



**EXHIBITOR REGISTRATION PACKET**

**2017  
MANAGEMENT & TECHNICAL CONFERENCE**

**OCTOBER 18-19, 2017**

**GOLDEN NUGGET  
HURON AVENUE & BRIGANTINE BLVD.  
ATLANTIC CITY, NJ 08401**



# **Exhibitor Information Packet**

## **About New Jersey Water Association**

*The New Jersey Water Association (NJWA) is a statewide, non-profit professional association of water and wastewater service providers. The Association specializes in providing training and assistance to both member and non-member water and wastewater systems alike.*

*NJWA has an extensive training program of half-day and one-day sessions. Seminars are conducted at locations throughout New Jersey for the convenience of participants. Seminars are performance based. NJWA trainings cover a wide variety of subjects pertaining to the technical, managerial and financial skills necessary for efficient system operation.*

### **For More Information**

*The NJWA website address is [www.njwater.org](http://www.njwater.org). This site contains information about NJWA membership, governance, activities and events. Complete information on the Annual Conference is also available on the website.*

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#### **NJWA MISSION STATEMENT**

*“To enable our water and wastewater membership to safeguard the health of their users by providing leadership and professional services.”*

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### **Why Exhibit?**

*Our conference is an excellent opportunity to present your products and services directly to the people who make purchasing decisions, network with agency representatives, local leaders, system managers and operators. You will be able to increase your awareness of regulatory and legislative drinking water issues by attending your choice of training sessions. You may also step up your visibility and presence by volunteering to instruct, or through the many corporate sponsorships that are available. Information for presenting and sponsorships is Included in the packet. Of course, we hope you consider becoming involved in the Association by becoming a member.*



## ***Exhibitor Registration Information***



### ***Attendance Profile***

*Our 2016 Conference was a great success. We had over 350 in attendance which included licensed operators, managers, lawmakers, regulators, board members and industry representatives.*

### ***Exhibitor Profile***



*NJWA Conference Exhibitors are public and private corporations, Federal and State Agencies, and assistance providers to the water and wastewater community. The focus of our exhibits is on compliance and treatment technologies, utility equipment and professional services. We also welcome exhibitors that provide information on rule compliance, educational programs, funding sources and data management services.*

### ***Instructor Profile***



*The New Jersey Water Association Annual Management and Technical Conference is a premier training forum for water and wastewater industry operators, managers and decision makers in the State of New Jersey. The Association invites professional presentations on all suitable topics related to the industry. If you would like to present at this year's conference, the information and application form is attached.*

Water/Wastewater Professionals



[www.NJWATER.org](http://www.NJWATER.org)

# **Exhibitor Registration Information**



## **Hotel Information**

*The 2017 NJWA Management and Technical Conference is being held at the Golden Nugget in Atlantic City located at Huron Avenue and Brigantine Boulevard, Atlantic City, NJ 08401.*

*NJWA has reserved a block of rooms at the rate of \$69.00 per night. To receive this rate we recommend that you make your reservation as soon as possible.*

**To make reservation via phone, please call: 1-800-777-8477  
Please specify that you are attending the New Jersey Water Association Conference and use Groupe Code ANJW17.**

## **Hotel Parking**

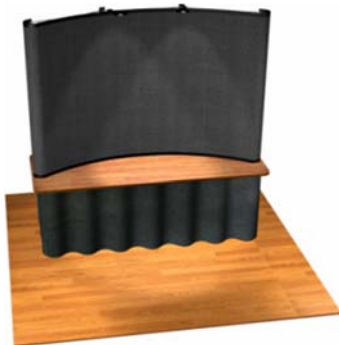
*The hotel provides Valet Parking and Self-Parking*

## **Exhibit Hall Space**

*Registration will include the following for one (1) Representative:*

- ...Table Top Six (6) foot skirted table with chairs*
- ...Electric Outlet*
- ...Seating for all Meals and Events*
- ...Listing in Conference Program*
- ...Copy of Final Registration List*

**Registration Fees: NJWA Members—\$525.00      Non-Members—\$1200.00**  
*Additional Representative Fees: \$150.00 each*



## **Exhibit Booth Number Assignments**

*Exhibit booth space will be assigned on a first-come, first-served basis.*

## **Exhibit Hall Setup and Teardown**

*The Exhibit Hall will be available for setup at 3:00 pm on Tuesday October 17, 2017. The Hall opens 6:30 am on Wednesday October 18, 2017. Take down of exhibit tables will be from 1:00 pm to 4:00 pm on Thursday October 19, 2017*

## **Shipping**

*The hotel is not equipped to handle the shipment of drayage items individually. Exhibit items need to be shipped directly through a drayage company.*

## **Insurance**

*An exhibitor shall carry its own insurance. NJWA and Golden Nugget Atlantic City assume no responsibility for the safety of the properties of the exhibitor, its officers, agents, or employees from theft, damages by fire, accident, or any other cause whatsoever, and the exhibitor expressly agrees to save and hold harmless NJWA, Golden Nugget Atlantic City and their respective management, agents, and employees from injuries or damage to exhibitor, its agents, employees, persons, and/or properties in connection with the exhibitor's use of the exhibit space.*

## **Awards Luncheon**

*The NJWA Annual Awards Luncheon will be held on Wednesday October 18, 2017. Your registration fee includes a seat at the luncheon.*

## **Cancellation Policy**

*There will be NO refunds after September 15, 2017.*

*If you have any questions or concerns, you may reach us through our office at 609.242.7111 or via email: [info@njwater.org](mailto:info@njwater.org)*

***Thank you and hope to see you there!***





## **INFORMATION & GUIDELINES FOR PRESENTORS**

### **General Guidelines**

The New Jersey Water Association Annual Technical Conference is the premier training forum for water and wastewater industry operators, managers and decision makers in the State. The Association invites professional presentations on all suitable topics related to the industry. Class descriptions, instructor biographies and contact information will be printed in the Conference Program. Eligible classes will be assigned New Jersey Technical Contact Hours (TCH) Operator Certification Credits. Most classes are scheduled for 30-60 minutes. Instructors should be prepared to begin their class on time and fill the entire block allotted. Questions from the attendees are encouraged, and typically fill at least 10 minutes of time. NJWATER reserves the right to accept or reject any proposed class or instructor.

### **Class Title**

The title for your presentation should be a concise, straightforward description of the primary content of the class. Avoid long or complex class titles.

### **Class Description**

The class description will be printed in the conference program, and should give attendees an overview of the major topics of your class. Descriptions should be between 75 – 100 words, longer descriptions may be submitted, but will be edited due to space constraints. Electronic submissions are preferred. Please email your description to [info@njwater.org](mailto:info@njwater.org)

### **Instructor Biography**

The instructor biography will be printed in the conference program, and will be used to introduce you as a presenter before your class. The biography should give attendees an overview of your relevant experience. Biographies should be between 75 – 100 words. Longer biographies may be submitted but will be edited due to space constraints. Electronic submissions are preferred. Please email your description to [info@njwater.org](mailto:info@njwater.org)

### **Handouts / Materials**

If you choose to provide materials, you should plan to make 35 – 50 copies. Conference attendees are free to select the classes they wish, so actual attendance may be more or less. If you have more participants than materials, you may pass around a sign-up sheet and NJWATER will mail or post copies of your materials after the conference.

### **Class Procedure**

Your classroom will be set up according to the audiovisual requirements you indicate on the Instructor Information Form. All classrooms have a projection screen and a wired clip-on microphone. You may elect to not use the microphone, but unless you have a strong speaking voice, conference participants will prefer that you use the sound system. Your presentation will be introduced by a conference host, likely a NJWATER staff member. This person will also pass around a class sign-in sheet, and evaluation forms. Please remind participants to fill out evaluation forms at the end. Any questions or requests regarding certification credits should be referred to the technical assistant.



2017 Annual Management & Technical Conference  
October 18-19, 2017  
Golden Nugget, Atlantic City, NJ

## “CALL” FOR PRESENTATIONS APPLICATION

**Please type or print application.** All presentations must be generic and cannot directly promote a particular company and/or product. Corporate logo on slides and presentation materials is permitted. Submitting a subject proposal does not guarantee assignment.

**Check which category best describes your presentation:**

\_\_\_\_\_ Water Treatment Plant Operations      \_\_\_\_\_ New Technologies  
\_\_\_\_\_ Wastewater Treatment Plant Operations      \_\_\_\_\_ Utility System Management

PRESENTATION TITLE: \_\_\_\_\_

PRESENTER NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

Briefly describe the topic to be covered: \_\_\_\_\_

\_\_\_\_\_

Learning Objective: \_\_\_\_\_

\_\_\_\_\_

The amount of time needed for you presentation: \_\_\_ 30 min \_\_\_ 45 min \_\_\_ 1 hour

Will you have handouts for this presentation? \_\_\_ Yes \_\_\_ No

Please return this form via mail or fax to:

New Jersey Water Association  
54 Main Street  
Waretown, NJ 08758  
Phone: 609-242-7111 Fax: 609-242-7112  
Email: [officemanager@njwater.org](mailto:officemanager@njwater.org)



54 Main Street, Waretown, NJ 08758 Phone: 609.242.7111 / Fax: 609.242.7112 Email: [info@njwater.org](mailto:info@njwater.org) / Website: [www.njwater.org](http://www.njwater.org)

### 2017 Associate Membership Form

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Company Website: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_ Primary Contact Phone: \_\_\_\_\_

#### List Additional Representative(s) from Your Company to Receive NJWA Mailings / Notifications

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*To Add Additional Company Representatives – Please copy form and complete this section*

Lists Products / Services That Your Company Provides: \_\_\_\_\_

#### Annual Associate Membership Dues \$400.00 (Includes All Company Employees)

Make Check Payable to:  New Jersey Water Association 54 Main Street Waretown, NJ 08758	Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Discover
	Card #: _____ Expiration Date: _____ CID#: _____
	Name on Card: _____ Cardholder Signature: _____
	Card Billing Address: _____

**THANK YOU FOR YOUR SUPPORT!**



# NJWA Annual Management & Technical Conference

at the Golden Nugget, Atlantic City, NJ – October 18-19, 2017

## EXHIBITOR REGISTRATION APPLICATION

**Exhibit Space:** Table Top – Six (6) Foot Skirted Table with Chairs and Electric  
(If you require anything additional, please contact our office)

**Registration Includes:** Tabletop Exhibit Space, Exhibitor's Social Hour & All Meals for **One (1) Representative**

**Set Up:** Set up will begin at 3:00 pm on Tuesday, October 17, 2017.

**Hotel Reservations:** Room Block at the Golden Nugget (**Group Code ANJW17**) reserved at the rate of \$69.00 per room/per night. **Reservation # 1-800-777-8477** – please remember to mention NJ Water Association and Group Code when making reservations.

**Registration Rates:** NJWA Member: \$550.00 Non Member: \$1200.00

**Additional Representatives:** \$150.00 – Includes Exhibitor's Social Hour & All Meals for Both Days

**Sponsorships:** (see attached sponsorship form for complete details)

**Exhibitor Social Hour** – Wednesday, October 18, 2017 5:30 – 7:30 pm - \$175.00

**Breakfast Sponsor:** \$225.00 (each day) **Lunch Sponsor:** \$350.00 (each day)

*(Please include Sponsorship Form with your registration)*

### **PLEASE PRINT CLEARLY – INFORMATION WILL BE USED FOR PROGRAM LISTING & BADGES:**

Representative: (Name & Title) \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Representative (1): \_\_\_\_\_ (Name & Title)

Additional Representative (2): \_\_\_\_\_ (Name & Title)

Additional Representative (3): \_\_\_\_\_ (Name & Title)

### **Payment Method:**

**Check:** Payable to New Jersey Water Association **Mail to:** 54 Main Street, Waretown, NJ 08758

**Credit Card:** Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ AMEX \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_ **CID#** \_\_\_\_\_  
(3 digit # on back of card)

**Card #:** \_\_\_\_\_ **Name on Card:** \_\_\_\_\_

**Cardholder's Signature:** \_\_\_\_\_ **Amount to be Charged:** \_\_\_\_\_

**Card Billing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

\*Registration and Credit Card Payments can also be made online via our website: [www.njwater.org](http://www.njwater.org)

# **PRIZE DONATION AND EVENT SPONSORSHIP FORM**

*Prize donations and event sponsorships will be posted on signage displayed during the event, acknowledgement in conference program, recognition in post conference coverage on our website and our magazine.*

*Types of prizes will be at the discretion of the donor. However, NJWA reserves the right to review all submissions.*

Prize Sponsored / Donated by (Firm): \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Prize Description: \_\_\_\_\_

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## **Conference Sponsorships: Unlimited Availability**

*(All sponsorship fees are in addition to registration fees)*

### **Meal Sponsorships**

\_\_\_\_\_ Breakfast – 10/18 – \$225.00

\_\_\_\_\_ Luncheon – 10/18 - \$350.00

\_\_\_\_\_ Breakfast – 10/19 - \$225.00

\_\_\_\_\_ Luncheon – 10/19 - \$350.00

### **Vendor Social Hour Sponsorship -**

\_\_\_\_\_ Meet & Greet– 10/18 – \$175.00



## CONFERENCE SPONSORSHIP INFO

Consider becoming more involved with the Association and our membership by being a conference or event sponsor. Conference sponsors receive many benefits for their support, including recognition in the conference program and at conference events. If you are interested in becoming a conference or event sponsor, please fill out the attached sponsorship and prize donation form, or call NJWA at 609-242-7111 for more information.

**\*All sponsorship fees are in addition to registration fees\***

### **Vendor Social Hour Sponsor – 10/18 - \$175.00 - Unlimited Availability**

Sponsorship Signage at Event  
Recognition in Conference Program Listing

### **Breakfast Sponsor – 10/18 or 10/19 - \$225.00 each day - Unlimited Availability**

Half-Page Ad in Conference Program  
Signage on Tables for Sponsored Meal  
Recognition in Program Listing  
Recognition in Post Conference Highlights (website & magazine)

### **Luncheon Sponsor – 10/18 or 10/19 - \$350.00 each day – Unlimited Availability**

**Includes additional exhibit:** Table Top (six) 6 foot skirted table with chairs  
& One (1) Additional Representative  
Full Page Ad in Conference Program  
Signage on Tables for Sponsored Meal  
Recognition in Program Listing  
Recognition in Post Conference Highlights (website and magazine)

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## ADVERTISEMENT SPECIFICATIONS

- **PREFERRED:** Press-ready PDF with all fonts embedded. PDFs must be made using high- quality or press-quality settings. Images must be 300dpi or greater.
- Flattened Adobe Photoshop .PSD or Illustrator .PDF or .EPS with all fonts outlined  
Do not submit Ad layouts in Microsoft Word, Excel, PowerPoint, Publisher, PageMaker or Free- hand files.

### **AD SIZES:**

All dimensions are given in inches, width by height. Please keep Live matter ½” from Trim edge top, bottom, and sides.

Full Page: 8.5 x 11 Trim, 7.5 x 10 Live

Half Page HORIZONTAL: 8.5 x 5.5 Trim, 7.5 x 4.5 Live

Quarter Page VERTICAL: 4.25 X 5.5 Trim, 3.25 x 4.5 Live

**DEADLINE FOR SPONSORSHIP FORMS & ADVERTISEMENTS AUGUST 31, 2017**

