



MSAWWA-MWEA Annual Joint Conference

May 1- 3, 2012

Holiday Inn Grand—Billings, MT

EXHIBITOR REGISTRATION INVITATION

The Montana Section of AWWA and the Montana Water Environment Association would like to invite you to participate in the 2012 Joint Conference to be held in Billings, MT. The Conference will take place at the Holiday Inn Grand, located at 5500 Midland Road. The Preconference, sponsored this year by MSAWWA, will begin on Tuesday, May 1st at 8 a.m. The Joint Conference will begin on Wednesday, May 2nd at 8 a.m. and will run through Thursday, May 3rd at noon.

Exhibitor set-up will begin at 2 p.m. on Tuesday, May 1st. Exhibitors are asked to remain on-site until noon on Thursday, May 3rd. Registered exhibitors will be allowed to select their booth space on a first come-first served basis. There is a booth map included with this registration showing numbered tables in the exhibitor area. You may request a specific table with your paid registration. Regrettably, electronic payments cannot be accepted—your space will be held at the time that the registration form and payment are received via regular mail (see registration form). Please indicate your first 3 space choices on the registration form. If all 3 of your choices are taken, you will be contacted for another selection. Please contact Robin Matthews with questions regarding booth space and availability. Any display items that need to be shipped to the hotel can arrive no sooner than 3 days prior to the event. Each item must be clearly marked with the organization's name (MSAWWA-MWEA Joint Conference), name of event planner (Robin Matthews), and date of event (May 1-3, 2012). Please advise the hotel of any special requirements concerning your materials, & if you have over 5 boxes of materials. The hotel will charge a labor fee if the hotel's assistance is required to unload items. Notify the hotel of any items over 100 lbs that will be displayed in exhibitor space.

All vendors whose registrations are received by March 31st, 2012 are guaranteed to appear in the 2012 Conference Program.

Please reserve hotel rooms by calling the Holiday Inn Grand at 406-248-7701. Be sure to state that you are attending the MSAWWA/MWEA Conference to obtain the event rate of \$77/night. The block of reserved rooms will be held until April 15, 2012.

Sponsorship opportunities for the Tuesday Evening Ice Breaker, the Wednesday Evening Social Hour, lunches, the Banquet and the Thursday Golf Tournament are again being offered to registered exhibitors. Sponsorship levels for these events at the 2012 Conference are: Bronze—\$250; Silver—\$500; and Gold—\$1000. See insert for more detail.

We also welcome registration gift items from registered exhibitors in the form of name tag lanyards, pens, tablets, or other related items. If you wish to donate any of these items, or other items that may be useful for the registration bags, please indicate it on the enclosed form and return with your registration.

If you have any questions, please contact Robin Matthews (Exec. Secretary MSAWWA/Exec. Director MWEA) by phone at 406-546-5496 or by email at: Info@montana-awwa.org.

Thank you for supporting the 2012 Joint Conference!
~Your MSAWWA & MWEA Boards~



MSAWWA-MWEA Annual Joint Conference
 May 1-3, 2012
 Holiday Inn Grand—Billings, MT
EXHIBITOR REGISTRATION FORM



Please Print or Type All Information

Company Name _____
 Contact Name _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Phone _____ Email _____

Information to be Printed on Name Tags:

Name (1) _____
 Name (2) _____
 Company _____
 City _____ State _____

Does your booth require electricity? Please indicate yes or no. If nothing is marked we will assume no electricity is needed:
 YES _____ NO _____

BOOTH SPACE SELECTIONS:

1st Choice: # _____
 2nd Choice: # _____
 3rd Choice: # _____

Number of Exhibit Spaces Requested: _____ @\$450 each Total \$ _____

Exhibitor fee includes: (1) 6 foot skirted table/booth setup and (1) full conference registration (includes meals & entry for exhibitor prize drawings for one person). Exhibitors can have up to 2 people per booth at no charge—BUT the 2nd person must pay the registration and/or meal fees if they wish to participate in the conference classes for credits and/or participate in meals—fill in information for a 2nd exhibitor below. Also, please indicate below the meals the primary exhibitor will be eating so we may get an accurate count prior to conference.

Additional full conference registration (one full registration is included with exhibitor registration above)	
@\$150 each (organization members)	\$ _____
@\$180 each (nonmembers)	\$ _____
Additional banquet tickets @\$30 each (Wednesday evening)	\$ _____
Additional lunch tickets @\$15 each (Wednesday)	\$ _____
@\$15 each (Thursday)	\$ _____

Total Amount Paid \$ _____

MEALS: Please circle meals the primary exhibitor will be eating:

Wednesday Lunch

Wednesday Banquet

Thursday Lunch

Will you be participating in the Thursday afternoon Golf Tournament? YES NO

PLEASE MAKE CHECKS PAYABLE TO: 2012 Joint Conference

**MAIL THIS FORM WITH PAYMENT TO: MSAWWA/MWEA c/o Robin Matthews
 PO Box 582, Seeley Lake, MT 59868**

Please be sure your accounting department has the correct mailing address as this mailing information may differ from previous years. Electronic payments cannot be accepted— we apologize for any inconvenience. Thank you.

REFUND POLICY: A refund of the total registration cost, LESS a \$25.00 processing fee, will be issued for cancellations received on or before April 17, 2012. No refunds will be given for cancellations received after April 17, 2012. Please contact Robin Matthews with any questions regarding this policy.

REGISTRATION GIFT DONATION:

If you wish to supply any registration gift items, please complete the form below and mail with your exhibitor registration:

_____ Name tag lanyards	Amount you can supply:
_____ Pens	_____
_____ 8x10 tablet	_____
_____ Other item description: _____	(please supply 150)

We will need approximately 150 of each item. If you cannot supply the total amount, please indicate the number of items you can provide so we may allow other exhibitors to supply items if they wish.

MSAWWA & MWEA would like to thank all of the exhibitors for their continued support of our Annual Joint Conference. We could not provide this service to our members without your gracious contributions. Thank you and hope to see you in Billings!



PO Box 582
Seeley Lake, MT 59868

Please deliver to addressee or current resident