

Exhibitor Agreement

REGISTRATION: Exhibit space will be extremely limited. To reserve your space in the exhibit hall, please complete the enclosed form. We urge early registration.

BOOTH FEE:	20'x16' Booth - TRWA Associate Member	\$1,250	includes 4 name badges
	10'x16' Booth - TRWA Associate Member	\$950	includes 3 name badges
	10'x8 Booth - TRWA Associate Member	\$650	includes 2 name badges
	10'x8' Booth - Nonmember	\$1,050	includes 2 name badges

The fee includes one draped booth, one 6' draped table, two chairs, company identification sign and name badges (as indicated above). 20'x16' booths are numbers 311 and 411, 10'x16' booths are numbers 314 and 514. All other booths are 10'x8'. TRWA reserves the right to make modifications to the floor plan and booth assignments at any time. To view the exhibit space floor plan, please visit trwa.org.

EXHIBIT HOURS: Exhibits will be open to the delegates on Wednesday, March 14, from 5:00 p.m. to 6:00 p.m.; Thursday, March 15, from 7:00 a.m. to 5:00 p.m.; and Friday, March 16, from 7:00 a.m. to 10:30 a.m. Cash prize drawings will be held in the exhibit hall during each scheduled refreshment break.

EXHIBIT SETUP: Booths must be set up between 12:30 p.m. to 4:30 p.m. on Wednesday, March 14 in the Texas Ballroom at the Fort Worth Omni Hotel and booths must be staffed during the Welcome Reception on Wednesday evening from 5:00 p.m. to 6:00 p.m. Tear down may not begin before 10:30 a.m. on Friday, March 16, and must be completed by 1:00 p.m. that day. Parking to load and unload is extremely limited, and exhibitors will only be permitted to park while transporting items; please be prepared to quickly transport your materials.

WELCOME RECEPTION: The Welcome Reception will be held in the Exhibit Hall. All exhibitors are required to attend the Welcome Reception on Wednesday evening from 5:00 p.m. to 6:00 p.m. in the Texas Ballroom at the Fort Worth Omni Hotel.

BOOTH ASSIGNMENTS: Booth location will be assigned on a first-come, first-served basis, and no assignments will be made until **February 6, 2012**. To view the exhibit space floor plan, please visit trwa.org. You may indicate your preference on the attached form. All exhibitors will be notified of their assignment at that time. Priority booth location will be given to multiple booth exhibitors and those exhibitors contributing to the Welcome Reception on Wednesday evening and to break sponsors.

SPONSORSHIPS: TRWA is offering exclusive reception and break sponsorships to exhibitors. Refreshments will be available in the exhibit hall during the Welcome Reception on Wednesday evening and on Thursday and Friday for all registered Convention attendees. If you are interested in being a sponsor, indicate this on the registration form. For questions, please contact Nickie Morgan at (512) 472-8591 or nickie.morgan@trwa.org. Special recognition will be given to event sponsors.

CONVENTION ADMISSION: All persons working in booths must obtain a name badge for admission to the exhibit hall, business meetings, the general session, and the Welcome Reception. Additional badges are \$50 each. Optional event tickets must be purchased separately.

DOOR PRIZES: An exhibitor offering a door prize at a TRWA event must conduct the drawing in their own booth and post the name of the winner prominently in their booth no later than one hour prior to the closing of the exhibit hall. TRWA will not announce, post the name of the winner or contact/deliver prizes to the winner of these drawings.

CONFERENCE ATTENDANCE: An associate member, vendor or supplier not exhibiting at a TRWA event where exhibits are being held, will be required to register at the booth fee rate prior to receiving a name badge and being admitted to conference events. Admission will be provided only if a booth space is available for purchase. Any vendors or suppliers that are affiliated or visiting registered exhibitors will be required to register at the booth fee rate as well.

Exhibitors will be required to promote their products and services only within their respective booths.

An exhibitor is limited to no more than five representatives in a 10'x8' booth space or 10 representatives in a 10'x16' booth space.

Name changes will not be allowed after Wednesday, March 14.

LODGING: TRWA is no longer handling hotel reservations for conference attendees. For reservations, please contact the hotel before February 16, 2012 and mention Texas Rural Water Association to receive the group rate. The TRWA room block opens on December 26, 2011. There are a limited number of rooms at the TRWA rate, so make your room reservations as early as possible. Hotel accommodations are the responsibility of each attendee; conference registration does not secure your room. Should the room block become full before February 16, reservations will be accepted on rate/space availability. To book your room online, visit trwa.org.

CANCELLATION: Fees paid for exhibit space will be refunded only if notice of cancellation is received in writing on or before February 16, 2012. No refunds will be made after February 16, 2012.

DECORATOR SERVICES: There will be an extra charge for electrical outlets, additional tables, chairs, telephones, drayage and storage of materials shipped to the Convention site. The decorator will arrange these services with you in February prior to setup and will be on-site during setup to address any additional needs.

INFORMATION: The TRWA executive director and/or convention coordinator may enforce these and other policies deemed necessary to provide for an orderly event. An exhibitor may be shut down and/or banned from exhibiting at future TRWA events for failure to abide by TRWA policies.