



## Exhibitor Packet

### Welcome

We're excited to host the 2024 Delaware Rural Water Association Conference! Last year's conference hosted almost 100 exhibitors and 600 attendees.

Exhibitor registration includes 2 badges, additional staff can be added for \$150 each.

Booth areas are 10x6. Bring your extension cord, electricity is provided.

Contact us for shipping instructions.

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Of note and new this year ★★

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### Building Rename

The *Exhibit Hall* really is the *Exhibit Hall* as noted on the outside of the building 😊  
We'll be making better use of this space as we're growing each year!

The *Dover Building* (formally known as the Exhibit Hall) still holds the Registration Booth and Exhibitors.

### Exhibitor Meeting Space

There is no longer a kitchen space in the Dover Building. We will use that space for tables and chairs for 1:1 client time.

The Conference will have events in the Exhibit Hall starting at noon on Tuesday with the Women in Water Luncheon and the Delaware League of Local Governments mini-conference. If you are interested in sponsoring either event, contact Heather Warren at [heatherw@drwa.org](mailto:heatherw@drwa.org).

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**Fun Stuff**

T-Shirts, Raffle, and the 50/50 will be available in the *Exhibit Hall* as well as demos, lunch, Happy Hour, and the [Zenner Meter Challenge](#) finals.

**Class Locations**

Wastewater – Wednesday & Thursday  
*Exhibit Hall* Conference Room

Water – Wednesday & Thursday  
*Delaware Building and Exhibit Hall Kitchen*

Both/Misc. – Exhibit Hall Kitchen

**New this Year!**

- ✓ We now accept online payments! Go to [www.drwa.org](http://www.drwa.org) to register and make a payment.
- ✓ Options for tables are available. Be sure to check your preference on the registration sheet.
- ✓ There will be pre-event happenings starting at noon on Tuesday with the Women in Water luncheon
- ✓ The Exhibit Hall is noted as the Exhibit Hall. The Dover Building is noted as the Dover Building (formally called the Exhibit Hall)
- ✓ The Exhibit Hall will be used for more activities like the Zenner Meter Challenge, 50/50 and raffle, lunch on both days, and Happy Hour

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Important Dates:

Feb 15, 2025: Deadline to submit rep info for registration

Feb 25, 2025: Set-up 8:00 to 5:00, **no exceptions past 5:00**

Use your favorite search engine to find a hotel near Harrington, De

Raffle prizes of \$50+ are always welcome!

Booth Door Prizes are welcome, but provide your own entry slips and container. We're happy to announce winners throughout the Conference.

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### Conference Sponsorship Opportunities

Tuesday, Feb 25	Wednesday, Feb 26	Thursday, Feb 27
Women in Water Luncheon	Breakfast	Breakfast
	Lunch	Lunch
	Happy Hour	
General sponsorships are welcome too!		

See page 8 for more information.

**Cancellation at any time will result in a \$200.00 non-refundable fee.**

- No exhibitor may assign, sublet, or share the space allotted.
- All representative names must be submitted before Feb. 15, 2025.
- Set up is from 8:00 am to 5:00 pm on Tuesday, Feb 25. There are no exceptions to this rule. Staff will not be on hand after 5:00 pm to assist and doors will be locked.
- Load and unload in marked areas only.
- All exhibit materials, equipment, signs, etc. must be contained in the space provided (10x6) with an 8-foot height limit. An additional booth can be purchased if needed.
- Tear down shall not occur before 1:30 on Thursday, Feb 27.
- Exhibitors are responsible for staffing the booth at all times.
- DRWA is not responsible for lost, stolen, or damaged exhibit goods or materials.
- The Delaware State Fairgrounds is not responsible for lost, stolen, or damaged exhibit goods or materials
- Do not attach, suspend, or add weight to any part of the booth framework.
- Do not deface any property not belonging to you including Conference promotional materials.
- There shall be no obstructions, tripping hazards, etc. in aisleways.
- Games must be contained to a reasonable space in your exhibit area.

- Adjacent booth spaces must be visible to all attendees at all times, do not block visibility nor entry to adjacent spaces.
- No alcohol or illegal substances can be distributed.
- Be courteous to other exhibitors should you have noise-making equipment or electronics.
- Smoking and vaping are allowed outside only and in designated areas.

**LIABILITY AND INSURANCE:**

All property of the exhibitor remains under his/her custody and control in transit to and from the Dover Building areas and while it is in the confines of the Dover Building areas. Neither DRWA staff, its service contractors, the management of the Dover Building, nor any of the officers, staff members, or directors of any of the same area responsible for the safety of the property or exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them for any damage to or loss of any property of the exhibitor. DRWA is not responsible for Exhibitor booth and property.

**AMERICAN WITH DISABILITIES ACT:**

Exhibitors acknowledge their responsibility under the Americans with Disabilities Act to make their booths accessible to handicapped persons. Exhibitors shall also indemnify and hold harmless DRWA staff, service contractors, and the management of the Dover Building against cost, expense, liability or damage which may arise out of or be caused by the exhibitor's failure to comply.

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Conference Schedule

Day and Time	Dover Building	Exhibit Hall	Exhibit Hall Board Room, Exhibit Hall Kitchen, and Delaware Building
Tuesday Feb 25	8:00 to 5:00 Set up <b>The building will close at 5:00, with no exceptions</b>	8:00 to 11:30 DRWA Staff Only Set Up 11:30 to 1:30 Women in Water Luncheon 1:00 to 6:00 DLLG Mini-Conference	Closed
Wednesday Feb 26	7:30 to 11:45 Registration Exhibits Open	7:30 to 11:45 Breakfast T Shirts/50 50/Raffle Bids	8:45 to 10:45 Classes
	11:45 to 1:15 Closed for Lunch and Operator of the Year Ceremony move to Exhibit Hall	11:45 to 1:15 Operator of the Year Ceremony and Lunch	11:45 to 1:15 Closed for Lunch and Operator of the Year Ceremony move to Exhibit Hall
	1:15 to 4:00 Exhibits Open	1:15 to 4:00 T-shirts/50 50/Raffle Bids	1:30 to 3:30 Classes
	4:00 to 6:00 Closed, move to Exhibit Hall	4:00 to 6:00 Zenner Meter Challenge Happy Hour 50 50 Drawing #1	3:30 to 6:00 Closed, move to Exhibit Hall
Thursday Feb 27	7:30 to 11:45 Registration Exhibits Open	7:30 to 11:45 Breakfast T Shirts/50 50/Raffle Bids	8:45 to 10:45 Classes

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	11:45 to 1:15 Closed for DRWA Annual Meeting and lunch	11:45 to 1:15 DRWA Annual Meeting and Lunch	11:45 to 1:15 Closed for Lunch and Operator of the Year Ceremony in Exhibit Hall
	1:15 to 2:30 Exhibits Open	1:15 to 2:30 T-Shirts/50 50/Raffle Bids 2:30 to 4:00 Raffle Winners/50 50 Drawing #2	1:30 to 2:30 Classes
	2:30 Closed	4:00 Closed	2:30 Closed

**Without our Exhibitor's continued support, DRWA's Annual Conference would not be an event our members look forward to each year. On behalf of DRWA and our members,  
 Thank you!**

*Heather*



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**Badge Information**

*2 Badges are included with each booth purchase*  
 Additional badges/admittance are \$150 each

Badge #1	Badge #2
Name:	Name:
Phone:	Phone:
Email:	Email:

**Additional Badges \$150 each**

Name:	Name:
Phone:	Phone:
Email:	Email:

**Company Info**

Point of Contact Name:	Address:
	City and State:
	Zip:
Phone:	Billing Contact Name:
Email:	Billing Contact Phone and Email:

# Billing Info

Item *all booth purchases come with 2 badges/attendees*	\$ Total
Premium Booth - Member (only 4 available as of 10/28) \$950.00	
Premium Booth – Nonmember \$1300.00	
Regular Booth – Member \$850.00	
Regular Booth – Nonmember \$1400.00	
State/Federal Agency Booth \$850.00	
Additional Booth \$750	
Sales Representative (admittance only) \$500	
Additional Badge/Admittance \$150 each	
Total \$ Sponsorship (from Page 3) Type of sponsorship:	
<b>Deposit paid</b>	
<b>Total Amount Enclosed</b>	

We now accept online registration and payments!  
 Visit [www.drwa.org](http://www.drwa.org) to register and pay.  
 Or call 302-424-DRWA for more information.  
 (preferred method)

**OR**

Mail completed form(s) and payment to :  
 Jackie Hitchens-Park  
 210 Vickers Drive, Milford, DE 19963

**Table choice (select one):**  
 30”x96”     high top     none

**Booth Choice (see layout @ drwa.org):**  
 1<sup>st</sup>: \_\_\_\_\_    2<sup>nd</sup>: \_\_\_\_\_

I have read and understand the Delaware Rural Water Association’s Exhibitor Rules and Policies.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_