

EXHIBITOR PROSPECTUS



New England Water Environment Association Presents

NEWEA 2018

Spring Meeting & Exhibit

June 3-6

Gurney's Newport Resort & Marina

Newport, Rhode Island



NEWEA SPRING MEETING & EXHIBIT

JUNE 3-6, 2018 - GURNEY'S RESORT, NEWPORT, RI



EXHIBIT TERMS

LOCATION OF EXHIBITS

The NEWEA Spring Meeting and Exhibition will be held at Gurney's Newport Resort & Marina, 1 Goat Island, Newport, RI 02840. Table top displays will be located around the perimeter of the room and hallway (refer to exhibit floor plan). NEWEA reserves the right to make such modifications and changes in table top display assignments as may be necessary to adjust the floor plan at any time to meet the needs of the exhibitors and registrants. Table top displays may be chosen by the exhibitor during set-up.

TABLE TOP DISPLAY EQUIPMENT AND SERVICE INFORMATION

Each table top display area rented will include: a 6-foot by 2-1/2 foot draped table, two chairs, and one (1) event registration, which includes all breaks and lunch. Badges will be required for admittance. Exhibitors will be responsible for any extension cords or power strips needed.

EXHIBIT SET UP & BREAKDOWN

Exhibitors may install on Sunday, June 3 between 12:00 - 4:00 PM or Monday, June 4 between 7:00 - 8:00 AM. Displays must be installed by 8:00 AM on Monday, June 4, 2018. Companies that are not set up prior to 8:00 AM will be allowed to set up **AFTER** the conclusion of the opening session and breakfast (9:15 AM). Dismantling may not begin before 5:15 PM on Tuesday, June 5, 2018. All exhibits must be removed from the Exhibit area by 6:30 PM on Tuesday, June 5, 2018. Material not removed by this time will be removed and put in storage at the Exhibitor's expense. There is no space available for storage of empty cartons, crates, etc.

EXHIBIT HOURS

The exhibition will be held on Monday, June 4, 2018 and Tuesday, June 5, 2018 at Gurney's Resort in accordance to the program hours.

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 Gurney's Resort. The Exhibitor shall indemnify and hold harmless the Gurney's Resort and NEWEA and their agents, servants and employees from any and all such losses, damages and claims. There is not another agreement or warranty between the Exhibitor and NEWEA except as set forth in this document. The rights of NEWEA under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of NEWEA.

SECURITY AND INSURANCE

NEWEA will have personnel at the conference registration area during hours when the exhibit area is open (June 4, 2018 from 7:30 AM - 7:30 PM and Tuesday, June 5, 2018 from 8:00 AM - 5:00 PM). The Exhibitor is solely and fully responsible for its own exhibit material and should insure its exhibit against loss or damage from any causes whatsoever. 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 facility.

CARE OF BUILDING AND EQUIPMENT

Exhibitors, or Agents, must not injure or deface the walls or floors of the building, the tables, or the equipment of the booths. When such damage appears, the Exhibitor is liable to the owner of the property so damaged. All materials used in exhibits must be flameproof. Combustible material or explosives are not permitted in the exhibit hall. All electrical wiring included in the display must conform to electrical code safety rules and all applicable fire laws, electrical codes and other laws, which are in effect at the exhibit hall. The Exhibitor shall also comply with all reasonable requests of officials of the Gurney's Resort with respect to installation, conduct and disassembly of its exhibit.

CANCELLATION OF EVENT

In the event that it is necessary to cancel a portion of or all of the meeting and/or the exhibits, due to any cause beyond the direct control of 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 direct costs not incurred by NEWEA.

CANCELLATION OF REGISTRATION

In the event that an Exhibitor desires to cancel a reservation, NEWEA must receive a request for cancellation in writing and a refund will only be granted if NEWEA is able to fill the reserved table top with a replacement Exhibitor. **Cancellations must be received in writing by Friday, May 18, 2018.**

SPONSORSHIP OPPORTUNITIES*

Sponsorships enhance your company's visibility and create greater awareness for your brand, products and/or services in the minds of the attendees. Sponsors will be listed in the final program agenda and recognized as a sponsor during the event. Visit <https://www.newea.org/participate/sponsorship-advertising-program/>

*This opportunity is for those not already participating in the annual sponsorship program.

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JUNE 3-6, 2018 - GURNEY'S RESORT, NEWPORT, RI

EXHIBIT SPACE REGISTRATION FORM & CONTRACT



_____	_____
Company Name	Representative
_____	_____
Address	Telephone
_____	_____
City, State, Zip	Email

TABLE TOP DISPLAY - Table top displays will be located around the perimeter of the main ballroom and foyer area and are based upon availability and on a first-come, first-served basis. Table tops will not be preassigned, rather exhibitors will be able to choose their location during set-up. Please note that the Association reserves the right to reassign space to meet the needs of the Association, attendees and exhibits.

COST/PAYMENT INFORMATION - Registration Deadline – Friday, May 18, 2018

Table top Display - includes one (1) registration _____ @ \$600.00 = \$ _____

Electricity _____ @ \$25.00 = \$ _____

Additional Exhibit Registration - **Full Mtg** _____ @ \$380.00 = \$ _____

Provide name: _____

Additional Exhibit Registration - **Day** _____ @ \$195.00 = \$ _____

Provide name: _____ Monday or Tuesday

Provide name: _____ Monday or Tuesday

Total \$ _____

METHOD OF PAYMENT

Check Enclosed Check # _____ \$ _____

Master Card/Visa/AMEX/Discover Amount to be charged \$ _____

_____	_____	_____	_____
Credit Card #	Exp. Date	Security Code	Authorized Signature

SIGNED: The exhibitor agrees to abide by all terms, conditions and regulations set forth in the "Exhibit Terms" (previous page). In the event that an exhibitor desires to cancel a reservation, a refund will only be granted if NEWEA is able to fill the reserved table top with a replacement Exhibitor. Cancellations must be submitted in writing by Friday, May 18, 2018.

Signature _____ Date _____

Return registration form and payment to:
New England Water Environment Association (NEWEA)
10 Tower Office Park, Suite 601, Woburn, MA 01801
Phone: 781-939-0908 / Fax: 781-939-0907 / [Register online](#)