



EXHIBITOR REGISTRATION PACKET

2018  
Management & Technical Conference

October 17-18, 2018

Golden Nugget  
Huron Avenue & Brigantine Blvd.  
Atlantic City, NJ 08401



Designed by TownMapsUSA.com

# **Exhibitor Information Packet**

## **About the New Jersey Water Association**

*The New Jersey Water Association (NJWA) is a statewide, non-profit association of water and wastewater service providers. We work with, and provide education for, operators, managers, engineers and all others who are responsible for the production and delivery of safe drinking water, and the collection and proper treatment of wastewater throughout the state.*

*Our extensive training program provides half-day and one-day seminars that are conveniently located for water professional throughout New Jersey. We cover a wide variety of subjects that focus on the technical, managerial and financial knowledge and skills necessary for efficient system management and 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 2018 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 with the NJ Water Association?**

*Our 2018 conference will provide excellent opportunities for you to present your products and services directly to the people who use them and who make purchasing decisions.*

*In addition, the NJWA conference provides opportunities to:*

- *Network with agency representatives, system managers and operators*
- *Attend regulatory training sessions which will help you anticipate future industry needs*
- *Increase your prominence and demonstrate your expertise by instructing*
- *Enhance your brand exposure by becoming a Gold Sponsor, or by sponsoring one or more of our conference events.*

***If your company is not already a member of the NJWA, we encourage you to join!***



## **Exhibitor Registration Information**



### **Attendance Profile**

*Our 2017 Conference was a great success. We had over 350 in attendance, which included licensed operators, managers, regulators, board members and industry representatives.*

### **Exhibitor Profile**



*We welcome all exhibitors. Typically, NJWA conference exhibitors are representatives of public and private corporations, and Federal and State agencies. Our exhibitors sell water and wastewater equipment and supplies, and provide professional services related engineering, utility management, data management, legal services and funding.*

### **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. We invite professional presentations on all industry-related topics. To request an opportunity to present, simply fill out and submit the Call for Presentations application below.*

Water/Wastewater Professionals



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

## **Exhibitor Registration Information**



### **Hotel Information**

*The 2018 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 \$71.00 per night (not including tax & resort fees). To receive this rate, we recommend that you make your reservation as soon as possible.*

**To make your reservation via phone, please call: 1-800-777-8477.**  
*Please specify that you are attending the New Jersey Water Association Conference and use **Group Code ANJW18**.*

### **Hotel Parking**

*The hotel provides valet parking and self-parking*

### **Exhibit Hall Space**

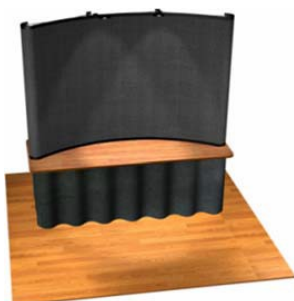
**Standard Registration will include the following for one (1) representative:**

- ... (1) 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—\$600.00 - Non-Members—\$1200.00**

*Additional representative fees: \$200.00 each*

**Second Table with one (1) additional representative can be purchased at the rate of - \$450.00**



### **Exhibit Booth Number Assignments**

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

## **Exhibit Hall Setup and Teardown**

*The Exhibit Hall will be available for setup at 3:00 pm on Tuesday October 16, 2018. The Hall opens 6:30 am on Wednesday October 17, 2018. Most tables are unreserved.*

*Gold sponsors will have the reserved tables of their choice.*

*Teardown of exhibit tables will be from 1:00 pm to 3:00 pm on Thursday October 18, 2018.*

## **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 17, 2018.*

*Your registration fee includes a seat at the luncheon.*

## **Cancellation Policy**

*There will be NO refunds after September 15, 2018.*

*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! We hope to see you there!***





## **INFORMATION & GUIDELINES FOR PRESENTERS**

### **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. 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 required. 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 when we introduce you. 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 required. Please email your biography 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 microphone. 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 a NJ Water representative employee.





2018 Annual Management & Technical Conference  
October 17-18, 2018  
Golden Nugget, Atlantic City, NJ

## CALL FOR PRESENTATIONS APPLICATION

**Please type or print application.** *Presentations 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 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 requested for your presentation:  30 min  45 min  1 hour

Will you have handouts for this presentation?  Yes  No

Electronic Submissions preferred. Please return this form to:

[officemanager@njwater.org](mailto:officemanager@njwater.org)

New Jersey Water Association  
505 US Highway 9  
Lanoka Harbor, NJ 08734-2236  
Phone: 609-242-7111 Fax: 609-242-7112



505 US Highway 9, Lanoka Harbor, NJ 08734-2236 / Phone: 609.242.7111 / Fax: 609.242.7112 /Email: [info@njwater.org](mailto:info@njwater.org) /Website: [www.njwater.org](http://www.njwater.org)

**Join the NJWA. Register your business as an Associate Member for 2018!**

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:** \_\_\_\_\_

**Make your firm a member: Annual Associate Membership dues \$400.00**

Make Check Payable to:

New Jersey Water  
Association  
505 US Highway 9  
Lanoka Harbor, NJ 08734

Credit Card: \_\_\_ Visa \_\_\_ Mastercard \_\_\_ American Express \_\_\_ Discover

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CID#: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_



# NJWA Annual Management & Technical Conference

at the Golden Nugget, Atlantic City, NJ – October 17-18, 2018

## EXHIBITOR REGISTRATION APPLICATION

**Exhibit Space: One (1)**– 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 16, 2018.

**Hotel Reservations:** Room Block at the Golden Nugget reserved at the rate of \$71.00 per room/per night (not including tax and resort fees). **Reservation # 1-800-777-8477** – *please remember to mention NJ Water Association and Group Code (Group Code ANJW18) when making reservations.*

**Exhibitor Registration Rates:** NJWA Member: \$600.00 - Non-Member: \$1200.00

**Additional Representatives:** \$200.00 – Includes Exhibitor’s Social Hour & All Meals for Both Days

**Second Table** with one (1) additional representative can be purchased at the rate of \$450.00.

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

*(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:** 505 US Highway 9, Lanoka Harbor, NJ 08734

**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)**

# CONFERENCE SPONSORSHIPS

## GOLD

### CONFERENCE SPONSORSHIP INFO

Consider becoming more involved with the Association and our membership by being a conference sponsor, or an 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 / or prize donation form, or call NJWA at 609-242-7111 for more information.

#### **GOLD SPONSORSHIPS - \$2000.00 – Limited Availability**

**Gold Sponsorships** highlight you and your organization's commitment to the New Jersey Water Association's members and mission throughout the conference

- ✓ Two (2) tables and admittance for two (2) representatives from your organization
- ✓ Up to two (2) additional representatives at the rate of \$150.00 each
- ✓ Up to two (2) additional tables at the rate of \$275.00 each
- ✓ Table reservations (your table locations of choice will be reserved for you)
- ✓ Inclusion of your corporate logo on a conference gift given to each participant (i.e., a reuseable bag, notepad, hat, flashlight, etc).
- ✓ 11 x 17 stand-up Gold Sponsorship poster card for use on your tabletop
- ✓ Full page advertisement in the conference program
- ✓ Inclusion on every meal sponsorship sign.
- ✓ Individual mention of Gold Sponsorship at each morning session
- ✓ Website/Twitter/Facebook recognition as a Gold Sponsor of the conference

#### **\_\_\_ GOLD Sponsorship**

**(Please include this form with registration)**

# **ADDITIONAL SPONSORSHIPS AVAILABLE**

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

**Vendor Social Hour Sponsor – 10/17 - \$400.00 -Limited Availability**

*Sponsorship Signage at Event*

*Recognition on event specific signage and post conference highlights*

**Breakfast Sponsor – 10/17 or 10/18 - \$300.00 each day - Unlimited Availability**

*Half page advertisement in conference program*

*Recognition on event specific signage and post conference highlights*

**Luncheon Sponsor – 10/17 or 10/18 - \$375.00 each day –Unlimited Availability**

*Full page advertisement in conference program*

*Recognition on event specific signage and post conference highlights*

**Conference Sponsorships:      *Unlimited Availability***

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

**Meal Sponsorships**

\_\_\_\_\_ Breakfast – 10/17 – \$300.00

\_\_\_\_\_ Luncheon – 10/17 - \$375.00

\_\_\_\_\_ Breakfast – 10/18 - \$300.00

\_\_\_\_\_ Luncheon – 10/18 - \$375.00

**Vendor Social Hour Sponsorship -**

\_\_\_\_\_ Meet & Greet– 10/17 – \$400.00 (Limited)



# **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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## **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 1/2" 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