



# Indiana Onsite Wastewater Professionals Association 2022 Annual Conference Vendor & Sponsor Packet

## DATES & LOCATION

February 8-9, 2022 (setup February 7)  
Primo Banquet & Conference Center  
26 E. National Ave., Indianapolis, IN 46227

## TIMELINE

**Exhibit Set Up:** Monday, February 7, 4:00-6:00pm **or** Tuesday, February 8, 6:30-7:30am  
**Show hours:** Tuesday, February 8, 7:30am-5:00pm  
Wednesday, February 9, 7:30am-12:00pm

## VENDOR AND SPONSOR REGISTRATION

To register as a vendor or sponsor, either complete the form in this packet and mail/email to IOWPA at the address below or register online to pay by credit/debit card.

7915 S Emerson Ave., Ste. 132  
Indianapolis, IN 46237  
indianaonsitewastewater@gmail.com

## QUESTIONS?

**Contact:** Julia Whitson, Executive Director  
317-965-1859 | indianaonsitewastewater@gmail.com

## HOTELS

Please find our list of nearby hotel recommendations online at [iowpa.org](http://iowpa.org)

## COVID-19

*We are concerned about the health and safety of all of our staff, volunteers, and attendees and we're closely monitoring the COVID-19 situation and are committed to take the appropriate precautions and protocols to be able to hold a successful and safe event for all involved. We'll communicate any updates or changes to the schedule as needed in light of this.*

## VENDOR AND SPONSOR PRICING

Please see additional notes about sponsorship levels on page 3.

Enter Pricing Here for Your Selections	Item	Early Bird Rate by 1/15	Late Rate by 1/28
	Gold Sponsor	<b>\$2500</b>	
	Silver Sponsor	<b>\$1500</b>	
	Bronze Sponsor	<b>\$750</b>	
	One 6' skirted table Two chairs	\$425 member \$525 nonmember	\$500 member \$600 nonmember
	Two 6' skirted tables Two chairs	\$650 member \$750 nonmember	\$750 member \$850 nonmember
	Three 6' skirted tables Two chairs	\$825 member \$925 nonmember	\$850 member \$950 nonmember
	Electricity at Booth	\$50 <i>Spaces with electricity are limited and must be ordered in advance to be guaranteed.</i>	
	Outdoor Space for Equipment Display	<i>Mark in the selection box if you're interested in this and we'll contact you to discuss!</i>	
	Additional Attendee	\$75 member \$125 nonmember	\$100 member \$150 nonmember
	Additional Attendee	\$75 member \$125 nonmember	\$100 member \$150 nonmember
	Additional Attendee	\$75 member \$125 nonmember	\$100 member \$150 nonmember
	Additional Attendee	\$75 member \$125 nonmember	\$100 member \$150 nonmember
	Donation to Scholarship Fund	<i>If you'd like to donate, list the amount you'd like to donate to the Ralph Reed Scholarship Fund</i>	
	Door Prize	<i>If you'd like to donate, list the item you'll donate as a door prize in the selection box.</i>	
	Silent Auction	<i>If you'd like to donate, list the item(s) you'd like to donate to the silent auction benefiting the Ralph Reed Scholarship Fund</i>	
	<b>GRAND TOTAL</b>		

## COMPANY INFORMATION

Company:

Primary Contact Name:

Name of Person Attending to Represent Company:

Address:

Business Phone:

Cell Phone:

Email:

Website:

Booth identification sign should read as follows:

If you registered additional attendees above, please list their contact information here:

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**SPONSORSHIP BENEFITS**

	<b>GOLD \$2500</b>	<b>SILVER \$1500</b>	<b>BRONZE \$750</b>
<b>Company listed on all conference marketing materials</b>	Level one logo	Level two logo	Company name
<b>Company listed on IOWPA website</b>	Level one logo	Level two logo	Company name
<b>Company listing in pre-and post-conference e-newsletters</b>	Level one logo	Level two logo	Company name
<b>Company listing in pre-and post-conference magazines</b>	Level one logo	Level two logo	Company name
<b>Company listed on sponsor signage throughout the conference space</b>	Level one logo	Level two logo	Company name
<b>Exhibit Space</b>	(2) 6' tables	(1) 6' table	X
<b>Additional registrants</b>	2	1	X
<b>Company advertisement in onsite conference program (size dependent on overall program size)</b>	✓ - full-page	✓ - half-page	X
<b>Verbal acknowledgment and on-screen thank you at opening sessions</b>	✓	✓	X
<b>Opportunity to include giveaways in registration packets</b>	✓	X	X

## FACILITY RULES & REGULATIONS

Full payment is due with registration. Booths not paid in full by January 21, 2022 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. Registration and payment for exhibit space acknowledges agreement to Rules and Regulations.

1. Applications for exhibit space are to be submitted to IOWPA with payment for the full booth price prior to January 21, 2022.
2. 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.
3. No exhibitor can assign, sublet or apportion their space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of business.
4. Each booth will include a 6' tabletop space with cloth and skirting only and 2 chairs.
5. It is expressly understood and agreed by each and every contracting exhibitor and their 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.
6. 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.
7. It is mutually agreed that it is the duty and responsibility of each exhibitor to install their 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.
8. It is the exhibitor's sole responsibility to load and unload all exhibit items.
9. Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building.
10. 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.
11. Exhibitor agrees to protect, save and keep the IOWPA, and its agents forever harmless from any damage of 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 exhibitor's occupancy and use of the exhibition premises or a part thereof.
12. Security is not provided.