



Delaware Rural Water Association

34th Annual Technical Conference & Exhibition

February 27 - 29, 2024

*Dover Building, Delaware State Fairgrounds
Harrington, DE.*

Exhibitor Registration

Tuesday, February 27, 2024

Exhibitors' Set Up Booths 8:00 am - 5:00 pm

Wednesday, February 28, 2024

Exhibit Hall & Registration Open 8:00 am - 5:00 pm

Training Classes 9:30 am - 11:45 am

Lunch (*Exhibit Hall Bldg.*) 11:45 am - 12:30 pm

Training Classes 1:30 pm - 3:45 pm

Social Event (*Dover Bldg.*) 4:00 pm - 5:00 pm

Thursday, February 29, 2024

Exhibit Hall & Registration Open 8:00 am - 1:00 pm

Training Classes 9:30 am - 11:45 am

Lunch (*Dover Bldg.*) 11:45 am - 12:30 pm

Door Prize Drawings/50/50 12:30 pm - 1:00 pm

Exhibitors' Tear Down Booths 1:00 pm

Training Classes 1:00 pm - 3:15 pm

Conference Concludes 3:30 pm



Delaware Rural Water Association 34th Annual Technical Conference & Exhibition

Welcome!

Delaware Rural Water Association is preparing for its 34th Annual Technical Conference & Exhibition to be held again in the Dover Building at the Delaware State Fairgrounds in Harrington.

The 2023 Conference was a big success with close to 100 exhibitors and over 300 attendees over a 2-day period. Exhibitors and training classes were exceptional showcasing their knowledge and expertise. Thanks to our past exhibitors and sponsors for their support of Delaware Rural Water Association and its 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

January 31, 2024

End of refund for cancellation. Refunds through January 31, 2024 will be made minus \$200 administration fee. Beginning February 1, 2024, **no refunds** will be issued.

February 15, 2024

Names of exhibitor representatives must be submitted by this date.

February 21, 2024

Set-up from 8:00 a.m. - 5:00 p.m.

Conference Hotel Information (Lower Rates May Be Available if you Book Online)

Quality Inn & Suites

1259 Corn Crib Road
Harrington, DE. 19952
Phone: 302-398-3900

Holiday Inn Express

17261 S. DuPont Highway
Harrington, DE. 19952
Phone: 302-398-8800

Hampton Inn

Light House Estates Drive
Milford, DE. 19963
Phone: 302-422-4320 **Cut-off date: 1/20/23**

DRWA Raffle

Tickets can be purchased on Wednesday, February 27th & Thursday, February 28th in the Exhibit Hall. The raffle will be held on Thursday at 12:30 pm in the Dover Bldg. **If you would like to donate an item for the raffle (with a 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.

***Covid Policy** - DRWA follows all safety protocols related to COVID-19 in accordance with CDC guidelines. Wearing masks, washing hands and keeping safe distances from others is highly recommended.*

Official 2024 Conference Exhibitor Rules

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, 2023. 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 27, 2024. **All exhibitors must have their exhibit space set up by 5:00 p.m., Tuesday, February 27, 2024. 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 29, 2024 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, 2024. Beginning February 1, 2024, no refunds will be issued.

Fee Information

Current* DRWA Associate Member Registration Fee Includes:

Booth

2 Badges - Names of Exhibitor Company Representatives must be submitted by February 15, 2024.

Social Hour Wednesday

Breakfast Coffee/Danish and Lunch Wednesday & Thursday

Non-Member Registration Fee Includes:

Booth

2 Badges - Names of Exhibitor Company Representatives must be submitted by February 15, 2024.

Social Event Wednesday

Breakfast Coffee/Danish and Lunch Wednesday & Thursday

If you are a non-member of DRWA, you pay a higher fee to exhibit than members do. So, ask about joining DRWA today and pay the lower exhibit fee!

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 26th at 9:00 a.m.

Fees for Registrations:

Regular Booths (White Space)

Current* DRWA Associate Member:	\$775 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:	\$875 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

This classification is for Exhibitor Personnel, in excess of 2 people, who will be working in Exhibitor Booth. This fee includes one (1) badge and lunch for both days

Sales Representatives - \$500 per person

This classification is for Non- Exhibiting Personnel who will be conducting business while attending the Conference. This fee includes one (1) badge and lunch for both days.

Refunds:

Refunds for cancellation will be made through January 31, 2024 minus a \$200 administrative fee. Beginning February 1, 2024, no refunds will be issued.

Become a 2024 Conference Sponsor

Platinum Conference 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 Conference 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 Conference 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 Conference 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.

Social Hour Conference Sponsor- \$250

Social Event Sponsors will receive recognition during the conference.

Friend of Rural Water Conference Sponsor - \$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: _____



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February 27-29, 2024

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

Name: _____
Name: _____
Name: _____

Sales Representatives \$500 per person

Name: _____
Phone: _____
Email: _____
Name: _____
Phone: _____
Email: _____

Donating Raffle Item: YES / NO

Top Five (5) Choices for Booth Space:

Complete & Return To:

Delaware Rural Water Association

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: _____

	Total
Regular Booth – White Spaces on Layout	
FIRST BOOTH:	
Current DRWA Associate Member	\$775.00
New DRWA Associate Member	\$1,100.00
Non-Member	\$1,200.00
Premium Booth – Green Spaces on Layout	
FIRST BOOTH:	
Current DRWA Associate Member	\$875.00
New DRWA Associate Member	\$1,200.00
Non-Member	\$1,300.00
Additional Regular Booth	\$700.00
Additional Company Staff	\$150.00
Sales Representative	\$500.00
Platinum Conference Sponsor	\$2,000 and up
Gold Conference Sponsor	\$1,500 - \$1,999
Silver Conference Sponsor	\$1,000 – \$1,499
Bronze Conference Sponsor	\$500 - \$999
Social Hour Conference Sponsor	\$250.00
Friend of Rural Water Conference Sponsor	\$100.00
DEPOSIT PAID	
Total Amount Enclosed	

Mail Completed Form and Payment 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 # _____

Card #: _____

Expiration: _____ Security Code: _____

Exhibit Booth # Assigned: _____

