

# Exhibitor Information

32<sup>nd</sup> Annual Water EXPO

Delta by Marriott Fargo

February 13-15, 2018

- Booth Information** A standard booth includes a choice of table sizes (6' or 8'), two chairs, power, and wireless internet. All persons working at the booth must wear a name badge. If additional name badges are needed, refer to the additional exhibitor section of the Booth Registration form. Exhibitors with sponsorship will be given premium booth locations. Contact us with any additional booth needs (one booth per membership, one company per booth).
- Schedule of Events**
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| Monday, February 12 (3:00 to 7:00 pm)     | Early Setup Time                                       |
| Tuesday, February 13 (8:00 am to 2:30 pm) | Exhibit Setup Time                                     |
| Tuesday, February 13 (3:00 to 6:00 pm)    | Exhibit Hours & Exhibitor Reception                    |
| Wednesday, February 14 (7:30 am to Noon)  | Exhibit Hours  |
| Wednesday, February 14 (8:45 to 10:45 am) | Exhibit Hall Demonstrations<br>and door prize drawings |
| Wednesday, February 14 (1:00 to 4:00 pm)  | Training Sessions                                      |
| Wednesday, February 14 (5:00 pm)          | Social Hour, Awards Banquet &<br>Live Auction          |
| Thursday, February 15 (8:30 to 11:45 am)  | Training Sessions                                      |
- Sponsorship Opportunities** Sponsorship opportunities are available. Special recognition and advertisement will be given to sponsors as indicated on the enclosed Sponsorship Opportunities form.
- Demonstrations and Training** Exhibitors are allowed the opportunity to formally demonstrate their products or services. Further information is available on the Call for Presentations form.
- Drawings and Prizes** Promotional items and giveaways are allowed at your booth. Please provide one door prize for the exhibit hall drawing held at 11:00 am on Wednesday. Please attach a business card to these items and leave them at the NDRWSA booth.
- Scholarship Auction** A "Live" Scholarship Auction will be held after the Awards Banquet on Wednesday. Please consider donating an item to be auctioned. All proceeds directly benefit the scholarship program.
- Lodging** Lodging arrangements should be made directly with Delta by Marriott Fargo, 1635 42<sup>nd</sup> St S, Fargo, 701.277.9000 or Expressway Inn, 4303 17<sup>th</sup> Ave S, Fargo, 877.239.4303. A block of rooms has been reserved under "ND Rural Water".
- Cancellations and Late Fees** In the unlikely event you should cancel your registration, a \$50 administration fee will be charged if notice of cancellation is received on or before January 22, 2018. No refunds after January 22, 2018. An additional \$50 will be added to registrations postmarked after January 22, 2018.