

INDIANA RURAL WATER ASSOCIATION

Priority Placement
DEADLINE
October 5, 2018

2018 WATER INSTITUTE
December 3 - 5, 2018



YOU ARE INVITED TO CELEBRATE WITH US
IRWA'S 50th ANNIVERSARY

Dear IRWA Associate Members:

The **Indiana Rural Water Association** Board and Staff invite you and your company to participate and celebrate with us at our upcoming **Water Institute and 50th Anniversary Celebration** which will be held December 3 - 5, 2018 at the French Lick Resort and Conference Center in French Lick, Indiana.



Opportunities and Events:

For the first time, we are offering **conference sponsorship opportunities** and an **Equipment Expo**. Details later in this brochure. Other events include:

- ◆ Two receptions, one on Monday and one on Tuesday.
- ◆ Monday afternoon Sporting Clays Shoot at Resort's course.
- ◆ Monday evening Slot Machine Tournament in the Casino.
- ◆ Tuesday evening conference-wide event at a separate venue in French Lick

Please let us know any other ideas or suggestions!!

Enclosed is a tentative conference schedule, registration details for Exhibitors, Equipment Expo participants, and vendor attendees, sponsorship opportunities, as well as hotel reservation information.

October 5, 2018 is the **deadline** for IRWA Associate Members **priority placement registration** for exhibits, our new equipment expo, and sponsorships. Exhibit and Equipment space will continue to be distributed on a "first paid, first served" basis, and subject to space availability. After the October 5th deadline, space will be opened for non-IRWA members. To hold your space, please send in your registration today!!

***DO WE NEED VOLUNTEERS???* Absolutely!!**

Please contact MaryJane Peters (866-895-4792 or maryjane@indianaruralwater.org) to sign up!!

Hotel Reservations -- Hotel reservations should be made **directly with the French Lick Resort** in French Lick, Indiana by calling **1-888-936-9360** and using the **group code 1218IRW**. Identify yourself as being with the Indiana Rural Water Association at the time the reservation is made in order to receive the special group rate. Reservations may also be made on the Resort's website – www.frenchlick.com – and use the **group code 1218IRW**. The group rate of \$125/night plus tax will be applicable until **November 5, 2018**, or until the block of rooms is sold out. Rooms reserved after the deadline are subject to regular room rates. Please note that the \$125 room rate covers the Sunday before (December 2) and also Wednesday night (December 5) for those wishing to extend their stay.

We thank you for your continued support as we enter this new chapter of IRWA!! Our vendors are such an important part of our Indiana Rural Water Association family and we look forward to your participation!!

CONFERENCE EXHIBITORS and EQUIPMENT EXPO

DEADLINE — Deadline for IRWA Associate Member **Exhibit** and **Equipment Expo** priority placement reservations and payments is **October 5, 2018**. Exhibit space will be distributed on a “first paid, first served” basis, as long as space is available. To hold your space, please send in your registration today!!

EXHIBITORS — It is important that you measure your exhibit space needs accurately and reserve an appropriate amount of space. We offer 8' and 10' spaces. **If you require more than a 10' exhibit space or need special booth assignments, please contact Monique at 317-372-9864.**

EQUIPMENT EXPO PARTICIPANTS — Please let us know how much space you will need and what equipment you will bring. We offer 20' x 20' and 20' x 40' spaces. Please measure your space needs accurately and reserve accordingly so we can accommodate everyone. **Please contact Monique at 317-372-9864 with any questions.**

⇒ **French Lick Resort Requirements for Equipment Expo.**

- **Size** -- The entry bay door can accommodate equipment up to 13.5' x 13.5'.
- **Weight** -- The weight limit is 110 lbs per square inch.
- **Engine Operation** — Equipment can be driven in and out, but no engines can be operated for demo purposes while in the expo space.
- **Gas Tanks** — Need to be drained or brought down to a low level once inside.
- **Mats** — Need to be placed under the equipment to protect the carpet.

OTHER INFORMATION FOR EXHIBITS and EQUIPMENT:

- ⇒ **Site Layout** -- A layout of the exhibit and equipment expo area will be sent to you in November so you can let us know your top three choices. These requests will be prioritized in the order your initial registration was received and we will do our best to accommodate.
- ⇒ **BOOTHS and EQUIPMENT MUST BE SET-UP BY 4:00pm on Monday.** Set-up is from 9:00am-11:30am and 1:30pm-3:30pm on Monday.
- ⇒ **For everyone's benefit, no booths are to be torn down or equipment removed until after the Wednesday morning break is over at 10:30am.**
- ⇒ If on Monday, the day to set-up exhibits, you find that you will be **unavoidably delayed**, please call **Jay Ferguson at 317-408-7136** to inform us of the situation. Failure to do so, will result in loss of space.
- ⇒ Electricity will be available in the Exhibit Area, but the Hotel will charge to access. Fill out the enclosed Hotel order form (see page 8) and send it to the French Lick Resort. Also, please indicate your need for electricity on your registration form so we can confirm that the Hotel received your order.

IRWA 2108 WATER INSTITUTE AND 50TH ANNIVERSARY CELEBRATION — OTHER INFORMATION —

ACTIVITIES — There will be a lunch and evening reception on both Monday and Tuesday. There are numerous activities and venues on Resort property and in town. Some activities have already been planned — Sporting Clays Shoot at the Resort's range on Monday afternoon; a Slot Machine Tournament in the Casino on Monday evening; and an event at 33 Brick Street in town on Tuesday evening.

If you wish to coordinate or schedule other conference activities, please let us know.

TENTATIVE SCHEDULE

<u>Monday, December 3, 2018</u>	<u>Tuesday, December 4, 2018</u>	<u>Wednesday, December 5, 2018</u>
7:00-8:00am Registration	6:30-7:45am Registration	7:00-8:00am Exhibits Open (if you wish to man your booth)
8:00-Noon Pre-Conference Sessions	6:30-7:45am Exhibits Open	8:00-9:40am Sessions
9:00-11:30am Exhibit Set-up (Option #1)	7:45-8:00am Opening Ceremony	9:40-10:30am Exhibits Open, Session Break
Noon -1:00pm Registration	8:00-8:50am Sessions	10:30am Exhibit Tear Down
1:00-5:00pm Pre-Conference Sessions	8:50-9:30am Exhibits Open, Session Break	10:30-12:10pm Sessions
1:30-3:30pm Exhibit Set-Up (Option #2)	9:30-10:20am Sessions	
???? Skeet Shooting at French Lick Resort Range	10:20-11:10am Exhibits Open, Session Break	
5:30p-6:30p Reception - Exhibit Hall (hors d'oeuvres & beverages)	11:10am-Noon Sessions	
???? Slot Machine Tournament In the Casino	Noon-1:00pm Lunch, with Awards (Dessert in Exhibit Hall)	
	1:00-1:50pm Sessions	
	1:50-2:30pm Exhibits Open, Session Break	
	2:30pm Vendor Meeting (location TBD)	
	2:30-3:20pm Sessions	
	3:20-4:00pm Exhibits Open, Session Break	
	4:00-5:00pm Sessions	
	5:30p-6:30p Reception - Exhibit Hall (hors d'oeuvres & beverages)	
	???? Event at ????	

ATTENTION

- **Booths & Equipment must be set-up by 4:00pm on Monday.**
- **On Monday, December 3, If you will be unavoidably delayed in setting up your exhibit, call Jay Ferguson at [317-408-7136](tel:317-408-7136). Failure to do so will result in loss of space.**

ATTENTION

For everyone's benefit, no booths are to be torn down or equipment removed until AFTER the Wednesday morning break is over.

Exhibits requiring more than a 10' exhibit space
or
Equipment displays requiring more than 20' x 40' space
MUST contact IRWA to make special arrangements.
Call Odetta Cadwell,
317-402-7349

-- Additional Information? --

For questions or comments, please contact any of the following:

Odetta Cadwell; IRWA Executive Director; 317-402-7349;
odierwa@aol.com or odetta@indianaruralwater.org

Monique Riggs; IRWA Program Manager; 317-372-9864;
monique@indianaruralwater.org

MaryJane Peters; IRWA Administrative Director; 866-895-4792;
maryjane@indianaruralwater.org

Jim Williams; IRWA Associate Member Director; 574-254-9050;
james.williams@peerlessmidwest.com

Mike Simpson; IRWA Associate Member Director; 800-255-1521;
michael@mesimpson.com

For information on French Lick Resort activities and space:

Adina Cloud; French Lick Resort; 812-936-5821
acloud@frenchlick.com

QUICK REFERENCES

Conference Dates: December 3-5, 2018

Deadline for Priority Placement - **Oct. 5, 2018**

French Lick Spring Resort & Conference
1-888-936-9360
Group Code: 1218IRW
Group Rate: \$125 +Tax
Group Rate until: November 5th

Special Booth Requirements -
Monique Riggs, 317-372-9864
Monique@indianaruralwater.org

Special Booth Set-up Requirements -
Jay Ferguson, 317-408-7136
jferguson@aegion.com

Set-up Times: Monday, Dec. 3, 2018
9:00a - 11:30a or 1:30p - 3:30p

Tear Down: Wednesday, Dec. 5, 2018
10:30a

Priority Placement
DEADLINE:
 October 5, 2018

INDIANA RURAL WATER ASSOCIATION

2018 WATER INSTITUTE and 50th Anniversary Celebration

December 3-5, 2018 (Mon.-Wed.)
 French Lick Resort & Conference Center; French Lick, Indiana



REGISTRATION FORM for EXHIBITORS, NON-EXHIBITORS, and EQUIPMENT EXPO!

Please use next page to let us know your staff registrations and exhibit needs.

Please be certain your IRWA membership is current if you plan to take advantage of the IRWA Member rates!
 Not sure, contact MaryJane Peters, MaryJane@indianaruralwater.org; 866-895-4792; Cell 812-340-1868

Company _____

Contact Person _____ E-mail _____

Address _____ City _____ State _____ Zip _____

Tel (_____) _____ Fax (_____) _____ Cell (_____) _____

Electricity Needed?—Yes If "YES", check this box and submit attached electricity form and payment to Hotel

EXHIBITOR

EXHIBITOR – IRWA MEMBER (includes listing in Conference Booklet)

Category I -- 8' Booth Space and Under (includes 2 staff registrations) **\$585** _____

Category II -- 10' Booth Space (includes 2 staff registrations) **\$685** _____

Extra staff registrations _____ x \$75 _____

EXHIBITOR – NON-IRWA Member (includes listing in Conference Booklet)

Category I -- 8' Booth Space and Under (includes 2 staff registrations) **\$885** _____

Category II -- 10' Booth Space (includes 2 staff registrations) **\$985** _____

Extra staff registrations _____ x \$75 _____

EQUIPMENT EXPO

EQUIPMENT EXPO SPACE (includes listing in Conference Booklet)

20' x 20' Space (includes 2 staff registrations) **\$1,000** _____

20' x 40' Space (includes 2 staff registrations) **\$1,200** _____

Larger space can be made available for an additional cost. Call Monique to discuss.

Extra staff registrations _____ x \$75 _____

NON-EXHIBITOR

NON-EXHIBITOR – IRWA MEMBER

One Person Full Conference **\$300** _____

Second Full Conference Staff Registration **\$200** _____

Additional Full Conference staff registrations _____ x \$100 _____

One Day Only **\$275** _____

NON-Exhibitor – NON-IRWA Member

One Person Full Conference **\$585** _____

Extra staff registrations _____ x \$250 _____

**Monday & Tuesday Evening Receptions
 are included in your registration fees!**

	<u>Monday</u>	<u>Tuesday</u>	
	<u>Lunch</u>	<u>Reception</u>	<u>Lunch</u> <u>Reception</u>
	\$25.00	Yes	\$25.00 Yes

	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

(Please list additional registrations on separate sheet)

**EXHIBIT ~ EQUIPMENT EXPO ~
STAFF ONLY REGISTRATIONS**

Priority Placement
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TO TENTATIVELY RESERVE YOUR SPACE, register on-line - www.indianaruralwater.org;
scan and email - MaryJane@indianaruralwater.org; or fax this form - 855-202-7298

Company _____

Exhibit Contact Name _____ Telephone (____) _____

PRIMARY STAFF REGISTRATIONS (2 registrations included with company registration fee):

Name _____
E-mail _____ Cell (____) _____

Name _____
E-mail _____ Cell (____) _____

ADDITIONAL STAFF REGISTRATIONS (Extra charge -- Please use additional sheets if needed):

Name _____ E-mail _____

Name _____ E-mail _____

Name _____ E-mail _____

Name _____ E-mail _____

Name _____ E-mail _____

EXHIBIT REGISTRATION: NOTES: Electricity provided in the exhibit area. Order separately thru the Hotel (see included form)

TO ADEQUATELY ADDRESS YOUR EXHIBIT SPACE NEEDS, PLEASE CHECK APPROPRIATE ITEMS BELOW:

EXHIBIT CATEGORY I:

_____ Table Top Exhibit – 8’ width space
(includes 6’ table)

_____ 8’ width Space for Free Standing Floor Exhibit
_____ table needed

EQUIPMENT CATEGORY I:

_____ 20’ x 20’ Space for Equipment Display
_____ table needed

EQUIPMENT CATEGORY II:

_____ 20’ x 40’ Space for Equipment Display
_____ table needed

EXHIBIT CATEGORY II:

_____ 10’ width Space for Free Standing Floor Exhibit
_____ table needed

STATE SERVICES OFFERED / EQUIPMENT TO BE DISPLAYED:

*Exhibits requiring more than a 10’ width space or
Equipment space requiring more than 20’ x 40’ space
MUST contact Monique at IRWA (317-372-9864) to make
special arrangements.*

Other Special Requests or Needs? _____

State specific exhibitors you wish to STAY AWAY FROM: _____

State specific exhibitors you wish to BE PLACED NEXT TO: (Note: Both Exhibitors must make the same request.) _____

NEW – CONFERENCE SPONSORSHIP OPPORTUNITIES – WHY SPONSOR?

Our Water Institute at the beautiful French Lick Resort offers two days of tradeshow activity (Monday evening thru Wednesday morning), 17 hours of educational presentations and workshops, and many opportunities to network with hundreds of utility operators, superintendents, managers, and decision makers representing small and large water and wastewater utilities, well drillers and pump installers, and a variety of other careers in the industry.

Our new sponsorship opportunities are a cost-effective marketing solution providing you with optimum exposure to showcase your company and maximize your conference investment.

Lunches

Monday Lunch -- \$1,500 exclusive – includes:

- 2 additional registrations
- Printed recognition on signage
- Printed recognition in conference program
- Verbal recognition throughout the day during session announcements and event
- Table tents with company information on lunch tables
- One (1) exclusive promotional email distribution to all conference attendees (email distributed by IRWA. Your provided content must be approved by IRWA)
- Recognition via continuous video shown on entrance screens of all IRWA conference meeting rooms
- Recognition in IRWA's e-newsletter (which will be sent to all IRWA members) following the 2018 Water Institute.

Tuesday Lunch -- \$1,500 exclusive – includes:

- 2 additional registrations
- Printed recognition on signage
- Printed recognition in conference program
- Verbal recognition throughout the day during session announcements and event
- Table tents with company information on lunch tables
- One (1) exclusive promotional email distribution to all conference attendees (email distributed by IRWA. Your provided content must be approved by IRWA)
- Recognition via continuous video shown on entrance screens of all IRWA conference meeting rooms
- Recognition in IRWA's e-newsletter (which will be sent to all IRWA members) following the 2018 Water Institute.

Receptions

Monday Reception -- \$1,500 exclusive – includes:

- 2 additional registrations
- Printed recognition on signage
- Printed recognition in conference program
- Verbal recognition throughout the day during session announcements and event
- Table tents with company information on reception tables
- One (1) exclusive promotional email distribution to all conference attendees (email distributed by IRWA. Your provided content must be approved by IRWA)
- Recognition via continuous video shown on entrance screens of all IRWA conference meeting rooms
- Recognition in IRWA's e-newsletter (which will be sent to all IRWA members) following the 2018 Water Institute.

Tuesday Reception -- \$1,500 exclusive – includes:

- 2 additional registrations
- Printed recognition on signage
- Printed recognition in conference program
- Verbal recognition throughout the day during session announcements and event
- Table tents with company information on reception tables
- One (1) exclusive promotional email distribution to all conference attendees (email distributed by IRWA. Your provided content must be approved by IRWA)
- Recognition via continuous video shown on entrance screens of all IRWA conference meeting rooms
- Recognition in IRWA's e-newsletter (which will be sent to all IRWA members) following the 2018 Water Institute.

Break Sponsorships

Breaks — \$200 to co-sponsor - includes:

- Printed recognition on signage at all break stations
- Printed recognition in conference program
- Recognition via continuous video shown on entrance screens of all IRWA conference meeting rooms
- Recognition in IRWA's e-newsletter (which will be sent to all IRWA members) following the 2018 Water Institute

Summary Sheet

Indiana Rural Water Association; P. O. Box 242; Zionsville, Indiana 46077
(866) 895-4792 Office — (855) 202-7298 Fax — www.indianaruralwater.org



Priority Placement
DEADLINE:
October 5, 2018

INDIANA RURAL WATER ASSOCIATION 2018 WATER INSTITUTE & 50th ANNIVERSARY CELEBRATION

Company Name _____

2018 WATER INSTITUTE

Exhibitor or Non-Exhibitor Fee \$ _____

Equipment Expo Fee \$ _____

Extra staff registrations
_____ x \$75 = \$ _____

Monday Lunch _____ x \$25 = \$ _____

Tuesday Lunch _____ x \$25 = \$ _____

Sub-Total \$ _____

SPONSORSHIPS

Monday Lunch
Exclusive, \$1,500.00 \$ _____

Monday Reception
Exclusive, \$1,500.00 \$ _____

Tuesday Lunch
Exclusive, \$1,500.00 \$ _____

Tuesday Reception
Exclusive, \$1,500.00 \$ _____

Breaks,
Co-sponsors, \$200.00 \$ _____

Sub-Total \$ _____

REGISTRATION

Register on-line: www.indianaruralwater.org
Email: MaryJane@indianaruralwater.org
Fax: 855-202-7298
Mail: Indiana Rural Water Association
 PO Box 242
 Zionsville, IN 46077

GAMBOLD EDUCATION FUND, Donation \$ _____

ASSOCIATE MEMBERSHIP DUES, \$290 \$ _____
(If Applicable)

Grand Total \$ _____

I understand that payment must be received by November 16.

Payment for your exhibit space, sponsorships, staff registrations, lunch, and membership dues may be made by credit card or all with one check if you wish. Your donation to the Gambold Education Fund can be included as well.

PAYMENT OPTIONS

.....

CREDIT CARD# _____

Exp.: ____ - ____ Security: _____ Billing Zip Code: _____

NAME ON CARD: _____

SIGNATURE: _____

EMAIL RECEIPT: _____

.....

Bill - email invoice to:

Bill - mail invoice to this address, and to the attention of:

QUESTIONS

MaryJane Peters
Email - MaryJane@indianaruralwater.org
Telephone - 866-895-4795
Cell - 812-340-1868



ATTENTION
Please contact French Lick Resort for
your electricity requirements

2018 Indiana Rural Water Association Exhibitor Request Form

Form must be received no later than October 1st 2018
Return to exhibitor@frenchlick.com for questions call 812-936-5877

Conference Name: <u>IRWA, Water Institute 2018</u>	Dates of Event: <u>12/3-5/2018</u>
Company Requesting Service: _____	Booth #: _____
Cardholder Billing Address: _____	City: _____ State: _____ Zip Code: _____
Onsite Contact's Name: _____	Cell Number: _____
E-mail: _____	Last 4 Digits of Credit Card: _____ Receipt Needed: y / n
Cardholder Signature: _____	Cardholder Phone: _____

For your security, DO NOT write the credit card number on this form. A Resort Revenue Agent will contact you to complete the form within 5 business days.

*** If paying by check, please return this form 14 days prior to arrival ***

<u>Quantity</u>	<u>Description</u>	<u>Items Ordered</u>	<u># of Days</u>	x	<u>Daily Fee</u>	=	<u>Item Total</u>
_____	110 V 20 Amp	_____	_____		\$25.00		_____
_____	120 V (2 ½ amps -20 amps)	_____	_____		\$50.00		_____
_____	120 V (2 1-30 amps)	_____	_____		\$75.00		_____
_____	208 V (0-20 amp)	_____	_____		\$100.00		_____
_____	208 V (21-30 amp)	_____	_____		\$125.00		_____
_____	208 V (31-50 amp)	_____	_____		\$150.00		_____
_____	Power Strip with Extension Cord	_____	_____		\$20.00		_____
_____	Additional Equipment – Pallet Jack	_____	_____		\$50.00		_____
						Total:	\$ _____
						7% Indiana sales tax:	\$ _____
						Total Electrical Charges:	\$ _____

Please Do Not Write in this Box - For Office Use Only

Credit Card Number: _____	Exp. Date: _____
Name as Printed on Card: _____	CVV Code: _____

**Disclaimer: The Resort is not responsible for any lost, stolen, damaged, or misdirected equipment, personal items, or business related property brought onto the premises by an Exhibitor, Guest, Group Contractor, etc. This includes items that are on the Resort outside of the event hours.



- LOOK FOR THE WINDMILL -

Indiana Rural Water Association's icon, the windmill, has been around for thousands of years and it continues to symbolize **IRWA's** mission and dedication to the industry that we all so proudly serve.

The windmill's humble beginnings can be traced back to the need to pump water in ancient Persia (about 500 – 900A.D.) The design of this timeless invention has continued to change and evolve – serving many needs in the daily lives of those past and present.

Indiana Rural Water Association is committed to serving you and the ever changing needs of our industry. We offer you the promise, and we have the drive, to succeed in this mission despite daunting (and sometimes puzzling) obstacles.

We ask for your continued support of **IRWA**, and of each other, as we work together to provide the best water environment possible for our family, friends, and neighbors – today and in the future.

Hotel Reservations --

Hotel reservations should be made directly with the French Lick Resort & Conference Center in French Lick by calling **1-888-936-9360** and using the group code **1218IRW** to receive our special rate of \$125.00 plus tax — **OR** — on-line thru the Resort's website (www.frenchlick.com) and use the group code **1218IRWA**. The group rate will be applicable until November 5, 2018 or until the block of rooms is sold out. Rooms reserved after the deadline are subject to regular room rates.

IRWA DIRECTORS

LARRY McINTOSH, President
Jackson County Water Corp.

JOHN CRIDER, Vice President
City of Berne

MIKE SIMPSON, Secretary/Treasurer
Associate Member Representative
M.E. Simpson Company Inc.

ROB COGHILL, Director
Town of Chandler

NEAL McKEE, Director
City of Anderson

CHAD COLBY, Director
Town of Rossville

TROY ELLESS, Director
Town of Bainbridge

JIM WILLIAMS, Director
Associate Member Representative
Peerless Midwest, Inc.

IRWA STAFF

ODETTA CADWELL, Executive Director
MONIQUE RIGGS, Program Manager
MARYJANE PETERS, Administrative Director
MEGAN FLEMING, Administrative Assistant

Indiana Rural Water Association
thanks you for
your participation and support!!

Throughout IRWA's 50 year history, the encouragement and cooperation we receive from our Associate Members and the vendor community have allowed us to pursue our common interests of assisting and improving the water environment in Indiana.

Thank you for your commitment to Indiana's water and wastewater industry
and to Indiana Rural Water Association!!