

MSAWWA/MWEA Joint Annual Conference

May 4 - 6, 2010

Hilton Garden Inn

1840 Highway 93 South, Kalispell, Montana

Exhibitor Registration Instructions

MSAWWA and MWEA would like to invite you to participate in our 2010 Joint Annual Conference. The 2010 Joint Annual Conference will be held in Kalispell, MT at the Hilton Garden Inn located at 1840 Highway 93 South. The Pre-Conference, sponsored this year by MSAWWA, will begin on May 4, 2010 at 8 a.m. Vendor set-up will begin at noon on Tuesday, May 4, 2010 and will run until noon on Thursday, May 6, 2010. Please note that we are holding our Conference on Tuesday - Thursday in 2010 instead of the customary Wednesday-Friday.

Once again this year we are allowing vendors to select their booth space. There is a booth map included with this registration showing numbered tables in the vendor area. You may request a specific table with your paid registration. Please indicate your top 3 choices on the registration form. If all 3 of your choices are taken, you will be contacted for another selection. We ask that you keep in mind that the booth space is a 6 foot table with very little room for adjustments. Please contact Nancy Bruner with questions on booth space. Any display items that need to be shipped to the hotel can arrive **no sooner than ONE day prior** to the event. Each item must be clearly marked with the organization's name (MSAWWA/MWEA Annual Conference) & name of event planner (Nancy Bruner), date of event (May 4-6, 2010) & name of hotel contact. Please advise the hotel contact of any special arrangements or requirements concerning your materials, & if you have over 5 boxes of materials. Also, 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 vendor space.

All vendors whose registrations are received by March 15, 2010 will appear in the Conference Program.

Please reserve hotel rooms by calling the Hilton Garden Inn at 1-877-STAY-HGI or 1-406-756-4500. Be sure to state you are attending the MSAWWA/MWEA Conference.

SOMETHING NEW THIS YEAR: This year we are opening up the Tuesday ice breaker and Wednesday social hour (held each night from 5-6:30 pm) for sponsorship by the vendors. There are 3 levels of sponsorship: Silver - \$250; Gold - \$500; and Platinum - \$1000.00. These sponsorships, depending on the sponsorship level, will receive recognition in the conference newsletter, conference program, and podium recognition. Please see the registration form for signing up for this sponsorship.

We would also like to include vendors in our registration gift items. The items we are asking for are: name tag lanyards, pens and 8x10 tablets. If you wish to donate any of the items listed, please complete the form enclosed with this registration.

If you have any questions, please contact Nancy Bruner at 406-627-2478 or by email at msawwamwea@dishmail.net.

Thank you for supporting our joint conference.

- The MSAWWA and MWEA Boards -



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1840 Hwy 93 South, Kalispell, Montana



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 _____

Does your booth require electricity? Please mark yes or no. If nothing is marked we will assume no electricity is needed.

YES _____
 NO _____
 BOOTH SELECTIONS:
 Booth #: _____

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

Exhibit fee covers: one 6 foot table, one full conference registration & exhibitor prizes for drawings. Exhibitors can have up to 2 people per booth at no charge. (The 2nd person must pay the registration & meal fees if they wish to participate in the conference classes for credits or meals). Please indicate below the meals you will be eating with us so we may get an accurate count prior to conference.

Additional full registration (one included with exhibitor registration) -		
	@\$150 each (members)	\$ _____
	@\$180 each (nonmembers)	\$ _____
Additional banquet tickets	@\$30 each	\$ _____
Additional lunch tickets	Thursday @\$15 each	\$ _____
	Friday @ \$15 each	\$ _____

Please Make Checks Payable to: MWEA/MSAWWA Total Amount Paid \$ _____

MEALS: Please circle meals you will be eating with us:

Wednesday Lunch Wednesday Banquet Thursday Lunch

Mail to this form with payment to: MSAWWA/MWEA, 885 Berland Loop, Conrad MT 59425.
 (Please be sure your accounting department has the correct mailing address as in the past registrations have been mailed to the wrong address. 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 24, 2010. No refunds will be given for cancellations received after April 24, 2010. Please contact Nancy Bruner with any questions regarding this policy.

EXHIBITOR SPONSORSHIP FORM
(Please complete information below if different from registration)

Company Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

PLEASE SELECT A SPONSORSHIP LEVEL:

_____ **SILVER** **\$250.00**

Silver sponsorship will include recognition in conference program & on display screen:

_____ **GOLD** **\$500.00**

Gold sponsorship will include recognition in the conference program, display screen recognition & podium recognition.

_____ **PLATINUM** **\$1,000.00**

Platinum sponsorship will include recognition in the conference program, display screen recognition, podium recognition & recognition in the conference newsletter that is mailed to all participants in March, 2010.

These sponsorships are solely for the ice breaker held on Tuesday evening from 5:00 P.M. to 6:30 P.M. and will help pay for the appetizers, beer & wine, as well as for the beer & wine social hour held on Wednesday from 5:00 P.M. to 6:30 P.M. prior to the banquet. You may direct any questions to Nancy Bruner at 406-627-2478 or by emailing msawwamwea@dishmail.net.

Please mail form with payment to: MSAWWA/MWEA, 885 Berland Loop, Conrad, MT.
(Checks only please and made payable to MSAWWA/MWEA)

REGISTRATION GIFT DONATION:

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

		Amount you can supply:
_____	Name tag Lanyards	_____
_____	Pens	_____
_____	8x10 tablet	_____

We will need a total of 275 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 our vendors for their continued support of our conference. We could not provide this service to our state without your gracious contributions. Thank you and see you in Kalispell!



NON-PROFIT ORG.
U.S. POSTAGE PAID
CONRAD, MT
PERMIT NO. 10

Please deliver to addressee or current resident