponsor will be chosen. Please call the ARWA office for this sponsorship opportunity.* [Pens](#)
\$1000

Notepads - If this is sponsored, a notepad will be given to each attendee with their registration materials. Have YOUR company name, address, phone, web address, and logo added to the Notepad. *Only (2) Sponsors will be chosen. Please call the ARWA office for this sponsorship opportunity.* [Notepads](#)
\$500

Tournament Sponsor - This level of sponsorship of the ARWA golf tournament on Sunday gives you sign recognition and one tournament entry. [Golf Tournament](#)
Tournament Sponsor (\$300)
Hole sponsor (\$125)

Hole Sponsor - Hole sponsors are recognized with a sign placed at the appropriate hole on the course.

Tote Bag - If this is sponsored, a tote bag pad will be given to each attendee with their registration materials. Have YOUR company name, address, phone, web address, and logo added to the Tote Bag. *Only (5) Sponsors will be chosen. Please call the ARWA office for this sponsorship opportunity.* [Tote Bag](#)
\$500

Badge Holder - If this is sponsored, a badge holder will be given to each attendee with their registration materials. Have YOUR company logo name added to the Badge Holder. *Only (3) Sponsors will be chosen. Please call the ARWA office for this sponsorship opportunity.* [Badge Holders](#)
\$500

Exhibit Hall Food and Beverage - Exhibitors are being invited to sponsor the exhibit hall food and beverage. Exhibitors will be recognized with signs throughout the Exhibit Hall. [Exhibit Hall Food & Beverage](#)
\$500

*Arkansas Rural Water Association
2024 Annual Technical Conference*

EXHIBIT HALL MAP

2024 Arkansas Rural Water Association Annual Technical Conference

**Hot Springs Convention Center - Hot Springs,
Arkansas Conference Dates: September 15-18, 2024**

Exposition Dates: September 16-17, 2024

Booth Charges

Standard booths measure 10' x 10'. The charge for each booth is:
\$825

Booth Charges Include:

- Registration with (1) table (2) chairs
- Post-conference listing of attendees
- Listing in conference agenda
- Standard booth sign
- Draped back wall and sidewall

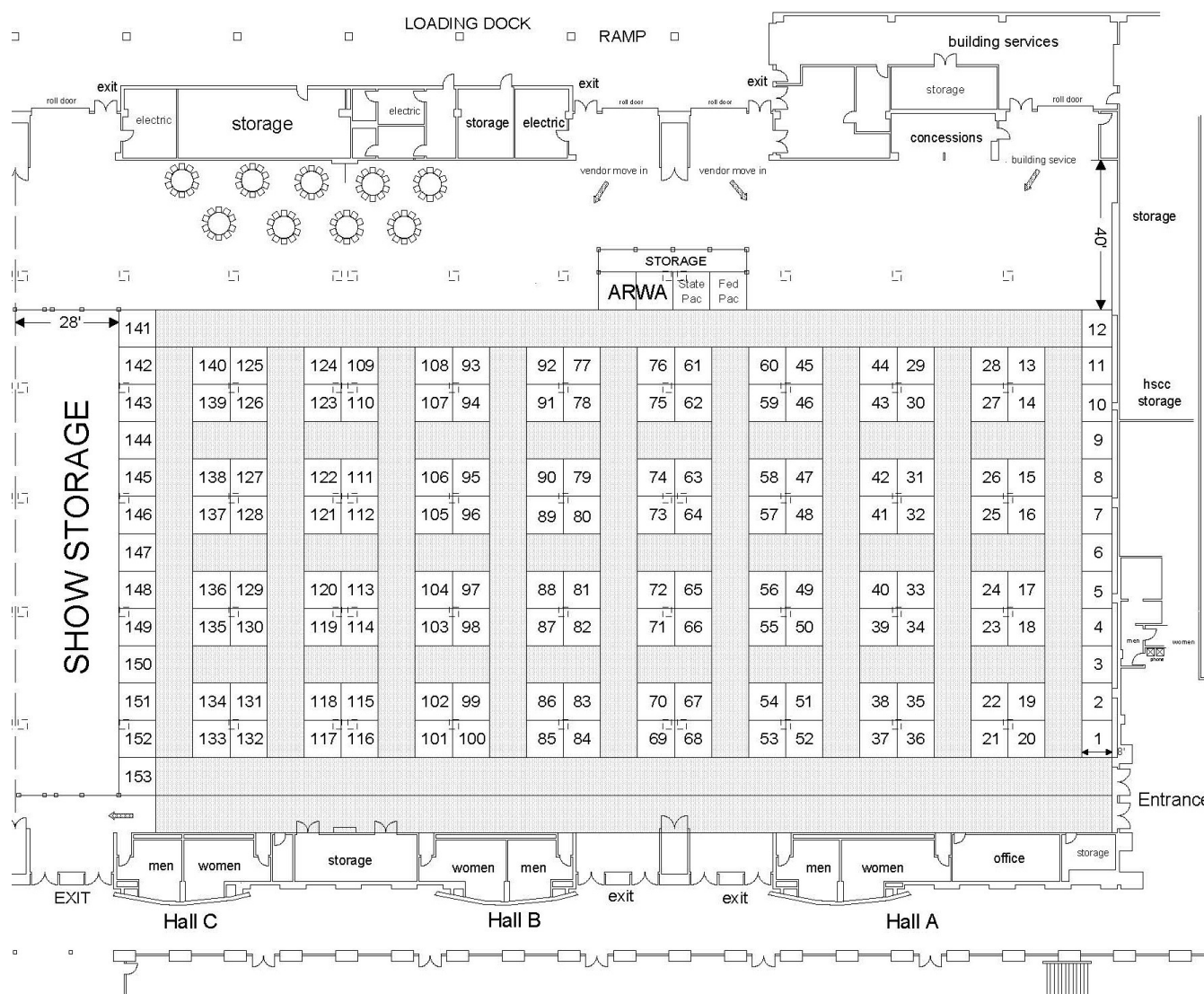
How We Assign Booth Space:

1. Applications are held until August 16, 2024.
2. ARWA then assigns points to the applications to determine assignment order.

Points are based on:

- (a) The number of spaces being reserved.
- (b) The number of years the company has exhibited at ARWA's Annual Technical Conference.
- (c) The exhibitors membership status and membership history with ARWA.
- (d) The date of receipt of the application is used as a tiebreaker. Wherever possible, exhibitors will be assigned one of their location preferences.

3. After August 16, 2024 applications will be accepted and space assigned on a first-come, first-served basis only. The point system above will no longer apply. However, ARWA reserves the right to make space assignment determinations according to what it deems to be in the best interests of the 2024 Exposition.



PRODUCT INFORMATION

2024 Arkansas Rural Water Association

Annual Technical Conference

Hot Springs Convention Center - Hot Springs, Arkansas

Conference Dates: September 15-18, 2024 Exposition Dates: September 16-17, 2024

Conference Agenda Listing

available to complete with your online registration

Your company's CONTACT LISTING and PROMOTIONAL PARAGRAPH will be listed by company name in alphabetical order in the 2024 Conference Agenda.

Please **submit** complete contact listing information, and a short promotional paragraph to be included in the Agenda describing the product(s)/service(s) your company will be exhibiting. Only promotional paragraphs with the **Limit of 35 words or less** will be included in the Agenda.

To ensure your company's promotional paragraph and contact information will be published accurately, please be certain wording is included in your online registration as you wish for it to be published. NO EDITS will be made to your promotional paragraph or contact information.

GOLF TOURNAMENT INFORMATION

Return signed application & deposit to:
ARWA 2024 Annual Technical Conference
P.O. Box 860, Lonoke, AR 72086



The proceeds from the golf tournament taking place at the **Diamondhead Golf Club** on Sunday, Sept. 15th at 8 am goes to support the ARWA Scholarship Fund. Tee time will be at 8:30 am. Scholarships are awarded to students who are dependent children or stepchildren of employees of ARWA member water utilities to assist with the cost of attending college. The funds to provide these scholarships are earned through donations and your support of our Ernie Faucett Scholarship fund-raising events throughout the year. Thanks to our supporters and golf tournament participants, we were privileged to give out 12 scholarships for the 2023 conference. This is our way of giving something back to our water community. We are honored and proud to be able to award these scholarships to these students and hope that we can continue to help in their educational endeavors.

In order to continue to support the dependents of our water and wastewater family, we need your participation in the golf tournament. You can participate by playing, being a sponsor, or both. A prominent sign will be placed at holes on the golf course for hole sponsors, recognizing your support for the Ernie Faucett Scholarship.

Whether you are a regular or new exhibitor, please consider participating in this year's scholarship golf tournament at the Diamondhead Golf Club.

\$50,000
HOLE
IN ONE

Register
NOW! for
your chance to
win!!

REGISTER ONLINE at arkansasruralwater.org

(\$125 Tournament Entry)

WATER PAC DONATIONS FOR EXHIBIT HALL DRAWINGS

2024 Arkansas Rural Water Association

Annual Technical Conference

Hot Springs Convention Center - Hot Springs,

Arkansas Conference Dates: September 15-18, 2024 Exposition Dates: September 16-17, 2024

ARWA will conduct the drawings of all the items donated by exhibitors towards the Water Pac at the Tuesday Luncheon. The money made from these drawings help support favorable legislation on water and wastewater issues on the state and federal level.

***DON'T FORGET TO DONATE WHEN YOU REGISTER
ONLINE at arkansasruralwater.org.***

- ARWA will conduct the drawings on September 17, 2024 at the Tuesday Luncheon.
- Exhibitors may conduct their own drawings or promotions. ARWA will make announcements concerning these drawings or promotions.
- Please bring your donated item with you or arrange for its delivery to the show location. Winners will be requested to pick up their prize in the exhibit hall.

GENERAL INFORMATION

2024 Arkansas Rural Water Association

Annual Technical Conference

Hot Springs Convention Center - Hot Springs,

Arkansas Conference Dates: September 15-18, 2024 Exposition Dates: September 16-17, 2024

Conference Hotel

2024 CONFERENCE DATES:

Hotel Hot Springs & Spa (next to Hot Springs Convention Center)

305 Malvern Ave.

Hot Springs, AR 71901

Phone: 877-623-6697

\$125 Single, \$135 Double, \$145 Triple, \$155 Quad (\$10 for each additional person – all room sizes) Complimentary breakfast

buffet included in room rates Free parking & Free fitness center

(Cutoff date 8-16-24) Mention "ARWA24" for group rates

September 15-18, 2024

HOT SPRINGS

CONVENTION CENTER

HOT SPRINGS, ARKANSAS

Overflow Hotels: Arlington - 501-623-7771 - \$108 Single, \$118 Double (Cutoff date 8-16-24)

Embassy Suites - 501-624-9200 - \$161 Single, \$161 Double, \$171 Triple or \$181 Quad.

(Embassy Suites rate includes free cooked-to-order breakfast buffet, free parking, free use of fitness center & invitation to Manager's Reception every evening - (Cutoff date is 8-16-24) Mention "AKW" for group rates

Specify that you are with ARWA to receive the group rate. You are responsible for making your own room reservations.

Exhibit Schedule

Installation

Sunday, Sept. 15, 2024

2:00 pm - 6:00 pm

Scheduled Exhibit Hours

Monday, Sept. 16, 2024

8:00 am - 12:00 pm 1:30 pm - 4:00 pm

Tuesday, Sept. 17, 2024

8:00 am - 11:30 am

Dismantling Tuesday,

Sept. 17, 2024

1:30 pm - 5:00 pm

Exhibit Services

Sunbelt Convention & Exhibit Services, Inc. is the official conference service contractor for the ARWA Annual Technical Conference. All shipping instructions and extra booth furnishings must be handled through Sunbelt Convention & Exhibit Services. For more information, please call them at (501) 244-9955.

Promotional Opportunities

ARWA makes several excellent opportunities available to exhibitors to increase their visibility during the Conference. We offer sponsorship of selected conference premiums, activities and food functions. See the "Sponsorship Application" for more information.

Golf Tournament

ARWA will hold the conference golf tournament at the **Diamondhead Golf Club, Sept. 15th, at 8:00 am.** Tee time at 8:30 am.

You can participate by playing, being a sponsor, or both. Tournament prices are:

Tournament entry

\$125

Tournament sponsor

\$300

Hole sponsor \$125

A sign will be placed at holes on the golf course for hole sponsors. To apply, see the "Sponsorship Application."

STANDARD RATES FOR SERVICES



Electric, Phone & Plumbing Order Form Hot Springs Convention Center

All advance orders must be received seven (7) days prior to move-in for advance rates.

Event name: AR Rural Water Association Annual Meeting and Tradeshow Date(s) of event: **9/15/24-9/18/24**

Company name: _____ Email Address: _____

Contact name: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Service cannot be supplied until order form and payment are received.

Rates quoted below cover only the bringing of service to the booth and do not include wiring. The Hot Springs Convention Center does not stock receptacles for any electrical connection above a standard 20 amp, 110 volt outlet. Additional charge will be made if receptacles are not provided by the exhibitor. Under no circumstances shall anyone other than "center personnel" make electrical connections. Easy access to utility service panels must be provided at all times. Center personnel are authorized to cut floor coverings to obtain access to floor electrical boxes.

Rates are subject to change without notice

No helium or light gas filled balloons are permitted in the Hot Springs Convention Center.

No open flames are allowed in the Hot Springs Convention Center (candles must be completely enclosed in a glass globe).

-Prices listed on this page are PER EVENT unless marked differently.-

QUANTITY	AMPERE	Volts & Phase	Advance Order	Floor Order	AMOUNT
	20 amps	125 Volts (standard outlet)	\$50.00	\$100.00	\$
	20 amps	208 Volt Single Phase	\$70.00	\$140.00	\$
	20 amps	208 Volt Three Phase	\$70.00	\$140.00	\$
	30 amps	208 Volt Single Phase	\$80.00	\$160.00	\$
	30 amps	208 Volt Three Phase	\$80.00	\$160.00	\$
	50 amps	208 Volt Single Phase	\$100.00	\$200.00	\$
	50 amps	208 Volt Three Phase	\$100.00	\$200.00	\$
	100 amps	208 Volt Single or Three Phase	\$300.00	\$600.00	\$
	Power Strip	INCLUDES TAX	\$10.00	\$20.00	\$
					\$
	High Speed Internet Access (Synchronous Broadband)		\$200.00	\$400.00	\$
	Water hook up		\$50.00	\$100.00	\$
	Compressed air		\$50.00	\$100.00	\$
TOTAL					\$

Visa, Mastercard, American Express and Discover welcome.

Visa/MSC/Am Exp/DSC #: _____ Expiration date: _____

Signature: _____

Printed Name _____

Please make checks payable to: Hot Springs Convention Center
Mail Checks to the Event Coordinator as follows: Attn: Brian Leonard
Hot Springs Convention Center, 134 Convention Blvd., Hot Springs, AR 71901
Phone 501-321-2835 * Fax 501-620-5009