



Telex: 15-0895 AWWA DVR
Cable: WATERINFO

American Water Works Association | 6066 West Quincy Avenue | Denver, CO 80235 | 303 794-7711

**1984 AWWA
ANNUAL CONFERENCE & EXPOSITION
ACKNOWLEDGEMENT**

We thank you for your participation at the 1984 Annual Conference and Exposition.

The Attached card is your **EXHIBIT SPACE ACKNOWLEDGEMENT**. The right side of the card shows payment information and booth description. Please advise immediately of any discrepancy.

Enclosed are several items of importance.

- o Copy of Rules and Regulations
- o Invoice
- o Manufacturers' Forum Application and Information
- o Exhibitor Workshop Registration Form and Information
- o Water Industry Luncheon Information
- o Exhibitor Breakfast Registration Form

Please Note:

The Exhibitor Service Kit is not enclosed. This will be sent to you from Freeman Decorating Company in a timely manner.

Booth assignments will be made April 10, 1984. We will return a signed copy of your Application for Exhibit Space with the booth number(s) you have been assigned.

CAPCO JEN 0020209

EXPOSITION RULES AND REGULATIONS

(Read carefully and retain for reference)

This exposition is managed by the American Water Works Association (AWWA).

(1) **ELIGIBILITY**—Any company manufacturing products for or providing services to the water supply industry.

(2) **COMPLIMENTARY REGISTRATION FOR EXHIBITOR PERSONNEL**—Five passes will be provided with the purchase of the first 10' x 10' booth and two passes with the purchase of each additional booth. Additional registrations for exhibit personnel may be purchased at a nominal fee.

(3) **ASSIGNMENT OF SPACE**—Complete and return the "Application for Exhibit Space" contract. No application will be processed nor space assigned without a deposit in U.S. funds of 25 percent of the total space rental cost. Space must be fully paid for by May 10, 1984. If assigned space is not paid for by May 10, 1984, it may be reassigned or sold by AWWA. All contracts will be date stamped upon receipt at AWWA Headquarters. This contract is the only means by which space may be reserved.

Space assignment will be made on April 10, 1984. Assignments will be based on booth size requirements, longevity and proximity of competitive firms.

Only those applications for exhibit space received on or before April 10, 1984 will be considered for any space choice listed on the application. After April 10, 1984, requests for exhibit space will be assigned by AWWA by date of receipt of application on a space available basis. Where date of receipt is duplicated, assignment will be made in accordance with applicant's record of participation in previous AWWA shows.

AWWA reserves the right to assign or reassign booth space so that the arrangement of the Exposition is in the best interest of the attendees and the exhibitors.

(4) **EXHIBIT SPACE**—Space is guaranteed on all contracts received by the assignment date but AWWA reserves the right to limit the amount of space assigned, if necessary, to take care of all contracts on hand.

Contracts received after assignment date will be eligible only for assigned space, if available.

(5) **PAYMENT FOR EXHIBIT SPACE**—A check representing 25% of the total cost of the space(s) selected must accompany this application. The remaining 75% must be paid in full by the payment date. If not so paid, this application will be considered cancelled and space may be reassigned.

(6) **CANCELLATION & WITHDRAWAL**—Cancellation by exhibitor of space application or contract will result in the following if the cancellation notice is received by AWWA:

- A. *Prior to the assignment date:* Full refund of monies paid.
- B. *After the assignment date, but prior to the payment date:* 25% deposit will be forfeited to the Association.
- C. *After the payment date, but prior to the opening of the exhibition:* 25% of the total contract amount will be refunded to the exhibitor.
- D. *After the opening of the exposition:* No refund will be made. Unoccupied space may be reassigned by AWWA.

(7) **LIABILITY**—Neither AWWA nor the convention hall assumes any responsibility for the protection and safety of exhibitors, their representatives, agents, or employees for the protection of exhibits or other property of exhibitors or their representatives. Small and portable articles should be properly secured or removed after exhibition hours and placed in safe keeping. Any guard service, security room, or other protective measures that AWWA may take shall be deemed to be purely gratuitous on its part, and AWWA shall have no responsibility for the effectiveness or failure of such measures or for the conduct of personnel involved therewith.

Each exhibitor agrees to indemnify AWWA and hold it harmless from all claims that such exhibitor or its representatives, agents, employees, contractors, or insurers may assert against AWWA in connection with any injury to person or property caused by the actions or negligence of such exhibitor or its representatives, agents, employees, or contractors, including paying all court costs, attorneys' fees, and other expenses incurred by AWWA in defending against, satisfying, or compromising any such claim.

(8) USE OF EXHIBIT SPACE

A. Exhibits are confined to products manufactured by or services rendered by the exhibitor. Exhibitors may not display or otherwise feature names, products, or advertisements of distributors or agents, but may display names and exhibitor's parent and subsidiary corporations. No exhibitor shall assign, sublet, or share the space allocated and shall be required to have the assigned exhibit space neat and clean at all times.

B. During show hours, each exhibit must be manned by a company representative substantially all of the time. Booth attendants shall be dressed modestly and in good business taste.

C. All material used in the exhibit hall and/or exhibitor's booth(s) must be fireproofed and conform to all fire department regulations. All exhibitors planning demonstrations requiring open flames, any kind of compressed gas or explosive fuels, heat, etc., are urged to contact the city fire marshal, giving all information so they can obtain approval in advance. Copies of all correspondence should be sent to the AWWA Exhibits Manager. Exhibitors must accept full responsibility for compliance with national, state, and city fire safety regulations.

D. Any sound tracks or spiels must be at a low volume in order that nearby exhibitors will not be bothered, and any form of attention-getting device or presentation must be terminated when crowds jam aisles or infringe upon another exhibitor's display.

E. No cementing, nailing, tacking, taping, or attaching of any material to any floor, walls, or columns will be permitted unless approved by the Exhibits Manager.

F. Exhibitor shall be allowed to distribute prizes, favors, buttons, etc. from their booth.

G. The use of exhibit space or any area in the exhibit hall for recruiting of personnel in any manner is prohibited.

H. The sale of goods and services by exhibitors will not be permitted in the exhibit hall during show hours.

(9) ARRANGEMENT OF EXHIBITS

A. The booth size and height of back wall and side rails are shown on the floor plan. A two-line sign will be provided and it may not extend above the back wall.

BUILT-UP EXHIBITS: No part of any display (except free-standing equipment) may be in excess of 8 ft in height and shall not extend from the back wall more than 1/3 the depth of the booth or 40 in., whichever is greater. The balance of the side walls shall not exceed 40 in. in height. Displays should be located so as not to obstruct other exhibitors. All exposed parts of displays and/or equipment must be finished or covered in a workman-like and neat manner so that they will not present an unsightly appearance when viewed from adjoining booths or aisles.

B. No carpeting, overhead roofs, or bridge-type structures, etc., will be permitted across aisles.

C. Mobile or trailer displays are permitted only in certain areas along the outside walls where height permits. AWWA permission must be obtained prior to employing this type of exhibit.

D. Island and peninsula displays require a minimum of 4 booths and prior approval of exhibit by AWWA. Island exhibits must remain accessible from all aisles. No solid wall cube construction is permitted; open construction is suggested.

E. Specifications for island, peninsula, or non-standard type exhibits must be approved by the AWWA Exposition Committee. A copy of such specifications must be furnished to and approved by AWWA prior to the space assignment date. After this date, requests for this type of exhibit space will be handled on a space-available basis.

F. Exhibitors shall limit raised floors or platforms for addressing visitors and/or demonstrating exhibits to 12 in. above the floor. No flashing lights or other distractions are permitted.

G. All exhibits must remain intact until Wednesday, June 13, 1984 at 5:00 p.m., and may not be dismantled or removed before that hour.

(10) **CONTRACTOR SERVICES**—Complete information, instructions and schedules or prices regarding shipping, drayage, labor for erection and dismantling, electrical, furniture, carpets, etc. will be included in the Exhibitors Service Kit to be forwarded from the official decorator after space has been confirmed. An exhibitors' service center will be maintained at all times to facilitate service requests for additional needs of exhibitors.

Outside service contractors, display houses, etc. shall notify the AWWA Meetings Manager thirty (30) days prior to the first move-in day of the exposition the approximate number of regular and/or supervisory employees that will be working in the exhibit area during the move-in and move-out periods and provide certificates of insurance for liability and workmen's compensation. All outside contractors will be asked to sign and agree to comply with the Exposition Rules and Regulations.

(11) **UNION LABOR**—Exhibitors are required to observe all union contracts in effect between the Show Management, Official Contractors, and various labor organizations represented.

(12) **INTERPRETATION AND ENFORCEMENT**—These regulations become part of the contract between the exhibitor and AWWA which has full power of interpretation and enforcement of these rules and may amend them at any time. All matters in question not covered by these regulations are subject to the decision of AWWA and all decisions so made shall be binding on all parties affected by them as by the original regulations. Exhibitors or their representatives who fail to observe these conditions of contract or who, in the opinion of AWWA, conduct themselves unethically, may be immediately dismissed from the exhibit without refund or other appeal.

(13) **CHANGE OF LOCATION OR CANCELLATION OF EXHIBITION**—Should for any reason the selected meeting place not be available for exhibiting or should other contingencies prevail which, in the opinion of AWWA, would prohibit or greatly limit attendance at the Conference, then AWWA has the right to cancel the exposition or move the exhibit locations to another facility or city at the discretion of the Board of Directors and shall not be liable for any expense incurred by reason thereof. In the event of cancellation of the exhibition, AWWA will refund to exhibitors all space charge paid by them.

FUNCTION PLANNING

Participants in the AWWA Exhibits program are reminded that all private functions, including hospitality suite functions, should not be scheduled in competition with the AWWA program or AWWA social and special events.



American Water Works Association | 6666 West Quincy Avenue | Denver, CO 80235 | 303 794-7711

Dear Annual Conference Exhibitor:

Once again, AWWA invites ACE '84 exhibitors to participate in the increasingly popular **Manufacturers' Forum**.

This is a non-selling opportunity for exhibitors to present new technologies, innovative uses of materials, cost saving ideas, short cuts, etc. to attendees at the Annual Conference.

Location/Arrangements

A meeting room has been assigned near the exhibit hall. The room will be set in theater style and equipped with table, lectern and microphone on a small raised platform. A standard audio-visual set-up, including 35 mm slide projector with remote control, screen and electric pointer will be in the room. An overhead projector or 16 mm sound movie projector will be made available upon request (see application form). Any other A/V equipment (i.e., VTR, tape player, etc.) must be provided by the presenters at their own expense.

Rooms will be monitored to insure A/V equipment functions properly, presentations are not "sales pitches" and schedule is maintained.

Cost

--There is no charge for making a presentation.

Rules

It's easy!

--Presentations are made by exhibiting firms, only.

--Applications must be accompanied by a typed abstract.

--Only one presentation per exhibiting firm.

How to

Again, it's easy!

--Complete the attached application form.

The times and dates for presentations are indicated on the application form. Please note your 1st, 2nd and 3rd choices on the form. We will attempt to schedule one of your preferences.

It is **very** important to provide the name and complete address of the individual making the presentation, particularly if that person is in a location other than the person submitting the application.

If you wish the title and time of your presentation to appear in the ACE '84 program we must receive your application by March 23, 1984 in order to meet our printing deadline.

Typical Presentation

A typical presentation could be a verbal description or demonstration supported by a slide presentation, followed by a brief question and answer period. **ALL PRESENTATIONS SHOULD BEGIN AND END ON TIME!** AWWA will monitor each presentation to assure that the time schedule and a non-selling approach is maintained.

Promotion

It is expected that audiences for these presentations will typically be fairly small in relation to the Technical Sessions. To encourage attendance, AWWA will promote the Manufacturers' Forum by:

1. **Signs**--listing session topic, firm name, time and date. Signs will be placed in locations throughout the Convention Center.
2. **Schedule of Forums**--will be printed in the AWWA JOURNAL and will also be available on-site.
3. **Announcements**--will be made at AWWA Technical sessions to encourage attendance.
4. **ACE '84 Program**--will be distributed to all attendees at registration counters.

See you in Dallas,

GARY E. ARNOLD
Meetings Manager

GEA/nw
Encls

Please return this application by April 10, 1984 to:

GARY E. ARNOLD, AWWA Meetings Manager
American Water Works Association
6666 W. Quincy Avenue
Denver, Colorado 80235
(303) 794-7711 ext. #51

1984 ACE

MANUFACTURERS' FORUM

Presentations will be given according to the following schedule:

MONDAY, JUNE 11, 1984

12:00 NN - 12:45 PM
1:00 PM - 1:45 PM
2:00 PM - 2:45 PM
3:00 PM - 3:45 PM
4:00 PM - 4:45 PM

TUESDAY, JUNE 12, 1984

9:00 AM - 9:45 AM
10:00 AM - 10:45 AM
11:00 AM - 11:45 AM
12:00 NN - 12:45 PM
1:00 PM - 1:45 PM
2:00 PM - 2:45 PM
3:00 PM - 3:45 PM
4:00 PM - 4:45 PM

WEDNESDAY, JUNE 13, 1984

9:00 AM - 9:45 AM
10:00 AM - 10:45 AM
11:00 AM - 11:45 AM
12:00 NN - 12:45 PM
1:00 PM - 1:45 PM
2:00 PM - 2:45 PM
3:00 PM - 3:45 PM
4:00 PM - 4:45 PM

FIRM _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

NAME OF PERSON GIVING PRESENTATION _____

TITLE _____

ADDRESS OF PRESENTER _____

(if different)

CITY _____ STATE _____ ZIP _____

PHONE() _____

TOPIC/TITLE OF PRESENTATION _____

(PLEASE ATTACH TYPED ABSTRACT)

AUDIO VISUAL REQUIREMENTS (Please describe) _____

PLEASE INDICATE TIME PREFERENCE BELOW:

	1st Choice	2nd Choice	3rd Choice
Day	_____	_____	_____
Time	_____	_____	_____

Reminder: March 23, 1984 is the last day we can submit the title of your presentation to the program printer.

CAPCO JEN 0020213