



**American Water Works Association Hawai'i Section
Hawai'i Water Environment Association**

2019 Pacific Water Conference | February 20-21, 2019
Hawai'i Convention Center | Honolulu, Hawai'i

Pūpūkahi I Mālama 'Ia Ke Kumuwai o Hawai'i
Working Together for Hawaii's Water Resources

Dear Exhibitor,

The Hawaii Water Environment Association and the AWWA Hawaii Section are pleased to invite you to the 6th annual joint conference. The 2019 conference will be held at the Hawaii Convention Center. The exhibit hours are Wednesday, February 20th (8:00 a.m. to 6:30 p.m.) and Thursday, February 21st (8:00 a.m. to 2:00 p.m.). Show set-up will be Tuesday, February 19th (3:00 p.m. – 5:30 p.m.)

The exposition will be in the exhibit halls on the ground floor of the Hawaii Convention Center. We are offering 10' x 10' booth spaces as well as Rolling Stock spaces. We have contracted with ICS to handle specifics for exhibiting and the overall conference.

2019 Host Hotel – Ala Moana Hotel

Deadlines for submitting your online registration and payment is:

Early Registration: Begins October 1, 2018 – Booth @...\$ 1,000.00

Regular Registration: Begins January 1, 2019 – Booth @...\$ 1,200.00

Late Registration: Begins January 31, 2019 – Booth @...\$ 1,400.00

(Or until we are “Sold Out”)

As in the past, booth spaces are assigned on a “First Come...First Served” basis. This means a “Paid For” exhibit space. We do not accept reservations. Please note, although we have a deadline, this show will sell out quickly, so please submit your application and payment quickly.

As you continue with the registration process, please take notice of changes that we have made:

1. Wednesday and Thursday lunch tickets are not included in exhibit space. May be purchased separately.
2. Banquet tickets are not included in exhibit space. May be purchased separately.
3. Hosted Vendor Reception is included.
4. Vendors may supply a door prize for the raffle giveaways during breaks, luncheons, and banquet.



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Booth Space Registration Forms, Booth Personnel Registration Forms, Sponsorship Form, and Payment Forms will be submitted online.

Sincerely,
Pacific Water Conference Exhibit Committee

Any questions or concerns, please contact:

Jeremy Gagne
E-Mail: jeremygagne@moconpacific.com
808-763-7431 (8:00 a.m. to 5:00 p.m. Hawaii Time)

Rich Hopkins
E-Mail: rich@htpinc.com
925-209-7966 (8:00 a.m. to 5:00 p.m. Pacific Time)



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Exhibiting Information:

Dates/Hours:

Set up/Move in:	Tuesday	Feb 19, 2019	3:00 p.m. to 5:30 p.m.
	Wednesday	Feb 20, 2019	7:00 a.m. to 8:00 a.m.
Exhibits Open	Wednesday	Feb 20, 2019	8:00 a.m. to 6:30 p.m.
Exhibits Open	Thursday	Feb 21, 2019	8:00 a.m. to 2:00 p.m.
Move Out	Thursday	Feb 21, 2019	2:00 p.m. to 5:00 p.m.

****** NO EARLY TEARDOWN WITHOUT PRIOR APPROVAL ******

Booth Information:

Pipe and drapes are used to define the exhibit booth sizes and aisles. Each booth will include:

- 6-foot skirted table
- Two chairs
- Wastebasket
- Two complimentary exhibitor badges.
- One ID sign in booth.
- Two complimentary parking passes for each booth.
- Four drink tickets per booth for the Exhibitor-Hosted Reception.

Standard Booth:

The size of each booth is 10' wide by 10' deep.



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FOR REFERENCE ONLY:

Booth Personnel Registration:

Company Name: _____

Name: _____ Company: _____

Title: _____ Complimentary

Name: _____ Company: _____

Title: _____ Complimentary

Name: _____ Company: _____

Title: _____ Additional Charge

Name: _____ Company: _____

Title: _____ Additional Charge

All booth personnel MUST be registered. Badges must be worn for admittance to exhibit hall.

No guest or spouse badges will be allowed for exhibitors.

***** This page will be submitted Online*****



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Rules and Regulations:

This annual exposition is managed and owned by the Pacific Water Conference (herein after, PWC).

1. **Eligibility** – Any company manufacturing products for or providing services to the drinking water and wastewater industry.
2. **Complimentary Registration For Exhibitor Personnel** – Two booth registrations will be provided with the purchase of each 10' x 10' booth. Additional registrations for exhibit personnel may be purchased; however, distributor and spouse registration is not complimentary.
3. **Assignment of Space** – Complete "Application for Exhibit Space" contract online. No application will be processed nor space assigned without payment in full. Once the payment is accepted by PWC, the stated rules and regulation apply. All applications will be date stamped upon receipt at the exhibits chair office. This application is the only means by which space may be reserved. PWC reserves the right to accept, defer and reject the application. Assignments are made upon receipt.

PWC reserves the right to assign or reassign booth space so that the arrangement of the Exposition is in the best interest of the attendees and exhibitors.

Special consideration of location is given to groups requesting more than three booth spaces to facilitate flow of attendees.

4. **Exhibit space** – PWC reserves the right to limit the amount of space assigned if necessary, to take care of all applications on hand.
5. **Payment for Exhibit Space** – A check or credit card number, expiration date and security code for the full booth rental amount must be provided with online registration
6. **Move Out Procedures** – No early move out. This year we will be patrolling the floor, and if you move out early, we reserve the right to decline your registration to exhibit for future conference.

A \$50.00 Charge for early move out will be charged. All money will be used for the scholarship fund.



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7. **Cancellation and Withdrawal** – Cancellation by Exhibitor of space application will result in the following if the cancellation notice is received by PWC:
- A. Before December 1, 2018 prospective exhibitor will receive full refund of monies paid minus a \$25.00 administrative fee, if cancelling.
 - B. Before January 1, 2019, 25% of the total amount will be refunded to the exhibitor.
 - C. After January 1, 2019 no refunds will be made. Within 30 days space cannot be negotiated with venues for changes. Unoccupied space after the opening of the conference is at the discretion of PWC and may be reassigned.

EXHIBIT HALL LOCATION:

Hawai'i Convention Center
1801 Kalākaua Avenue
Honolulu, HI 96815

HOST HOTEL LOCATION:

Ala Moana Hotel
410 Atkinson Drive
Honolulu, HI 96814

HOW TO RESERVE EXHIBIT SPACE:

Please visit www.pacificwaterconference.com to register and submit online payment for your exhibit space or you may register online and pay by check:

Make check payable to:

HWEA

Mail check payable to:

Pacific Water Conference
C/O Brown and Caldwell – Emily Dong
737 Bishop Street, Ste. 3000
Honolulu, HI 96813



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NOTE: Applications received after January 9, 2019 may not be listed in the on-site program due to layout and printing deadlines. No application will be processed nor space assigned without payment in full. Once the application is accepted by PWC, all above rules and regulations apply. All applications will be date stamped upon receipt at the exhibits chair office. This application is the only means by which space may be reserved. Assignments are made on a first come first served basis in order of date received.