



**2024**  
**Annual Management & Technical**  
**Conference**

**October 23-24, 2024**

**Golden Nugget Hotel & Casino**  
**Huron Avenue & Brigantine Blvd**  
**Atlantic City, NJ 08401**

**EXHIBITOR INFORMATION PACKET**



609.242.7111



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



## **Exhibitor Information**

### **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 2024 Annual Conference is also available on the website.*

### **Why Exhibit with the NJ Water Association?**

*Our 2024 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.***



## **Exhibitor Information**



### **Attendance Profile**

*Our 2023 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 businesses, and Federal and State agencies. Our exhibitors sell water and wastewater equipment and supplies, and provide professional services related to engineering, utility management, data management, legal services, laboratory 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.*

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



### **NJWA MISSION STATEMENT:**

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



## **INFORMATION & GUIDELINES FOR PRESENTERS**

### **General Guidelines**

The New Jersey Water Association Annual Technical Conference is a premier training forum for water and wastewater industry operators, managers and decision makers. The Association invites professional presentations on all suitable topics related to the industry. Class descriptions and speaker names will be printed in the Conference Program. Eligible classes will be assigned to New Jersey Training Contact Hours (TCHs). 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 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, please consult with us regarding the number of copies. Conference attendees are free to select the classes they wish, so actual attendance may be.

### **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. 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 employee.



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## CALL FOR PRESENTATIONS APPLICATION

**Please type or print the application.** *Presentations cannot directly promote a company and/or product. Corporate logoon slides and presentation materials is permitted. Submitting a subject proposal does not guarantee assignment.*

**Check which categories best describe your presentation:**

\_\_\_\_\_ Drinking Water Related

\_\_\_\_\_ Technology

\_\_\_\_\_ Wastewater Related

\_\_\_\_\_ 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

## **Exhibitor Registration Information**

### **Hotel Information**



*The 2024 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 \$75.00 per night. **(not including 13.625% tax & \$30 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 – select Option 2.**

*Please specify that you are attending the New Jersey Water Association Conference and use **Group Code ANJW24.** (Room Block closes 10/7/2024)*

### **Hotel Parking**

*The hotel provides valet parking and self-parking*

### **Exhibit Hall Space**

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

- *Six (6) foot skirted table with two chairs*
- *Electric outlet*
- *Seating for all meals and events*
- *Listing in Conference Program*
- *Copy of final registration list*

#### **Registration Fees:**

**NJWA Members—\$950.00**

**Non-Members—\$1700.00**

**Additional representative \$335.00 each**

*Second Table with one (1) additional representative can be purchased at the rate of - \$700.00*

### **Exhibit Booth Number Assignments**

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

## **Exhibit Hall Set Up and Teardown**

*The Exhibit Hall will be available for setup at 3:00 pm on Tuesday October 22, 2024.  
The Hall opens at 6:30 am on Wednesday October 23, 2024. Most tables are unreserved.*

**Gold sponsors will have first choice of booth selection.**

*Breakdown of exhibit tables will be from 1:00 pm to 3:00 pm on Thursday October 24, 2024.*

*No breakdowns will be allowed before lunch on Thursday, October 24, 2024.*

## **Load In / Load Out**

*Convention Service Staff will be available to assist exhibitors in bringing materials from their car to the exhibit hall. This must be done through the loading dock area and not the front entrance.*

*Golden Nugget requests anyone needing assistance to call and let Convention Services know the day and time of your arrival, along with type of materials to be unloaded, in order to have the right number of staff and equipment to transport to the exhibit hall.*

*Convention Services: 609.441.8351*

## **Shipping**

*All items being shipped to the Golden Nugget need to be delivered no more than three (3) days prior to the start of the conference. Address items to:*

**Address Packages:** Golden Nugget – Atlantic City  
Huron Avenue & Brigantine Boulevard  
Atlantic City, NJ 08401

**Include:** Attn: Convention Service Department  
NJ Water Association Conference – October 22-23, 2024  
(Your Contact Name and Company)

**Oversized or excessive shipments will require a drayage company.  
Please call Golden Nugget Convention Services at 609.441.8351 for information.**

## **Insurance**

*An exhibitor shall carry their 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.*

*The Exhibit Hall will be locked each evening.*

## **Awards Luncheon**

*The NJWA Annual Awards Luncheon will be held on Wednesday October 24, 2024.*

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

## **Cancellation Policy**

*There will be no refunds after September 30, 2024*

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





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**Golden Nugget, Atlantic City**

**Lodging Information**  
 Golden Nugget Hotel & Casino  
 1.800.777.8477  
**\$75 per night - (not incl 13.625% tax & \$30 resort fee)**  
**Cutoff date for rate 10/07/2024**  
**Use Group Code ANJW24 to receive special rate**

**EXHIBITOR / SPONSORSHIP REGISTRATION FORM**

**CONTACT INFORMATION**

Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Products/Services: \_\_\_\_\_

**EXHIBIT BOOTH INFORMATION - REPRESENTATIVE NAMES FOR BADGES**

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

EXHIBIT BOOTH OPTIONS			SPONSORSHIP OPPORTUNITIES		
Registration includes: One (1) 6 ft skirted table with chairs & electric, Meals & Social Hour for one (1) representative. <b>Registrations do not include Associate Membership</b>			Select one or multiple - Details for each sponsorship can be found inside packet.		
	QTY			QTY	
NJWA Member Booth	\$950		Meal Sponsorship – unlimited	\$400	
NJWA Non-Member Booth	\$1700		Vendor Social Sponsorship – unlimited	\$300	
Second Table Request	\$700		Pen Sponsorship – One (1) – First Come Basis	-	
Additional Reps – Member & Non-Member Rate – <b>Each x # -</b>	\$335		Lanyard Sponsorship – One (1) – First Come Basis	-	
Associate Membership	\$600				

**PREMIUM SPONSORSHIP PACKAGES**

**Premium sponsorship packages do not include Associate Membership. Membership must be current in order to purchase Premium Sponsorship Packages. Reach out to our office if unsure your membership is current.**

	QTY
<b>Gold Package:</b> Two (2) Exhibit tables & two (2) reps; First choice booth selection; Company name & logo on Conference Shirt; sponsorship sign at booth; social media; full page ad in program; listing on NJWA website with logo and link to your website; recognition in NJWA magazine	\$2500
<b>Silver Package:</b> One (1) Exhibit table & two (2) reps; Company name & logo on conference giveaway; special recognition throughout the conference; half page ad in program; listing on NJWA website; sponsor sign at booth; recognition in NJWA magazine (may purchase 2 <sup>nd</sup> table & additional reps @ rates above)	\$2000
<b>Bronze Package:</b> One (1) Exhibit table & one (1) rep; ¼ page ad in program; sponsor sign at booth; recognition in NJWA magazine (may purchase 2 <sup>nd</sup> table & additional reps @ rates above)	\$1600
<b>Associate Membership - add</b>	\$600

**Payment Methods:**

Check: \_\_\_ (payable to NJWA) or Credit Card: Visa \_\_\_ MC \_\_\_ AMEX \_\_\_ Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CID#: \_\_\_\_\_ (3 or 4 digit code) Billing Zip Code: \_\_\_\_\_ **Email for Receipt:** \_\_\_\_\_

**Name on Card:** (Please print clearly): \_\_\_\_\_ **Billing Address for Card:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Total To be Charged: \$** \_\_\_\_\_ **Check Enclosed:** \_\_\_\_\_

Mail/Fax/Email completed form and payment to: NJWA 505 US Highway 9, Lanoka Harbor, NJ 08734

Phone: 609.242.7111 / Fax: 609.242.7112 / Email: [officemanager@njwater.org](mailto:officemanager@njwater.org)

Registration is also available through our website: [www.njwater.org](http://www.njwater.org)



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**PREMIUM SPONSORSHIP PACKAGES**

PACKAGE BENEFITS	GOLD - Limited to 6 \$2500.00	SILVER \$2000.00	BRONZE \$1600.00
Two (2) Exhibit tables & two (2) representatives	√		
One (1) Exhibit table & two (2) representatives		√	
One (1) Exhibit table & one (1) representative			√
First choice of booth space	√		
Company name & logo on conference shirt	√		
Company name on conference giveaway	√	√	√
Special recognition throughout conference	√	√	√
Sponsorship sign at exhibit booth	√	√	√
Social media	√		
Color advertisement in conference program	Full Page	Half Page	Quarter Page
Listing on NJWA website as sponsor with your logo & link to your website	√		
Listed on NJWA website as sponsor		√	√
Recognition in post conference media and NJWA magazine	√	√	√
Technical article or advertisement in post conference issue of NJWA magazine	√		

## SPONSORSHIP & ADVERTISEMENT REQUIREMENTS

### Advertisement Specifications:

**Preferred:** Press-ready PDF with all fonts embedded. PDF's must be made using high-quality or press quality settings. Images must be 300 dpi or greater. Flattened Adobe Photoshop .PSD or Illustrator .PDF or .EPS with all fonts outlined or .AI

***Do not submit Ad layouts in Word, Excel, PowerPoint or Publisher.***

**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:** 5.5 x 8.5

**Half Page:** 5.5 x 4.25

**Quarter Page:** 2.25 x 2.75

