

Indiana Onsite Wastewater Professionals Association
2019 Annual Conference and Trade Show
“Septic Evolution”

January 22-23, 2019 (Tuesday/Wednesday)
Primo Banquet & Conference Center
26 E. National Ave., Indianapolis, IN 46227
(located at I-65 South and Keystone Ave., just south of downtown Indianapolis)

Host Hotel (approximately 5 miles south of conference center

Courtyard by Marriott Indianapolis South, 4650 Southport Crossing Drive, Indianapolis, IN 46237) Call: 317.885.9799

Group rate: \$104 plus 17% tax (does not include breakfast)

Cut-off date: January 2nd, 2019 (**availability is tight in this area so book your reservations as soon as possible**)

This is the recommended hotel to vendors and attendees.

Convention Agenda (Tentative)

Exhibit Set Up: Monday, January 21 4 pm - 6 pm or
Tuesday, January 22 6:30 am - 7:30 am

Show hours: Tuesday, January 22 7:30 am - 5 pm
Wednesday, January 23 7:30 am - 12 noon

Conference hours: Tuesday, January 22 8:30 am - 5 pm
(One track....1)

Dinner - Membership Appreciation and Awards

immediately following program sessions is included in your conference registration

We encourage vendors to invite their customers for a social gathering.

Wednesday, January 23 8:30 am – 1:30 pm

(Two tracks....1) Onsite 2) Rule Review

Lunch 12 noon – 1:30 pm

Installer’s Exam 1:30 pm – 4 pm

Questions....contact IOWPA at 317.965.1859 or email indianaonsitewastewater@gmail.com

2019 IOWPA EXHIBITOR CONTRACT

Please complete the following contract by December 1st, 2018 to save \$\$\$.

Booth Size	By 12/1/18	After 12/1/18	
1 Table Top	\$425	\$500	\$ _____
2 Tables	\$650	\$750	\$ _____
3 Tables	\$825	\$850	\$ _____

The above pricing includes one IOWPA individual membership per exhibiting company.

Early Bird incentives include: Discount and post conference registration list with addresses upon request.

Booth includes: 6' table with cloth, 2 chairs, skirting.

Special Note: If you need electricity, there are a limited number of outlets available -
___ Check here if you require electrical access. However, you must provide a commercial extension cord and surge protector.

***Are you interested in an outdoor display? Y___N___ (see guidelines on Page 8)

Please type or print legibly

Company _____

Contact/s
(also include on page 5 if you are attending)

Address _____

City _____ St _____ Zip _____

Business Phone _____ Cell Phone _____ Fax _____

Email _____ Website _____

Booth identification sign should read exactly as follows:

Describe products and/or services to be exhibited (50 characters maximum):

Manufacturers represented in display:

IOWPA CONFERENCE NEWSLETTER ADVERTISING

Advertising in the conference newsletter will reach all waste water professionals listed in IOWPA's database which includes Indiana's 92 counties and surrounding areas

2019 Convention Newsletter Advertising Rates - Artwork due **December 1 2018**

One-half page ad	\$350.00	_____
One-quarter page ad	\$250.00	_____
One-sixth page or business card ad	\$150.00	_____

All artwork emailed to mary@ecumulus.com by the deadline outlined above which may be subject to change.

For additional information or assistance with your ad,
contact Jane Breeding at 317.965.1859 or email indianaonsitewastewater@gmail.com
or Mary Breidenbach at 317.757.8634 or email mary@ecumulus.com

Indicate if artwork is enclosed _____ or to be sent by _____

Ad Size

- 1/4-page 3.625" wide x 4.375" tall*
- 1/6-page 2.3" wide x 4.375" tall*
- 1/2-page 7.5" wide x 4.375" tall*

The newsletter is printed in one-color. Submit black and white ads only.

Ad Mechanics for All Publications

Digital Ads will be accepted in these formats:

- Color: 1-color, black
- Acceptable Media: emailed file.
- File Formats: High resolution (300 dpi) PDF, EPS, JPG, or TIFF.
- Scanning: We can scan high contrast, camera-ready print-outs for black and white ads only.

The quality of the published advertisement depends upon the materials provided.

The publisher assumes no responsibility for errors in the copy submitted by the advertiser.

Direct ads and production questions to:

Mary Breidenbach, Cumulus Design
Phone: 317-757-8634
Email: mary@ecumulus.com

Billing Inquiries: Indiana Onsite Wastewater Professional Association, Jane Breeding, IOWPA Executive Director
7915 S. Emerson Ave., Suite 132 Indianapolis, Indiana 46237-9708

Ph: 317-965.1859 Fax: 317-534.3460 Email: indianaonsitewastewater@gmail.com

Each ad is billed upon publication. A 2% per month service charge will be imposed on all accounts 30 days past due. The editor reserves the right to pull any ad on account 60 days past due. Standard 15% commission paid to recognized advertising agencies on display space ONLY when camera ready art is provided. Agency commission is not applicable if account is 60 days past due. Right of Publisher: IOWPA reserves the right to refuse or to edit any advertisement for any reason it deems necessary.

Please type or print legibly

Company: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____ Website: _____

Fax to 317.965.1859 to reserve space and mail original with enclosed payment form

IOWPA CONFERENCE SPONSORSHIP OPPORTUNITIES

Your company will be listed in the conference program, announced throughout the program and include sponsoring event signage.

NOTE: Sponsors that are not exhibiting must pay the full registration fee.

Please check your preferred sponsorships below:

Continental Breakfast	___ Tuesday	___ Wednesday	\$300 per day
Refreshment Break Service	___ Tuesday	___ Wednesday	\$150 per day
Luncheon	___ Tuesday	___ Wednesday	\$500 per day
Membership Appreciation/Awards Dinner	___ Tuesday		\$900 sgl sponsor

Please type or print legibly

Company: _____

Contact: _____

Phone: _____

E-mail: _____

EXHIBITOR ATTENDEE REGISTRATION/NAME BADGE FORM

Please indicate the name/s of the individuals from your company who will be in attendance. First person from company includes membership. Each additional person is \$75 each (no membership) or \$150 which includes membership. Please check if your attendee/s will also attend the dinner or take the exam.

<u>PLEASE PRINT EACH NAME LEGIBLY:</u>	<u>Exhibitor</u> Only Membership	<u>Mbrshp</u> Included	<u>Optional:</u> <u>Dinner</u> N/C	<u>Exam</u>
1. _____	included in booth price		___	\$50 ___
2. _____	\$75 ___	\$150 ___	___	\$50 ___
3. _____	\$75 ___	\$150 ___	___	\$50 ___
4. _____	\$75 ___	\$150 ___	___	\$50 ___

IOWPA 2019 CONFERENCE TOTAL COSTS

Computing Total Costs:

Total Booth Space \$ _____

Add'l exhibitor w/ IOWPA mbrshp @ \$150 ea \$ _____

Add'l exhibitor w/o IOWPA mbrshp @ \$75 ea \$ _____

Membership Appreciation/Awards Dinner must pre-reg \$ Included w/reg
 (See page 4)

Advertising Space \$ _____

Sponsorship \$ _____

IOWPA Certification Exam @ \$50 each \$ _____

Name of person(s) taking exam: _____

TOTAL DUE: \$ _____

Payment: Check payable to IOWPA or credit card: Visa, Mastercard, Discover, Amex

Credit card No. _____

Name _____

Exp date _____, 3 digit security code _____

Email for receipt _____

Submit contract and payment to:

IOWPA

Mail: 7915 S. Emerson Ave., Ste 132 Indianapolis, IN 46237

Email: indianaonsitewastewater@gmail.com

Fax: 317.534.3460 TO RESERVE SPACE

Questions: Call 317.965.1859

IOWPA
DOOR PRIZES AND SCHOLARSHIP
SILENT AUCTION ITEMS NEEDED!

If you are interested in submitting a Door Prize and/or Scholarship Silent Auction item for the convention, please complete the information below and return via fax to 317.534.3460 by January 19th, 2019. Door prizes/ Auction items and their donors will be promoted in our Attendee Onsite Registration Packet.

Door Prize Suggestions

100' tape measure
25' tape measure
4' tile probe
4' level
PVC hand saw
Safety vest
Gift Cards

Tie down straps
Grade rod
Tripod
Sock hat
Gloves
Boot dryer
Special Event Tickets

Gas can
Shovel
Spade
Flags
Marking paint

Name _____

Company _____

Cell phone: _____ Email: _____

Door Prize: _____

Brief description of Door Prize:

Silent Auction Item: _____

Brief description of Item:

For donations, contact L.A. Brown at 260.433.2511 or labrownco@sbcglobal.net

IOWPA 2019 CONFERENCE - FACILITY RULES & REGULATIONS

Booth Reservation Procedure - Full payment is due with contract. Booths not paid in full by January 19th, 2019 will be subject to resale.

These rules and regulations constitute a bona fide part of the contract for space. IOWPA reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and wellbeing of the exhibit. Decisions and interpretations of these rules and regulations shall be the decision of IOWPA and accepted as final in all cases. Signature on Exhibit Contract acknowledges agreement to Rules and Regulations.

1. The 2019 Indiana Onsite Wastewater Professionals Association Conference will be held at the Primo Banquet and Conference Center, January 22-23, 2019
2. Applications for exhibit space are to be submitted to IOWPA with payment for the full booth price prior to January 19th, 2019.
3. All valid exhibit space applications will be assigned on a "first come, first served basis". IOWPA reserves the right to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the Show. This reservation being all-inclusive as to persons, things, printed matter, products and conduct.
4. No exhibitor can assign, sublet or apportion his space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of business.
5. IOWPA will provide a 6' table top space with cloth and skirting only and 2 chairs. Electrical service upon request...
6. It is expressly understood and agreed by each and every contracting exhibitor and his agents that neither IOWPA nor its representatives or contractors shall be liable for loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and custody of each exhibitor.
7. All materials and fluids which are flammable, open flames, kerosene, butane gas, oxygen tanks, helium tanks, propane and or gasoline are NOT permitted inside the facility.
8. It is mutually agreed that it is the duty and responsibility of each exhibitor to install his exhibit before the opening of the exhibition and dismantle his exhibition immediately after the close of the show. Any Freight/Shipping needs must be discussed and arranged prior to the show. If needed, contact IOWPA for assistance.
9. It is the exhibitor's sole responsibility to load and unload all exhibit items.
10. Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building.
11. All vehicles, trucks, and/or boats on display for an event must have the battery cables disconnected and the cables taped off. The gas tank must contain less than 1/4 tank of gas or 5 gallons, whichever is less, and the cap must be locked or else taped shut. Plastic and/or cardboard must be placed under vehicles, trucks, boats, and trailers and the tires when displayed in the Exhibit Hall. No spraying of silicon allowed inside the facility.
12. Exhibitor agrees to protect, save and keep the IOWPA, and its agents forever harmless from any damage or charges imposed for violation of any law or ordinance, whether occasioned by the exhibitor or those handling under the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in this agreement between the facility and IOWPA regarding the exhibition premises. And, further, exhibitor shall at all times protect, indemnify, save and keep harmless IOWPA and the facility against and from any loss, cost damage, liability, or expense arising from or out of or by reason of accident or other occurrence to anyone, including exhibitor, its agents, employees and business invitees, which arise from or out of or by reason of said exhibitors occupancy and use of the exhibition premises or a part thereof.
13. Limited availability of outdoor exhibits – must be pavement friendly and pre-approved by the Conference Committee. Security is not provided.