



March 20, 2023

**RE: NYWEA & NEWEA JOINT SPRING TECHNICAL CONFERENCE AND EXHIBITION  
June 7-8, 2023  
EXHIBITION HOURS – WEDNESDAY 12:00 PM – 5:30 PM & THURSDAY 8:30 AM – 6:00 PM  
The Saratoga Hilton and City Center, 534 Broadway, Saratoga Springs, NY 12866**

Dear Exhibitor:

Please consider this an invitation to reserve exhibit space during the NYWEA & NEWEA Joint Spring Technical Conference and Exhibition on June 7-8, 2023 at the Saratoga Hilton and City Center, 534 Broadway, Saratoga Springs, NY. This meeting is expected to attract over 400 registrants including professional engineers, licensed operators, consulting engineers, public officials, educators, scientists, students and other professionals interested in the water environment industry.

The exhibit area will allow for the display of the latest products and services for the industry and your participation will enable registrants to become more aware of your products, services and equipment. It will also provide a forum to meet new professionals in the industry as well as maintain contact with past and present industry friends.

**Registration on-line at:** <https://site.phedloop.com/event/JointSpringMeeting/register#category>

If you require additional information, please contact Maureen Kozol at the NYWEA office at 315.422.7811 or NEWEA office at 781.939.0908. We look forward to seeing you at the 2023 NYWEA & NEWEA Joint Spring Technical Conference & Exhibition!

Sincerely,

William Nylic, NYWEA Conference Management Chair  
Paul Russell, NEWEA Exhibit Chair

cc: Patricia Cerro-Reehil, NYWEA Executive Director  
Donna Grudier, NYWEA President

Mary Barry, NEWEA Executive Director  
Robert Fischer, NEWEA President

Make your hotel reservation at the  
**Saratoga Hilton, Saratoga Springs, NY**

<https://book.passkey.com/gt/218548782?gtid=a0a60fc87102975940435269333da4a4>

# NYWEA & NEWEA JOINT SPRING TECHNICAL CONFERENCE & EXHIBITION

**JUNE 7-9, 2023**

*The Saratoga Hilton, 534 Broadway, Saratoga Springs, NY 12866*  
**WEDNESDAY 12:00 PM – 5:30 PM & THURSDAY 8:30 AM – 6:00 PM**

## **EXHIBIT TERMS**

### **LOCATION OF EXHIBITS:**

The exhibition will be held in the Saratoga Springs City Center that connects with the **Saratoga Hilton**.

### **EXHIBITOR REPRESENTATIVE ADMISSIONS:**

Registration permits one (1) person for each booth unit rented. Breakfast, lunch, breaks and Evening Receptions on Wednesday & Thursday reception are included with each booth registration. An exhibitor can bring an additional person to the booth for the price of \$125.

### **BOOTH EQUIPMENT AND SERVICE INFORMATION:**

**A (6) foot draped table, two chairs, and shared wastebasket are included. Electrical will be extra. Please bring an extension cord.** The exhibitor shall make payment for electrical service and any additional special electrical equipment directly to the hotel.

### **SHIPPING AND RECEIVING:**

When sending packages, the following information must be on the package:

1. Name of Sender, Company of Sender, Address and Phone Number of Sender
2. Group Arrival Date, Group Contact, Group Name
3. Total Number of Boxes (1 of 2, and so forth)

#### **Saratoga Springs City Center**

522 Broadway | Saratoga Springs, New York 12866

[Saratoga Springs Exhibitor Guidelines](#)

[Saratoga Springs Load-in and Load-out Map](#)

Call: 518-584-0027

### **INSTALLATION AND REMOVAL TIME:**

This is a **1 ½ day** Exhibition to be held Wednesday & Thursday, June 7 & 8, 2023. Exhibitors may set-up on Wednesday morning, June 7<sup>th</sup> after 10:00 am. **Exhibit displays must be in place by 12:00 pm on Wednesday, June 7<sup>th</sup>.** Dismantling may not begin before 6:00 pm on Thursday. All exhibits must be removed from the exhibit area by 10:00 pm. Materials not removed by this time will be removed and put into storage at the Exhibitor's expense. There is no space available for storage of empty cartons, crates, etc.

### **EXHIBIT HOURS:**

The exposition will be held in the Saratoga City Center with the following tentative schedule:

<b>Wednesday, June 7th</b>	<b>Thursday, June 8<sup>th</sup> 8:30 am – 6:00 pm</b>
10:00 am-12 pm - Exhibitor Set-Up	7:30 am – Buffet Breakfast
12:00 – 5:30 pm – Exhibit Hours	9:00 am – 3:30 pm Various Operations Challenge events will take place in the exhibit hall
Opening Session - 12:30 pm	10:00 – Coffee Break 11:00 am
Afternoon Break 2:30-3:30 pm	12:00 – Lunch 1:30 pm
<b>Welcome &amp; President's Reception 4:30-5:30 pm</b>	2:30 - Coffee Break 3:30 pm
	4:30 pm Reception & Operations Challenge Awards
	6:00 pm Exhibit Hall Closes

### **BOOTH ASSIGNMENT, COST AND CONFIRMATION:**

Exhibit spaces may be selected onsite on a first come, first served basis. **The cost for one booth is \$1,250.**

### **EXHIBIT HALL EVENTS:**

- Breakfast will be served from 7:30am to 9am.
- A Coffee break will be held in the afternoon on Wednesday, from 2:30-3:30; Thursday from 10:00 – 11:00 am and 2:30 – 3:30 pm.
- Lunch – a buffet lunch will be served in the exhibit hall on Thursday from 12:00 – 1:30 pm.

- **A reception will be held Thursday evening from 4:30 –6:00 pm, where the Operations Challenge and 5S awards will be giving out in the exhibit hall.** This event provides exhibitors with another great opportunity to network with meeting attendees. We request that all exhibitors keep their booths in place until 6:00 pm Thursday night.

**EXHIBIT FACILITY:**

The exhibitor assumes responsibility and liability for losses, damages and claims arising out of injury or damage to the Exhibitors' displays, equipment and other property brought upon the premises of the Saratoga Hilton and City Center hold harmless the Hotel, the City Center, NYWEA & NYWEA and their agents, servants and employees from any and all such losses, damages and claims.

There are no other agreements or warranty between the Exhibitor and NYWEA except as set forth in this document. The rights of NY-NEWEA under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of both organizations.

**SECURITY AND INSURANCE:**

NYWEA & NEWEA will NOT provide security service for this meeting. Exhibitors are solely and fully responsible for their own exhibit material and should insure their exhibit against loss or damage from any causes whatsoever. Valuables should not be left in the exhibit area. All property of the Exhibitor is understood to remain in its care, custody and control in transit to or from or within the confines of the Saratoga Hilton Hotel and the connecting City Center.

**CARE OF BUILDING AND EQUIPMENT:**

Exhibitors, or Agents, must not damage or deface the walls or floors of the building, the tabletops, or the equipment of the displays. When such damage appears, the Exhibitor is liable to the owner of the property so damaged. All materials used in decorations must be flameproof. Electric wiring must conform to Electric Code Safety Rules, all applicable fire laws, electrical codes and other laws, which affect the installation, conduct and disassembly of the exhibits. Combustible material or explosives are not permitted in the exhibit hall. The Exhibitor shall also comply with all reasonable requests of officials of the hotel with respect to installation, conduct and disassembly of its exhibit.

**SUSTAINABILITY – NYWEA & NEWEA's Sustainability Committee would like to see NYWEA conferences be more sustainable. To that end, exhibitors are strongly encouraged to give away non-plastic and sustainable tchotchkes.**

**CANCELLATION OF EVENT:**

In the event that it is necessary to cancel a portion of or all of the NYWEA & NEWEA 2023 Spring Technical Conference and/or the exhibits, due to any cause beyond the direct control of NYWEA & NEWEA including, but not limited to damage to or destruction of the convention and exhibit building, labor strikes, adverse weather conditions, the Exhibitor shall be reimbursed only for actual costs incurred by NYWEA & NEWEA.

**CANCELLATION OF REGISTRATION:**

In the event that an Exhibitor desires to cancel a reservation, NYWEA must receive a request for cancellation in writing and a refund will only be granted if NYWEA is able to fill the reserved booth with a replacement Exhibitor.

**EXHIBIT CONTACT PERSON:**

New York Water Environment Association  
Maureen Kozol  
mgk@nywea.org  
315-415-0280

New England Water Environment Association  
Janice Moran  
[Jmoran@nywea.org](mailto:Jmoran@nywea.org)

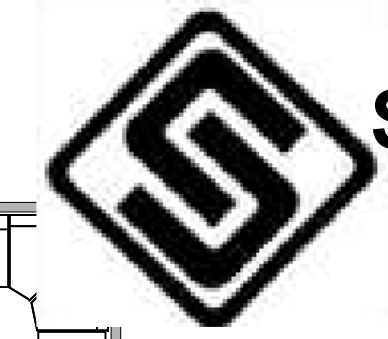
NORTH

LOADING DOCK  
MOVE-IN

MAPLE AVE  
FIRE  
EXIT

# #072 NY-NEWEA 2023

WEDGE ROOM



Saratoga Springs  
City Center

DRAWN BY SHELBY KING  
Friday, March 17, 2023  
FILE #

Operation  
Challenge  
Area  
81'x40'

28 vendor  
Tables  
18 rounds of 10

TO MEETING  
ROOM # 2

UP

FAMILY  
RESTRM.

WOMENS  
RESTROOM

WOMENS ROOM

MENS ROOM

HOTEL GALLERY

TO MEETING  
ROOM # 1

MENS  
RESTROOM

FIRE  
EXIT

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