

2018 Tri-Association Conference

August 28-31, 2018

Roland E. Powell Convention Center
Ocean City, Maryland

Exhibitor Prospectus

*Learn * Network * Enjoy*



The Tri-Association Conference Committee is pleased to release our 2018 Exhibitor Prospectus.

All exhibit spaces will once again be located together in the largest hall that the Ocean City Convention Center has to offer!

We will host a number of events in the exhibit hall, including Lunch on Wednesday, the Silent Auction, Operations Challenge, continental breakfasts, as well as morning and afternoon breaks.



Booth Size and Cost

Standard booths being sold are 10' x 10'. Booths are categorized and priced as follows, and a detailed layout of the hall is shown on page 4:

Platinum:	\$1,350
Gold:	\$1,240
Silver:	\$1,140

10' x 10' booths will include complementary registration for two (2) exhibit hall attendees in 2018. Exhibitors will have the option to purchase up to two (2) additional Exhibitor Badges at \$100 each. Please note that these registrations do NOT include tickets to conference special events, such as the 5K Fun Run, Seacrets Fun Night, and Association Business Luncheons. Tickets to these events, as well as registrations for additional attendees, can be purchased through our online registration system.

All 10' x 10' booths include one 6-foot table, 2 chairs, and one trash can. Standard 500-watt electrical service will also be provided. Carpeting, higher amperage electric service, and additional furniture will be available for rental from the Ocean City Convention Center (OCCC) after June 1, 2018. Information regarding OCCC direct sales and services will be forwarded to registered exhibitors at a later time. All exhibitors will receive an electronic listing of registered attendees prior to the start of the conference.

Following the success of last year, 2018 booths were sold in advance, on-site during the 2017 TriCon.

These advance sales are reflected in the Exhibit Hall layout, shown on page 4.

We will again “pre-sell” booths for the 2019 TriCon during the conference this year to active exhibitors.

More information on reserving your booth for 2019 will be provided at the conference.

Equipment Demonstration Areas – Outside for 2018!

As shown in our Exhibit Hall layout, we have ten (10) Equipment Demonstration Areas (booths 1a-10a). These spaces are located outside of the exhibit hall, in the North Parking Lot, shown in our layout on the next page. The spaces are comprised of two standard parking spaces, side-by-side, and will be subject to the elements, so please plan accordingly!

The following rules apply to these limited spaces:

1. Spaces can only be secured with the purchase of a 10' x 10' booth
2. Spaces cost \$250 and will be available on a first-come-first-serve basis
3. No attendee registrations are included with these spaces
4. Space can be used ONLY for large equipment

Spaces will be numbers and marked when you arrive. You can contact Eric Held directly at EricHeld@comcast.net to coordinate any special requirements for these outdoor spaces.

All Equipment Demonstration Area reservations will be subject to confirmation by our Exhibits Committee. **No refunds will be given due to inability to display or operate exhibitor equipment!**

How to Reserve Your Booth

Registration will open on March 2, 2018 at 11:00am, EST.

Booths will be sold online only, first-come first-serve, and only credit card payments will be accepted. To reserve your booth, follow the steps below:

1. Go to the 2018 TriCon website: www.ChesapeakeTricon.org
2. Select the **“Exhibitors”** page
3. Link to the online system, and follow the instructions

Before you login, make sure you have identified your preferred booth choice, as well as a backup, in case your first choice is taken. Be sure to save your password so that you can get back into the system, to update attendees later, if needed.

Also, our interactive exhibit hall sales map allows all exhibitors to add their logo, a description of their services, and web link. Be sure to have these items ready to go to expedite your checkout.

Booths must be reserved prior to June 1, 2018, in order to guarantee inclusion in our conference brochure.

Questions regarding your reservation can be directed to info@ChesapeakeTricon.org, or to Eric Held at EricHeld@comcast.net.

Exhibit Hall Hours

For 2018, the exhibit hall will be open during the following times:

Tuesday, August 28 th	Move-In: 8:00 AM – 8:00 PM
Wednesday, August 29 th	Exhibit Hall Open: 7:30 AM – 6:00 PM
Thursday, August 30 st	Exhibit Hall Open: 7:00 AM – Noon Move out: 12:00 PM – 3:00 PM

Times are preliminary, and subject to change.

Conference Highlights

Golf – New for 2018 – 12:00 noon tee-time! The 2018 Tri-Association Conference Golf Outing will be held on Tuesday, August 28, 2018 at the beautiful and challenging Ocean City Golf Club located ten minutes from downtown Ocean City in Berlin, Maryland. The Captain's Choice outing format will have a 12:00 PM shotgun start (check-in begins at 11:00 AM).

Silent Auction Benefitting Engineers Without Borders – Last year, our Silent Auction raised over \$1,500 to Engineers Without Borders. This year, we are counting on you to notch it up! Donate what you can – whether tickets to a sporting event or show; a basket of cheer, or other clever gift idea. No matter what, this annual event gets attendees into the exhibit hall, and bidding on a great cause. 2018's Silent Auction will once again benefit a local student chapter of EWB.

5K Fun Run – Strrrrrretch!!! And enjoy this sunrise favorite of our conference attendees! Register for the Fun Run separately through our online system starting in June – all proceeds benefit Water For People, who bring safe drinking water and sanitation to many who are less fortunate.

Seacrets Fun Night – The Wednesday night dinner at Seacrets has gotten a reputation – for being one of the best networking events in the region! Last year, nearly 600 conference attendees and their guests enjoyed the food, fun, and camaraderie of this relaxing dinner event. Don't miss out! As an exhibitor, you will need to purchase your tickets separately after they go on sale this summer. On-site Seacrets tickets are only available on Tuesday, August 28.

Awards Reception – Stick around Thursday evening, and mingle with our Associations' rock stars! Enjoy open bar and light fare as we recognize the super achievers in our organizations.

Sponsorships – Sponsorships can be purchased online again in 2018, and there are many levels to choose from! Sponsoring an event is a great way to get your name in front of hundreds of conference attendees!

More information on these and other great features of 2018 TriCon will be posted to our website:
www.ChesapeakeTricon.org.

Hotel Information

The Conference Committee has negotiated blocks of rooms at 19 Ocean City Hotels for the 2018 Tri-Association Conference. Conference rates are available Monday, August 27 through Thursday, August 30, 2018 (Friday checkout). Room blocks at each hotel are limited and most room blocks close July 27, 2018, so make your reservations early to get your choice of hotel. In some cases, rooms may be available at less than the Conference rate. To obtain the Conference rate, you must call the hotel directly and ask for the "Tri-Association Conference" rate. Many of the hotels have offered reduced rates before and/or after the Conference but you must ask them specifically for this reduced rate.

Hotel & Location	Miles to Convention Center	Room Type	Conference Rates	Hotel Phone Number & Website
Atlantic Oceanfront Inn 46th Street	0.7	H	\$190-\$275	800-641-0011, http://carouselhotel.com
Best Western OC Hotel & Suites 55th Street	1.0	H, S	\$125 (hotel); \$145 (suite)	443-664-4001; 866-664-4004; www.bestwesternocsuites.com ;
Bonita Beach Hotel 82nd Street	2.6	H	\$185-\$215	800-641-0011, http://carouselhotel.com
Carousel Oceanfront Hotel and Condos 117th Street	4.2	H, C	\$185-\$295	800-641-0011, http://carouselhotel.com
Clarion Resort Fontainebleau Hotel 101 st Street	3.4	H,C	\$150-\$180 (hotel); \$190-345 (condo)	410-524-3535; 800-638-2100 www.clarionoc.com
Coastal Palms Inn & Suites 121st Street	4.4	H, S	\$160-\$180	800-641-0011, http://carouselhotel.com
Comfort Inn Gold Coast 112th Street	4.1	H	\$149	410-524-3000 www.comfortgoldcoast.com
Crystal Beach Oceanfront Hotel 25th Street	1.4	H	\$195-\$250	800-641-0011, http://carouselhotel.com
Doubletree Oceanfront 33 rd Street	0.8	S	\$239	410-289-1234 www.qibeachfront.com
Dunes Manor Hotel 28th Street	1.0	H	\$219	410-289-1100; 800-523-2888 www.dunesmanor.com
Dunes Boardwalk Suites 2716 Atlantic Avenue	0.9	S	\$199	410-289-1100; 800-523-2888
Grand Hotel 21st Street	1.4	E	\$136-\$166	410-289-6191; 800-447-6779 www.grandhoteloceancity.com
Harrison Hall Hotel Boardwalk 1409 Atlantic Ave	2.1	H	\$99	410-289-6222 www.ocmdhotels.com/harrisonhall.com
Holiday Inn Oceanfront Hotel 67th Street	1.6	E	\$209	410-524-1600; 800-837-3588 www.holidayinnoceanfront.com
Princess Bayside 48th Street	0.5	H, E	\$99-\$149	410-723-2900; 800-854-9785 www.princessbayside.com
Princess Royale (Host Hotel) 91st Street	3.0	S, C	\$149 (hotel); \$399 (condo)	410-524-7777; 800-4ROYALE www.princessroyale.com
Quality Inn Oceanfront 54th Street	1.0	H	\$159-\$184	410-524-7200; 800-827-3586 www.qioceanfront.com
Sea Bay Hotel 60th Street	1.0	H	\$90	410-524-6100; 800-888-2229 www.seabayhotel.com
Tidelands Caribbean Hotel & Suites 5th Street	2.5	H, S	\$240-\$335	800-641-0011, http://carouselhotel.com

*H: Hotel

E: Efficiency

S: Suite

C: Condominium

Rules, Policies, and Regulations

1. **No exhibitor may assign, sublet or share the space allotted with another firm, business, or individual.**
2. CSAWWA, CWEA, WWOA and its authorized representatives reserve the right to request modification of any questionable exhibit.
3. The Roland E. Powell Convention Center will publish logistical information on shipping and other exhibitor services after June 1, 2018. All registered exhibitors will receive this information electronically, and it will be posted on the conference website.
4. Exhibitors will make their own arrangements for delivery and receipt of any shipments related to their exhibit in accordance with OCCC service rules.
5. Exhibitors will make their own arrangements for any audio-visual equipment they require.
6. Free Wi-Fi will be available in the convention center lobby, and secure dedicated login can be purchased from the convention center.
7. Exhibitors will abide by all other provisions of said rules and regulations, fire regulations and all other regulations of government agencies and the Roland E. Powell Convention Center.
8. Exhibitors or their agents shall not injure or deface any part of the exhibit building, booth, or booth contents.
9. Exhibitors' displays and materials shall fit within the limits of assigned booth. Displays, equipment, and other material located outside of the booth are not permitted.
10. Exhibits and/or demonstrations are limited to the confines of your booth and will not be permitted outside or in any other area within the Convention Center.
11. All vendor set-up will occur between 8 AM and 8 PM on Tuesday, August 28. Exhibition tear down will occur between 12PM and 3PM on Thursday August 30.
12. The Roland E. Powell Convention Center Exhibitor Service and Rental Order Form, Shipping Procedures, Services Available, User Guidelines Safety Codes, and Catering Services will be sent directly to all registered exhibitors.

Indemnification Policy

Each exhibitor assumes entire responsibility and liability for losses, damages, and claims arising out of the exhibitor's activities on the Convention Center premises and will indemnify, defend and hold harmless the Roland E. Powell Convention Center, CSAWWA, CWEA and WWOA, their agents, servants and employees from any and all such losses, damages, and claims.

Security Policy

No one will be allowed in the Exhibit Hall at any time without a conference badge. Exhibit Hall doors will be locked during non-exhibit hours. While security will be provided during off hours, we strongly advise you do not leave expensive items, such as laptops, unattended in your booth. CSAWWA, CWEA, WWOA and the Roland E. Powell Convention Center will not be held liable for any missing property.

Cancellation Policy

Booth purchases may be cancelled at any time. Cancellations received in writing, by email sent to info@chesapeaketicon.org on or before 11:59 AM August 1, 2018, will receive a full refund less a \$150 cancellation fee. Cancellations received after this date will not receive a refund.

No-Conflict Policy

Hospitality events may not be held during scheduled Conference functions. Hospitality promotions must be handled by private invitation from within the exhibitor's booth. No signs or announcements will be permitted outside the contracted booth space.