

# EXHIBITOR & SPONSORSHIP INFORMATION



## 2020 Virtual Onsite Wastewater Mega-Conference November 16-18, 2020

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# WHY YOU SHOULD PARTICIPATE IN THE 2020 ONSITE WASTEWATER MEGA-CONFERENCE

## Strong Attendance Expected

The COVID-19 pandemic has forced the cancellation of scores of in-person training events around the country. This will likely be the last significant educational event in 2020 for getting continuing education credits. With more than 40 courses to select, most contractors should be able to find education which meets their needs. We are in the process of collecting approvals for continuing education units from more than 20 states which require them.

## Save Time and Money

The Mega-Conference has always been an economical way to reach multiple audiences, but without travel costs and extra staff time, it is an even bigger value!

## Reach a Local Audience

The Mega-Conference serves as the Annual Conference for our state partner VOWRA (Virginia Onsite Wastewater Recycling Association). We anticipate strong attendance from VOWRA members, as access to continuing education

has been greatly limited by the pandemic. Plus, there is a special expo rate for companies based in Virginia which only sell their products locally. (Companies which sell nationally or regionally are ineligible for this rate.)

## Get a Detailed List of Who Visited You

Every visitor to your virtual booth will be tracked and provided to you after the conclusion of the conference and again after the Virtual Expo closes for good on December 31, 2020, so you may follow up with them.

## Your Booth Will Keep Working for You

Conference attendees will have five hours of dedicated time during the conference for the Expo. However, they are welcome to visit at any time during the conference. **Plus, your booth will stay up on the conference website through the end of the year.** Attendees have access to all conference education through December 31, 2020, so they may visit your booth during that period

## MEGA-CONFERENCE EXPO DETAILS

### Expo Schedule

#### Show Hours

Monday, November 16		Wednesday, November 18	
9:00 am – 4:00 pm	Conference & Expo Open	9:00 am – 4:00 pm	Conference & Expo Open
11:30 am – 1:30 pm	Dedicated Expo Time	12:30 pm – 2:00 pm	Dedicated Expo Time
5:00 pm – 6:30 pm	Virtual Happy Hour		
Tuesday, November 17		November 19 -December 31	
9:00 am – 4:00 pm	Conference & Expo Open	Conference & Expo Open	
12:30 pm – 2:00 pm	Dedicated Expo Time		
5:00 pm – 6:30 pm	Virtual Happy Hour – Jeopardy!		

### Virtual Expo Space Fees & Details

Booths	National Companies	Local Exhibitors
Virtual Expo Booth	\$1,200	\$600
First two company representatives	No charge	No charge
Additional company representatives	\$195	\$195

**Want to register more than 5 people from your company? Significant discounts are available! Call Eric Casey @ 571-242-2571 for details**

**What's Included in your Expo Fee:**

- Virtual Expo booth with your branding, marketing materials and live interaction with attendees.
- Two complimentary registrations to all conference events. Additional staff can register for \$195 each.
- Company listing on the Conference Website.
- An advance list of conference registrants.
- A post-conference list of attendees to your booth.
- Companies which are not a Corporate Member of NOWRA will receive a Pewter-level Corporate Membership at no additional charge.

**NOWRA Corporate Member Discounts**

NOWRA Corporate Members receive substantial discounts on booth space and sponsorships. Refer to your outline of Corporate Member benefits or call NOWRA for a summary of discounts and benefits.

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**Local Exhibitors**

A limited number of discounted booths are available to companies which only do business in Virginia, and would typically exhibit at the VOWRA annual conference, but not a national conference. Examples would include precasters, insurance agencies, equipment rental companies, and certain distributors. Companies which sell regionally or nationally are not eligible for this rate. Distributors which are eligible for the Local Exhibitor rate may not have representatives from national companies in their booth

unless the national company has also taken a booth at the conference. Mega-Conference Expo management reserves the right to decline Local Exhibitor applications if, in management's opinion, they do not meet eligibility criteria for this exhibitor category. Management also reserves the right to close down virtual exhibits if it deems that the products displayed or the personnel working the booth do not meet exhibiting criteria.

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**Registration of company reps**

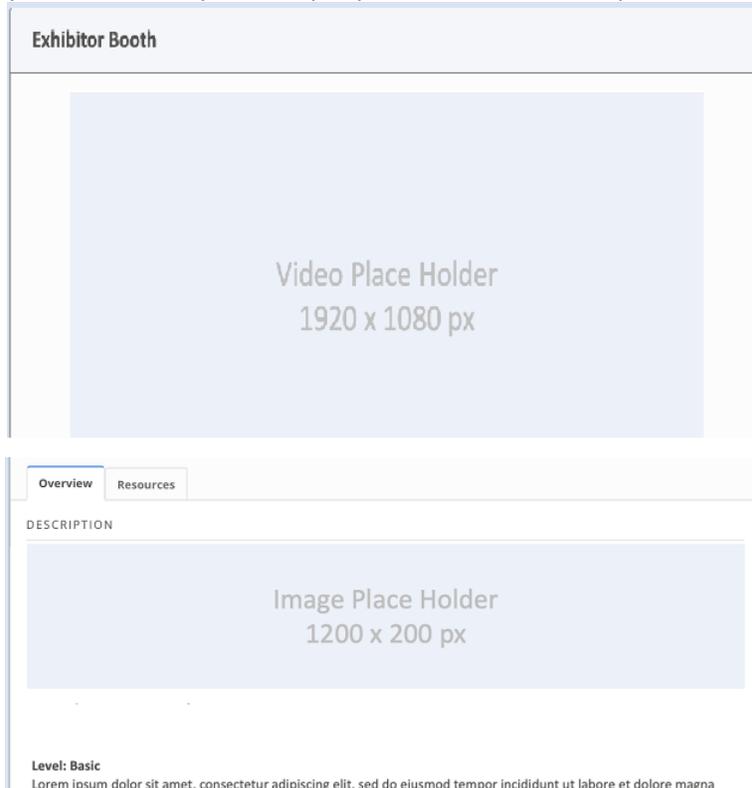
**All company representatives participating in the conference must be registered.** Company representatives who do not qualify for a comp registration may register for \$195 each. Sharing of registrations is strictly prohibited. Registration includes access to all conference events. If you have personnel who wish to attend the conference – even if they are not staffing your booth, you are welcome to register them as part of your booth staff. Want to register more than 5 people for the conference? Substantial discounts apply. Call Eric Casey at 571-242-2571 or email him at [wecasey@comcast.net](mailto:wecasey@comcast.net) for details.

**An application is not considered to have been received or accepted until full payment has been made.** Booth space will not be assigned until payment has been made. Exhibitors will receive confirmation from the NOWRA office. All booth payments must be made by November 9, 2020, for a company to be allowed to exhibit.

## HOW DOES A VIRTUAL EXPO WORK?

Obviously, a virtual expo is different from a live event, but is designed for the same reasons: Find new customers, meet with existing customers, introduce a new product.

The web page containing your booth gives you the option to display a video of up to 10 minutes in length at the top of your page, followed by a banner with your company artwork and a description of what you do.



Below that is your virtual booth, where you can place links to videos, product literature, appointment calendars, live chat, PowerPoint presentations, attendee giveaways and promotions, etc. Below the virtual booth are also links to the items you want to include. This gives the customer multiple ways of accessing your information.



**You won't need to worry about setting up your booth; we will do that for you.** You will just need to give us the materials you want to include. It doesn't get much easier!

# BE A CONFERENCE SPONSOR!

## Virtual Happy Hour Items

We will be sending the first 300 people who sign up for the conference a branded t-shirt, drink coasters, and a branded pint glass so that people attending the virtual Happy Hour have all the tools they need to enjoy a beverage of their choice! Sponsorships are available for the items below.

## Conference T-Shirt

We will be producing a conference t-shirt with the conference logo on the front and sponsors on the back. Pricing varies according to location on the t-shirt, and preference on logo location will be given to Corporate Members. Please note: if your preferred location is not available, we will contact you about how to proceed.



Small Boxes = \$250

## Drink Coasters

Three coasters are also available for sponsorship. The coasters are absorbent ceramic and will have a space for both the conference logo and for your logo. Please note that all logos are one-color. The cost to sponsor a branded coaster is \$500 plus production costs (estimated costs: \$750).



## Other sponsorships

### Conference Day Sponsorships

As a day sponsor, your logo will appear prominently throughout the day—on the agenda, and during each class. Plus, you can record a brief (30 seconds maximum) video (or PowerPoint) which every participant will see at the beginning of the day. The cost for any one day is \$1,000.

### Tuesday Happy Hour and Virtual Onsite Jeopardy!

A great branding opportunity...Your logo on the game screens...a chance to add your own questions...recognition from conference organizers. The cost for this event is \$750.



# 2020 Virtual Onsite Wastewater Mega-Conference Vendor Application & Contract



**November 16-18, 2020**

Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ Website \_\_\_\_\_

**Contact Details**

<i>Type of contact</i>	<i>Name</i>	<i>Phone</i>	<i>Email</i>
Pre-Conference			
During Conference			
Sales contact			

**Reserve Expo Space**

<b>Expo booth prices – National Exhibitors</b>	<b>Cost</b>	<b>Total</b>
<input type="checkbox"/> Virtual booth	\$1,200	\$ _____
<b><u>Local Exhibitors (see eligibility criteria)</u></b>		
<input type="checkbox"/> Virtual booth	\$600	\$ _____

**Reserve a Sponsorship\***

<b>Item/Event</b>	<b>Cost</b>	<b>Total</b>
<b>T-Shirt with logos*</b>		
<input type="checkbox"/> Top position	\$2,500	\$ _____
<input type="checkbox"/> 2 <sup>nd</sup> level position	\$1,500	\$ _____
<input type="checkbox"/> 3 <sup>rd</sup> level position	\$1,000	\$ _____
<input type="checkbox"/> 4 <sup>th</sup> level position	\$750	\$ _____
<input type="checkbox"/> 5 <sup>th</sup> level position	\$500	\$ _____
<input type="checkbox"/> 6 <sup>th</sup> level position	\$250	\$ _____

*\*Shirt position not guaranteed. We will contact you if your selection is unavailable.*

<b>Drink coasters</b>	\$750 + production costs	\$ _____
<b>Tuesday Happy Hour – Virtual Jeopardy!</b>	\$750	\$ _____
<b>Day sponsorship</b>		
<input type="checkbox"/> Monday, November 16	\$1,000	\$ _____
<input type="checkbox"/> Tuesday, November 17	\$1,000	\$ _____
<input type="checkbox"/> Wednesday, November 18	\$1,000	\$ _____
	<b>SUBTOTAL</b>	\$ _____

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**Register Your Company Representatives**

All people representing your company at the conference must be registered. Your first two registrants are complimentary; additional representatives can be registered for \$195 each. Note: if you are planning to register more than five people, substantial discounts are available. For details, call Eric Casey at 571-242-2571 or email [wecasey@comcast.net](mailto:wecasey@comcast.net).

Name	Email Address	Comp or Paid?	Total
		<input type="checkbox"/> Comp	\$ _____
		<input type="checkbox"/> Comp	\$ _____
		<input type="checkbox"/> Comp <input type="checkbox"/> \$195	\$ _____
		<input type="checkbox"/> Comp <input type="checkbox"/> \$195	\$ _____
		<input type="checkbox"/> Comp <input type="checkbox"/> \$195	\$ _____
<b>GRAND TOTAL</b>			<b>\$ _____</b>

**Company Description** (1,000 characters max; we reserve the right to edit for length, grammar)

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**Signature Required**

I authorize the 2020 Onsite Wastewater Mega-Conference to reserve exhibit space and/or other marketing opportunities for my company's use. I acknowledge and agree to comply with the Onsite Wastewater Mega-Conference Exposition Terms and Conditions.

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Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Payment Information**

Enclosed is a check payable to NOWRA, for \$ \_\_\_\_\_

Please charge my     VISA     MasterCard     Amex     Discover, in the amount of \$ \_\_\_\_\_

Card number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on card \_\_\_\_\_ Signature \_\_\_\_\_

Billing Address \_\_\_\_\_

Mail signed form with payment in full to: NOWRA, 2020 Onsite Wastewater Mega-Conference, 4601 Fairfax Dr., Suite 1200, Arlington, VA 22203. You may also fax to 703-997-5609, or email [wecasey@comcast.net](mailto:wecasey@comcast.net) Questions? Call 571-242-2571.

# 2020 Onsite Wastewater Mega-Conference Exposition Terms & Conditions\*

## **1. POLICY**

The National Onsite Wastewater Recycling Association (NOWRA) is the Lead Partner for the 2020 Onsite Wastewater Mega-Conference (hereinafter referred to as "Mega-Conference"), and the NOWRA Board of Directors is the ultimate authority responsible for the policies and procedures contained herein. Enforcement of policies and procedures are assigned to Mega-Conference Show Management (hereinafter referred to as "Show Management"). All businesses participating in the Mega-Conference must submit a Vendor Application and Contract. In signing this contract, the company/business agrees to comply with all the following procedures and terms & conditions within this document.

## **2. APPLICATION AND PARTICIPATION**

### **2.1 Procedures**

Application for booth space must be made on the printed form provided by the Show Management. The prospective exhibitor will provide the requested information on the Vendor Application & Contract, which must be signed by a person who has authority to act on behalf of the prospective exhibitor. Show Management reserves the absolute right to reject any such application for any reason.

### **2.2 Payment**

Full payment for booth space must be received with the signed contract either through credit card or business check. All checks are made payable to NOWRA. No application will be accepted without payment. Returned checks will be charged a \$100.00 fee and may be released from reservation without refund at the discretion of NOWRA's Secretary-Treasurer.

### **2.3 Non-Endorsement**

Acceptance of a booth space application in no way implies endorsement of the Exhibitor by NOWRA or by any Mega-Conference Partners. Accordingly, the Exhibitor agrees that it shall not state, suggest, or imply approval or endorsement by NOWRA or its Partners. Further, the Exhibitor agrees not to use NOWRA's name, logo or intellectual property nor use those of its Mega-Conference Partners in any other undertakings without the written consent and permission of NOWRA and/or its Partners.

### **2.4 Conference Cancellation or Relocation**

In the event of cancellation or relocation of the contracted conference due to circumstances within the Association's direct control, the liability of NOWRA will be limited to the refund of payment received for contracted exhibit space. In the event the Association has no control over the cancellation or relocation of any conference, the Association will have no liability of any kind but may in its discretion refund any fees paid by the exhibitor.

### **2.5 Exhibitor Cancellation**

Should the exhibitor be unable to occupy and use the exhibit space contracted for, and notifies the Association in writing by the deadline stated within the meeting brochure, all fees paid by the exhibitor, less processing fee, will be refunded. No refund of any fees after stated deadline, unless authorized by the Secretary-Treasurer.

### **2.6 Default Occupancy**

Any business or exhibitor failing to occupy the space contracted with NOWRA is not relieved of the obligation to pay for such space at the full rental price. NOWRA will have the right to use the vacant space as it sees fit if exhibitor material is not loaded onto the virtual exhibit booth by November 9, 2020.

### **2.7 Insurance**

In all cases, exhibitors wishing to insure their goods must do so at their own expense.

### **2.8 Personnel**

All booth personnel must be registered for the conference. No exceptions.

## **3. USE OF BOOTH SPACE**

### **3.1. Re-Assignment of Booth Space**

No exhibitor or business shall assign, sublet, or apportion the whole or part of its allotted exhibit space. The space contracted for is to be used solely for the exhibitor whose name appears on the contract.

## **4. EXHIBITOR ACTIVITIES**

### **4.1 Conduct**

Vendors and their personnel are to treat all convention attendees, and staff involved with the convention in a professional and courteous manner. Argumentative and disruptive behavior is unacceptable and will not be tolerated.

### **4.2 Booth Occupancy**

A vendor's booth(s) shall be occupied at all times when the exhibit hall is open.

## **5. GENERAL EXPOSITION POLICIES**

All companies/businesses participating in the Mega-Conference must agree to abide with the general procedures established for the conduct of a successful event and program.

### **5.1 Access to Exposition**

Show Management has the authority to grant or restrict access to all individuals who desire to participate in the exposition.

## **6. AGREEMENT TO TERMS AND CONDITIONS**

Each company/business or exhibitor, for himself and his employees and agents, agrees to abide by these conditions, and that it is understood and agreed that the sole control of management of the conference/tradeshow exposition rests on the National Onsite Wastewater Recycling Association, represented by Show Management.

## **7. VIOLATIONS OF PROCEDURES AND CONDITIONS**

Any of the following actions by an exhibitor shall constitute a violation of the conditions of the Vendor Application & Contract.

- a. Use of a display of equipment, products or services which varies in any significant way from the description on the Application.
- b. Failure to follow procedures prescribed in sections 1 through 6.

## **8. LIABILITY**

8.1 NOWRA undertakes no duty to exercise care, nor does it assume any responsibility, for the protection and safety of the exhibitor, his/her officials, agents or employees, or for the protection of the property of the exhibitor or his/her representatives, or of property used in connection with the exhibit. Any security protection exercised by the Association shall be deemed purely gratuitous on its part and shall in no way be construed to make it liable for any loss or inconvenience suffered by the exhibitor.

8.2 The exhibitor agrees to indemnify and hold NOWRA and its agents harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activities of the exhibitor or any of his representatives or from the display or use of property of the exhibitor.

8.3 The Exhibitor is solely liable for the operation of all displays and agrees to indemnify and hold NOWRA, its officers, directors, volunteers, employees, Mega-Conference partners, guests, invitees, and agents harmless from any and all claims of liability arising out of Exhibitor's exhibit, demonstrations and the like.

8.4 NOWRA shall not be liable for any failure to deliver space to an exhibitor or for the loss of allotted space of an exhibitor, who has contracted for exhibit space under the terms of this agreement, if non-delivery is due to any one of the following causes: failure of online expo platform, internet connectivity issues, a cyberattack affecting the exhibitor, show management personnel or the online expo platform, or any act of God; acts of a public enemy; strikes; the authority of the law; or any cause beyond its control.

## **9. ENFORCEMENT OF POLICY AND PROCEDURES**

Enforcement of this agreement will occur through Mega-Conference Show Management, in consultation with the NOWRA Board of Directors and conference partners.

**\*As NOWRA is serving as the managing partner for the Exposition, the Mega-Conference Partners in the 2020 Onsite Wastewater Mega-Conference agree that NOWRA's policies will govern the exposition.**