

# New England Water Well Association

## Annual Conference & Tradeshow Terms and Conditions

1. **APPLICATION AND ELIGIBILITY:** It is understood that NEWWA reserves the right to reject a request for booth space subject to prior commitments and the right to assign booths at its discretion. NEWWA further reserves the right to decline and prohibit exhibits not approved by them. All aisle space in the exhibit hall belongs to NEWWA.

2. **EXHIBITOR IDENTIFICATION (BADGES):** Included in the cost of the booth rental are up to (2) exhibitor badges for booths and (3) name badges for Rig Spaces. Additional badges are \$20 each. Name badges will not be mailed prior to the show. They will be available for pick up in the trade center during booth set up day.

3. **EXHIBIT HALL HOURS/STAFFING OF BOOTHS:** Exhibit booths must be staffed during exhibit hall hours. Exhibitor badges are required for entrance into the Exhibit Hall.

4. The tentative schedule for the annual trade show is as follows:  
**THURSDAY**

12:00pm Rig set up. All rigs need to be onsite and ready to move in at 12:00pm. All trucks need to be cleaned prior to this time.

**FRIDAY**

10:00a.m.-3:00p.m. educational workshops (will be held in hotel meeting room)

4:00p.m.-6:00p.m. exhibit hall opens in Convention Center (Exhibitors may enter 20 minutes before attendees)

6:30p.m. Family Social (food provided by NEWWA & cash bar in hotel)

**SATURDAY**

8:00a.m.-12:00p.m. Educational classes will take place in hotel meeting room.

8:00a.m.-2:00p.m. Exhibit hall opens in Convention Center

\* A final schedule will be forwarded 6-8 weeks prior to show.

5. **INSTALLATION OF BOOTHS:** Installation hours for exhibits are Friday, 8:00am 2:00pm. **ALL EXHIBITS MUST BE SET BY 2:00PM. NO EXCEPTIONS.**

6. **FAILURE TO OCCUPY:** Any space not occupied by 2:00pm, Friday, shall be forfeited by the Exhibitor and space may be resold, reassigned, or used by NEWWA or exhibit staff, without refund, unless a request for delayed occupancy has received prior approval.

7. **DISMANTLING OF EXHIBITS AND EXITING TRUCKS:** No exhibitor may dismantle prior to the close of the show at 2:00 p.m. on Saturday. Dismantling prior to the close of the show will jeopardize your ability to contract space for the following year. All drivers for the rigs need to be onsite at by 2:00pm on Saturday to be ready to move out trucks.

8. **NOISE CONTROL:** Exhibitors are prohibited from playing of music or any excessive noise at their booths that may disrupt other exhibit booths and/or participants attending the show. Show Management reserves the right to request noise levels to be reduced.

9. **RIG REGULATIONS:** Fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 10 gal of fuel, whichever is less. At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped. Vehicles shall not be started or moved during exhibit hours.

10. **BOOTHS AND FURNISHINGS, EQUIPMENT AND SERVICES:** All indoor exhibit booths are 10X8; indoor and outdoor equipment display spaces are 40X20. Indoor exhibit booths come complete with carpeting, pipe & drape surrounds, signage, two chairs, one display table (if selected) and two exhibitor identification badges (indoor/outdoor equipment displays receive three).

11. **EXHIBITOR HANDLING MATERIALS:** Exhibitors are welcome to transport and carry in their own materials without charge, providing delivery does not take place in advance of set-up date. Exhibitors may use the convention Centers drayage and advanced shipment services for a fee. Such delivery shall be marked as follows:

Capital Convention Contractors  
c/o New England Water Well Association  
35 Lyman Street  
Northborough, MA 01532  
(877) 335-3700

12. **ELECTRICAL & ADDITIONAL EXHIBITOR SERVICES:** Electrical needs shall be ordered through the Convention Center directly.

13. **CONTROLLING ACCESS DIMENSIONS:** Door dimensions 16 wide and 14 high. Contact Convention Center for information.

14. **SUBLETTING BOOTH SPACE:** Exhibitor may not assign, sublet, or apportion all or any part of contracted booth space, nor may exhibitor permit the display, promotion, sales or marketing of non-exhibitor products or services.

15. **EXHIBITOR SOLICITATION:** No exhibitor advertising, personal solicitation or material distribution will be permitted to extend beyond the booth space reserved. In addition only organizations renting booths may distribute literature. NEWWA reserves the right to remove or eliminate any objectionable exhibits, person(s), advertising, souvenirs, or any other feature of action which might harm or impair the high standards of the New England Water Well Association and the Trade Center.

16. **DIRECTIONS:** Exit 24b off Interstate 495. Hotel is 1 mile on right.

17. **NO ALCOHOL** to be provided by exhibitors in the Trade Center nor obtaining a CASH bar either from Hotel during show weekend.