Delaware Rural Water Association

30th Annual Technical Conference & Exhibition

February 25th, 26th & 27th, 2020

Dover Building, Delaware State Fairgrounds
Harrington, DE.

Exhibitor Registration

Exhibitor Set Up:
- Tuesday, February 25, 2020 8:00 a.m. - 7:00 p.m.
- Meet & Greet (Dover Bldg.) 5:00 p.m. - 7:00 p.m.

Exhibit Hours:
- Wednesday, February 26, 2020 8:00 a.m. - 12:00 p.m.
- Lunch (Exhibit Hall Bldg.) 12:00 p.m. - 2:00 p.m.
- Wednesday, February 26, 2020 2:00 p.m. - 5:30 p.m.
- Social Event (Dover Bldg.) 4:15 p.m. - 5:30 p.m.
- Thursday, February 27, 2020 8:00 a.m. - 1:00 p.m.
- Lunch (Dover Bldg.) 12:00 p.m. - 1:00 p.m.

Exhibitor Tear Down:
- Thursday, February 27, 2020 1:00 p.m.
Delaware Rural Water Association
30th Annual Technical Conference & Exhibition

Exhibitor Representatives on
DRWA’s 2020 Conference Committee

Mark Snyder, Mueller Company  msnyder@muellercompany.com
443-340-3737

Heather Warren, DPHSS  heather.warren@delaware.gov
302-744-4739

Rich Skilton, Southern Corrosion  rich@tankcare.net
302-275-1156

Dustan Russum, Town of Frederica  russumtugboat@aol.com
302-853-5203

Robert Johns, Ferguson Waterworks  bob.johns@ferguson.com
443-336-7221

Debbie Pfeil, KCI Technologies, Inc.  debbie.pfeil@kci.com
302-270-3515

** Any Conference Issues &/Or Suggestions Should Be Brought to The Attention of One of The Committee Members Listed Above.**
Welcome!
Delaware Rural Water Association is preparing for its 30th Annual Technical Conference & Exhibition to be held again in the Dover Building at the Delaware State Fairgrounds in Harrington.

The 2019 Conference was a huge success with more than 85 exhibits with exceptional attendance. Thanks to our past exhibitors and sponsors for their support of Delaware Rural Water Association and it’s utility members. We look forward to working with all of you in the future. If you have any questions, feel free to give us a call at 302-424-3792.

Dates to Remember
November 1, 2019
Exhibitor Registration begins
Full registration fee payment is required to guarantee booth space.

January 31, 2020
End of refund for cancellation. Refunds through January 31, 2020 will be made minus $200 administration fee. Beginning February 1, 2020, no refunds will be issued.

February 15, 2020
Names of exhibitor representatives must be submitted by this date.

February 25, 2020
Set-up from 8:00 a.m. – 5:00 p.m.

February 26 & February 27, 2020
Exhibits will open at 8:00 a.m.

Conference Hotel Information
Quality Inn & Suites $80.00 + tax
1259 Corn Crib Road
Harrington, DE. 19952
Phone: 302-398-3900

Holiday Inn Express King $95.00 + tax
17261 S. DuPont Highway
Harrington, DE. 19952
Phone: 302-398-8800

Hampton Inn King $95.00 + tax
12684 Light House Estates Drive
Milford, DE. 19963
Phone: 302-422-4320

2 Queens $90.00 + tax

DRWA Raffle
Tickets can be purchased on Wednesday, February 26th & Thursday, February 27th during the Exhibit Hall hours. The raffle will begin immediately following the last class on Thursday, February 27th. If you would like to donate an item for the raffle (with minimum value of $50.00) please contact DRWA at 302-424-3792.

Door Prizes
Exhibitors will be in charge of their own individual drawings. If you plan to give away a Door Prize, you will need to provide your own tub and entry slips. Once you’ve drawn a winner, let the DRWA staff know and we’ll announce the winners.

Ice Cream Social
Wednesday, February 26th 1:00 p.m. - 4:00 p.m. & Thursday, February 27th 12:00 p.m. - 2:30 p.m.
USE OF SPACE, SUBLETTING OF SPACE:
No exhibitor may assign, sublet, or share the space allotted with another business, firm, or individual.

EXHIBITORS' AUTHORIZED REPRESENTATIVE(S):
Each exhibitor must submit their representative(s) names that are to staff their exhibit PRIOR to February 15, 2020. The exhibitor representative(s) shall assume responsibility for keeping the exhibit neat, staffed and orderly at all times.

SET-UP:
Exhibitors may set up 8:00 a.m. – 5:00 p.m. on Tuesday, February 25, 2020. All exhibitors must have their exhibit space set up by 7:00 p.m., Tuesday, February 25, 2020. Unload and Load in marked areas only.

EQUIPMENT MUST FIT IN SPACE:
Exhibitors should set up no more equipment than will fit in their assigned space. Any exhibitor who brings more equipment than will fit in their space must move the excess equipment from the Dover Building and other DRWA conference exhibit areas. There will be no exceptions to this policy. All equipment, displays, posters, etc., cannot exceed 8’ in height. Additional outdoor space is available for registered Exhibitors.

CARE OF BUILDING AND EQUIPMENT:
Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or show equipment and décor including, but not limited to, signs or other articles posted, nailed, taped, stapled, or otherwise affixed to any pillars, doors, walls, or other parts of the building. Back and sidewall drapery and framework are designed for the support of drapery only. The suspension of display materials from the framework of drapery is prohibited. All framework is interconnected. The collapse of one booth could easily cause a domino effect. Serious personal injury and property damage could be the result of non-compliance to this rule.

OPERATION OF DISPLAY:
DRWA staff reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exposition as a whole. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisle un-clogged and safe. Displays may not obstruct the view of adjacent booths. Exhibitors may not distribute alcoholic beverages in the Dover Building. Exhibits which include the operation of musical instruments, radios, sound projection equipment, public address systems or any noise-making machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons.

LIABILITY AND INSURANCE:
All property of the exhibitor remains under his/her custody and control in transit to and from the Dover Building areas and while it is in the confines of the Dover Building areas. Neither DRWA staff, its service contractors, the management of the Dover Building, nor any of the officers, staff members, or directors of any of the same area responsible for the safety of the property or exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them for any damage to or loss of any property of the exhibitor. DRWA is not responsible for Exhibitor booth and property.

AMERICAN WITH DISABILITIES ACT:
Exhibitors acknowledge their responsibility under the Americans with Disabilities Act to make their booths accessible to handicapped persons. Exhibitors shall also indemnify and hold harmless DRWA staff, service contractors, and the management of the Dover Building against cost, expense, liability or damage which may arise out of or be caused by the exhibitor’s failure to comply.

SMOKING POLICY:
Smoking is prohibited in all areas of the DRWA Conference except outside.

TEAR DOWN:
No early tear down of exhibits is permitted. Exhibitors who tear down early will forfeit their choice of booth location next year. Tear down is on Thursday, February 27, 2020 beginning at 1:00 p.m.

REFUND POLICY:
Should an exhibitor find it necessary to cancel their reservation for booth space, Delaware Rural Water Association will refund the registration fee minus a $200 administration fee through January 31, 2020. No refunds will be made after January 31, 2020.
Fee Information

Current* DRWA Associate Member Registration Fee Includes:
Booth
Meet & Greet Tuesday
Happy Hour Wednesday
Lunch Wednesday & Thursday

New DRWA Associates Member Registration Fee Includes:
Booth
Meet & Greet Tuesday
Happy Hour Wednesday
Lunch Wednesday & Thursday
1-year DRWA membership

Non-Member Registration Fee Includes:
Booth
Meet & Greet Tuesday
Happy Hour Wednesday
Lunch Wednesday & Thursday

Booth is 10’ X 6’ area with one (1) 8’ table, two (2) chairs, pipe and draping to be provided. Electric is available however; Exhibitors are responsible to provide their own extension cord(s) if they are needed. Shipment of displays can be received after Monday, February 24th at 9:00 a.m.

Fees for Registrations:
Regular Booths (White Space)
Current* DRWA Associate Member: $750 for 1 booth; $700 each additional booth
New DRWA Associate Member: $1,100 for 1 booth; $700 each additional booth
Non-Member: $1,200 for 1 booth; $700 each additional booth

Premium Booths (Green Space)
Current* DRWA Associate Member: $850 for 1 booth; $700 each additional regular booth
New DRWA Associate Member: $1,200 for 1 booth; $700 each additional regular booth
Non-Member: $1,300 for 1 booth; $700 each additional regular booth

Additional Exhibitor Staff - $150 per person / per day
This classification is for Exhibitor Personnel who will be working in Exhibitor Booth with initial two (2) registered representatives. This fee includes one (1) badge and lunch

Sales Representatives - $350 per person / per day
This classification is for Non-Exhibiting Personnel who will be conducting business while attending the Conference. This fee includes one (1) badge and lunch.

Refunds:
Refunds for cancellation will be made through January 31, 2020 minus a $200 administrative fee.
Beginning February 1, 2020, no refunds will be issued.

*To qualify for the “CURRENT” member rate, dues renewing prior to 2/15/2020 must be paid.
Sponsorship Opportunities

Become a 2020 Conference Sponsor

Platinum Sponsor - $2,000 and up
Platinum Sponsors will receive 3 badges (in addition to those that come with the booth), recognition during the conference, a special sign for their booth, and recognition on the DRWA website with a hyperlink to their site.

- Name on the 1st Badge: 
- Name on the 2nd Badge: 
- Name on the 3rd Badge: 

Gold Sponsor - $1,500 to $1,999
Gold Sponsors will receive 2 badges (in addition to those that come with the booth), recognition during the conference, a special sign for their booth, and recognition on the DRWA website with a hyperlink to their site.

- Name on the 1st Badge: 
- Name on the 2nd Badge: 

Silver Sponsor - $1,000 to $1,499
Silver Sponsors will receive 1 badge (in addition to those that come with the booth), recognition during the conference, a special sign for their booth, and recognition on the DRWA website with a hyperlink to their site.

- Name on the Badge: 

Bronze Sponsor - $500 to $999
Bronze Sponsors will receive recognition during the conference, a special sign for their booth, and recognition on the DRWA website with a hyperlink to their site.

Meet & Greet - $250
Meet & Greet Sponsors will receive recognition during the conference and recognition on the DRWA website with a hyperlink to their site.

Social Event - $250
Social Event Sponsors will receive recognition during the conference.

Friend of Rural Water - $100
Friend of Rural Water Sponsors will receive recognition during the conference.

Sponsor Level: ___________________________ Amount: $________
Name of Special Recognition: ____________________________________________________________
Contact Person: _______________________________________________________________________
Address: ____________________________________________________________________________
City: ____________________ State: ________________ Zip: __________________
Phone: ___________________ Email: __________________ Website: __________________________
Company: ____________________________
Contact Name: _____________________
Address: ___________________________
Phone: ___________________ Fax:________
Cell: ______________________________
Email: _____________________________

2 Company Badges are included with each booth.

Badge #1
Name: ______________________________
Phone: ______________________________
Email: ______________________________

Badge #2
Name: ______________________________
Phone: ______________________________
Email: ______________________________

Additional Company Staff $150 per person/per day
Name: ______________________________
Name: ______________________________
Name: ______________________________

Sales Representatives $350 per person/per day
Name: ______________________________
Phone: ______________________________
Email: ______________________________
Name: ______________________________
Phone: ______________________________
Email: ______________________________

Donating Raffle Item: YES / NO

Top Five (5) Choices for Booth Space:

_____ _____ _____ _____ _____

I have read and understand the Delaware Rural Water Association Exhibitor Rules and Policies.
(DRWA requires this acknowledgement of our rules to be signed before registration can be processed.)
Signature: ____________________________

Print Name: ____________________________

Complete & Return To:
Delaware Rural Water Association
210 Vickers Drive, Milford, DE 19963
Phone: 302-424-3792 Fax: 302-424-3790
Email: debbie_drwa@yahoo.com

For DRWA Use Only...

Amount Received: ___________ Date Received: _________
Payment Type: Visa / MasterCard / Check # ____________
Exhibit Booth # Assigned: __________________

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<tr>
<td><strong>Regular Booth – White Spaces on Layout</strong></td>
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<tr>
<td>Current DRWA Associate Member</td>
<td>$750.00</td>
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