

SWS

2019 CONFERENCE
& EXHIBITION



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STORM WATER SOLUTIONS CONFERENCE & EXHIBITION 2019 EXHIBITOR AND SPONSOR GUIDE

PRESENTED BY



TINLEY PARK CONVENTION CENTER | TINLEY PARK, ILLINOIS

Thank you for exhibiting at the 2019 Storm Water Solutions Conference & Exhibition. Your participation contributes to the overall success of the conference, and we appreciate your dedication to this industry. The Conference & Exhibition affords a unique opportunity to directly interact with federal, state and local agencies, educational institutions, storm water managers, consultants, engineers, contractors, and designers — all of whom have a direct interest in storm water quality-related issues and technologies.

BASIC EXHIBITOR INFORMATION

10 x 10 carpeted booth includes the following:

- 8' background drape and 3' side drape
- One (1) 6' draped table, two chairs and wastebasket
- If electric is needed, please contact the Conference Center, Camille Gale at c.gale@tphicc.com. For more information about electric, please contact Camille Gale, c.gale@tphicc.com.
- Listing in the 2019 Conference program and on the Conference website
- Two (2) full conference registrations including attendance to technical sessions, lunch on both days, and entrance into the evening reception, to be held in the exhibitor room.

Additional Exhibitor Registration:

Exhibitors receive **two (2) two-day exhibitor registrations**. Any additional exhibitor booth attendants must purchase a conference registration.

Move in & Set up:

Exhibitors will be allowed into the exhibit hall to set up booths on:

- Tuesday, November 12, 2019: 1:00 p.m. – 6:00 p.m.
- Wednesday, November 13, 2019: 7:00 a.m. for additional set up.
All booths must be completely set up by 8:00 a.m. before the conference starts.

Exhibit Hall Hours:

The exhibit hall will be open to conference guests during the following hours:

- Wednesday, November 13, 2019
Exhibit Hall: 7:30 a.m. – 7:00 p.m.
Evening Reception: 5:30 p.m. – 7:00 p.m.
- Thursday, November 14, 2019
Exhibit Hall: 7:30 a.m. – 1:00 p.m.
Tear-Down: 1:00 p.m. – 4:00 p.m.

Dismantling of booths may begin immediately following the closing of the show.

Exhibitor Registrations:

Please register your booth staff as soon as possible at: <http://www.swsconferenceexpo.com>. This will ensure that your booth staff's badges are included in the exhibitor packet, which will be available upon check-in at the registration desk on Tuesday, November 12, 2019 during booth setup or on Wednesday, November 13 and Thursday, November 14 during registration hours.

Registration & Check-In:

The Conference registration desk, located in the lobby outside of the exhibit hall, will be open during the following hours for exhibitor check-in:

- Tuesday, November 12: 1:00 p.m. – 5:00 p.m.
- Wednesday, November 13: 7:00 a.m. – 4:30 p.m.
- Thursday, November 14: 7:00 a.m. – 1:00 p.m.

Exhibitor Shipping & Handling:

Tinley Park Convention Center will handle the exhibit booths and all shipping and handling. You will receive an Exhibitor Kit in 2019, including information on where to ship packages, what is provided, and how to order any additional items for the event.

If you have any further questions, please contact **Harry Stark** at **216.385.5248** or **stormexpo17@gmail.com**.

EVENING RECEPTION:

Please join us in the Exhibit Hall from 5:30 p.m. – 7:00 p.m. for the Evening Reception at the end of the first official day of the Conference, Wednesday, November 13.

At the evening reception, attendees and exhibitors will have the opportunity to network and make new contacts, while enjoying cocktails and snacks.

LODGING INFORMATION:

Convenient for attendees and exhibitors is the host hotel, located a short walk from the Tinley Park Convention Center. A block of rooms will be reserved for attendees and exhibitors.

Hotel information will be available on the event website, www.swsconferenceexpo.com.



EXHIBITOR AND SPONSORSHIP OPPORTUNITIES:

Exhibit Booth – \$1,250

Includes two passes for booth representatives

If electric is needed, please contact the Conference Center, Camille Gale at c.gale@tphicc.com.

SPONSORSHIP PACKAGES:

Platinum Level – \$5,000

Includes sponsorship of the Reception and Keynote Speaker.

Sponsor receives:

- Exhibit booth*
- Full-page ad in the conference program
- 5 conference registrations
- Logo on all signage and promotions
- Company name, logo and description in program

Gold Level – \$2,500

Includes sponsorship of the Luncheon. Sponsor receives:

- Exhibit booth*
- Half-page ad in the conference program
- 4 conference registrations
- Logo on all signage and promotions
- Company name, logo and description in program

Silver Level – \$1,750

Includes sponsorship of the Continental Breakfast. Sponsor receives:

- Exhibit booth*
- 1/4-page ad in the conference program
- 3 conference registrations
- Logo on all signage and promotions
- Company name, logo and description in program

Bronze Level – \$1,475

Includes sponsorship of the Breaks. Sponsor receives:

- Exhibit booth*
- 1/4-page ad in the conference program
- 2 conference registrations
- Logo on all signage and promotions
- Company name, logo and description in program

*Each 10x10 exhibit booth includes carpeting, 6-ft table, 2 chairs, wastebasket, and ID sign. Sponsor also has the option to have an additional 3 conference registrations rather than an exhibit booth.

EXHIBIT RULES, POLICIES & REGULATIONS:

Responsibility for the tradeshow, its Rules and Regulations and enforcement thereof shall rest with the Conference Planning Committee. Further information can be found on the attached document from Tinley Park Convention Center.

1. AGREEMENT

The Exhibitor agrees to abide by these Rules and Regulations and all amendments thereto. The term “exhibit hall” shall mean Tinley Park Convention Center exhibit hall. The term “Exhibitor” shall mean any company, firm or person who has applied for or been allocated space in the Exhibit Hall.

2. POLICY STATEMENT

- a) Conference Planning Committee: Responsibility for the Conference, its Policy and enforcement of the Policy shall rest with the Conference Planning Committee.
- b) Exhibitors: Companies wishing to exhibit may purchase booth space if space is available. Exhibitor agrees to exhibit for the hours specified and abide by the conditions established by the Planning Committee and Exhibit Hall for the exhibits. Exhibitor assumes responsibility and agrees to indemnify and defend the Planning Committee and its agents against any claims or expenses arising out of its use of the exhibition premises. No exhibits or information tables will be allowed without approval by the Conference Planning Committee. There will be no dismantling of booths/exhibits prior to the published tear-down time.
- c) Policy Enforcement: It is understood that exhibiting companies will comply with the exhibit rules, policies and regulations. Should a company not comply, the Planning Committee has the right to refuse the company’s application to exhibit at any future Exhibitions.

3. BOOTH ASSIGNMENTS

Assignment of booth space is final and shall constitute an acceptance of the Exhibitor’s offer to occupy space. Booth space will be secured only after receipt of the Exhibitor Contract for Space, Registration Form/Badge Form and the appropriate booth fees have been paid. After assignment, space location may not be changed, transferred, or cancelled except upon written request. Notwithstanding the above, the Planning

Committee reserves the right to change location assignments at any time, as it may, in its sole discretion, deem necessary.

4. INSTALLATION AND REMOVAL

Please check in at the registration desk prior to moving into the exhibit hall. You will receive your exhibitor badges and packet upon check-in. Installation of all exhibits must be fully completed at least 30 minutes prior to the opening time of the Show. All exhibits and booth material must be removed by 6:00 p.m. on Thursday November 14, 2019.

5. EARLY REMOVAL OF EXHIBITS NOT ALLOWED!

No exhibit shall be packed, removed, or dismantled prior to the closing of the show without written permission from the Planning Committee. If the Exhibitor acts in breach of this provision it shall pay, as compensation for the distraction to the Exhibition’s appearance, an amount equal to one-third of the total space charge for the Exhibitor’s allocated area, in addition to all sums otherwise due under this agreement.

6. EXHIBITOR APPOINTED CONTRACTORS (EAC):

Any Exhibitor using an EAC agrees to notify the Planning Committee of such appointment and agrees to indemnify and hold harmless the Planning Committee, the exhibit facilities, and their respective officers, directors, staffs, employees and agents and all official contractors from any and all liability or losses for any act, complaint, damage, or loss to any other Exhibitor, the exhibit hall, the property of any contractor and any consequential damages arising out of any such act or loss from the time the independent EAC first arrives at the hall until the final move-out is complete.

7. PROHIBITED ACTIVITIES

- a) No cooking may take place in Exhibitor’s space and no food and/or beverage products may be distributed by Exhibitor. Candy or small snack items are allowed.
- b) All demonstrations, sales activities, and distribution of circulars and promotional material must be confined to the limits of the Exhibitor’s booth. All equipment for display or demonstration must be placed within the assigned booth area to attract observers into the booth.

- c) Exhibitor agrees that noise levels within the exhibit hall will be required to be reduced when workshops are in session. Exhibits which include the operation of musical instruments, radios, sound motion picture equipment, public address systems, or any noisemaking machines must be operated so that the resulting noise will not annoy or disturb adjacent Exhibitors or their patrons.
- d) Electrical equipment that is not UL approved may not be used in the exhibit hall. No wiring or other electrical work shall be done except by the electrical contractor.

8. RIGHT OF ENTRY AND INSPECTION

The Planning Committee, in its absolute discretion, shall have the right at any time to enter the leased area occupied by Exhibitor or otherwise inspect the Exhibitor's material.

9. STORAGE

All supplies, handouts, literature and samples must be confined to booth. Packing crates and/or large boxes are not permitted in booths during exhibit period.

10. CARE OF BUILDING AND EQUIPMENT

Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths or booth contents or show equipment and decor. When such damage appears, the Exhibitor is liable to the owner of the property so damaged.

11. CANCELLATION BY EXHIBITOR

The Exhibitor specifically recognizes and acknowledges that the Planning Committee will sustain certain losses if the Exhibitor cancels its exhibit space after it has been assigned and confirmed. Due to the difficulty, if not impossibility, of determining and proving said losses, the Exhibitor will forfeit the fee paid for the exhibit space. If the Exhibitor cancels prior to September 15, 2019, they will receive a full refund for their exhibit space fee.

12. CANCELLATION OR POSTPONEMENT OF SHOW

In the event that any unforeseen occurrence shall render the fulfillment of this agreement impossible by the Planning Committee, the parties shall mutually amend or terminate the agreement at the Planning Committee's option. The Exhibitor hereby waives any claim against the Planning Committee for damages or compensation. The Planning Committee will return

a portion of the amount paid for space after deduction of any amounts necessary to cover expenses incurred in connection with the show. Such expenses shall include, but not be limited to all expenses incurred by the Planning Committee as a result of contracts with third parties for services or products incidental to the show including out of pocket expenses incidental to the show, and all overhead expenses attributable to the production of the show. No monies will be returned should the dates or location of the show be changed, but Exhibitor will be assigned space which the Exhibitor agrees to use under these same rules and regulations. The Planning Committee shall not be financially liable in the event the show is interrupted, canceled, moved, or dates changed except as provided herein.

13. EXHIBITS AND PUBLIC POLICY

Each Exhibitor is charged with knowledge of all Federal, State and local laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this Show. Compliance with such laws is mandatory for all Exhibitors, and the sole responsibility is that of the Exhibitor. The Planning Committee, Exhibit Hall and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as individual Exhibitor's space, materials and operation is concerned. Exhibitors with questions regarding such laws, ordinances, and regulations should contact the appropriate agency or government authority. All booth decorations must be flame proofed. Electrical wiring must conform with National Electric Code Safety Rules and the electrical code in the city where the Show is held. If inspection indicates any Exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to remove all or such part of his exhibit as may be in violation, at Exhibitor's expense. If unusual equipment or machinery is to be installed, or if appliances that might come under fire codes are to be used, the Exhibitor should contact the Planning Committee for information concerning facilities or regulations. City and State fire regulations must be complied with. Use of hazardous materials, such as open flame or liquid propane gas, must be approved by the local Bureau of Fire Prevention.

14. ERRORS AND OMISSIONS

The Planning Committee assumes no responsibility or liability for any of the services performed or materials delivered by official show contractors or other suppliers to the show, their

personnel, or their agents. Any controversies which may arise between Exhibitors and official contractors or union representatives, or personnel of either, on the show premises shall be referred to the planning Committee for resolution, and the Planning Committee's decision shall be final and binding.

15. LIABILITY AND INSURANCE

- a) All property of the Exhibitor remains under its custody and control in transit to and from exhibit facility, during installation and removal, and while it is within the confines of the exhibit facility. Neither the Planning Committee or the service contractors, the management of the exhibit facility nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property of Exhibitors from theft, damage by fire, accident, vandalism or other causes, and the Exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the Exhibitor, except where the damage or loss is due to the gross negligence or willful misconduct of the persons or entities mentioned above, their agents or employees, arising out of the Planning Committee's responsibilities under the agreement. The Exhibitor expressly releases the Planning Committee, the service contractor and the Exhibit Facility, their directors, officers, agents, and employees from any such loss, damage or injury.
- b) Exhibitor understands that the Planning Committee does not maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. The Exhibitor agrees to obtain adequate insurance during the dates of the trade show, including move-in and move-out days, and shall be prepared to furnish a certificate of insurance to the Planning Committee if requested for the following coverage:
- (a) Commercial/General Liability insurance coverage including protective and contractual liability coverage for bodily injury and property damage;
 - (b) Employers Liability insurance;
 - (c) Worker's Compensation/Occupational Disease coverage in full compliance with federal and state laws;
 - (d) Comprehensive General Liability Automobile insurance covering owned, non-owned, and hired vehicles, including loading and unloading hazards.
- c) Planning Committee and the Exhibitor agree to waive the

right of subrogation by their insurance carriers to recover loss sustained under the respective insurance contracts for real and personal property.

16. ENFORCEMENT OF REGULATIONS

The Planning Committee has full power to interpret and enforce all regulations of the show and the power to make amendments and/or further regulations, orally or in writing, that are considered necessary for the proper conduct of the show. Such decisions shall be binding on Exhibitors. Failure to comply with these or any other regulations or amendments may be sufficient cause for the Planning Committee to require the immediate removal of the exhibit and/or the offending Exhibitor at the expense of the Exhibitor. In addition, all Exhibitors agree to be bound by the terms of the Planning Committee's agreement with the facility in which the show is held.

17. ADA COMPLIANCE

Exhibitor represents and warrants:

- 1) the exhibit will be accessible to the full extent required by law;
- 2) that its exhibit will comply with the Americans with Disabilities Act (ADA) and with any regulations implemented by the Act; and
- 3) that it shall indemnify and hold harmless and defend Scranton Gillette Communications from and against any and all claims and expenses including reasonable attorneys fees and litigation expenses that may be incurred by or asserted against the planning Committee on the basis of the Exhibitor's breach of this paragraph or non-compliance with any of the provisions of the ADA.

18. WAIVER

Waiver by either party of any term or condition or breach shall not constitute a waiver of any other term or condition or breach of this agreement. The rights of the Planning Committee shall not be deemed waived except as specifically stated in writing and signed by an authorized representative of the Planning Committee.

19. SEVERABILITY

In the event any provision of this agreement is held invalid or unenforceable then neither the remaining provisions of this agreement nor other applications of the provisions involved shall be affected thereby.

EXHIBITOR CHECKLIST

<input type="checkbox"/> Company Name and website to be listed on the Conference website and program	Contact: Karen Teeter — kteeter@sgcmail.com Due Date: Submit with Exhibitor Contract
<input type="checkbox"/> Company Description (40 – 75 word count)	Contact: Karen Teeter — kteeter@sgcmail.com Due Date: Submit with Exhibitor Contract
<input type="checkbox"/> High resolution (JPG) company logo	Contact: Karen Teeter — kteeter@sgcmail.com Due Date: 7 days after Exhibitor Contract is signed and submitted
<input type="checkbox"/> Certificate of Insurance	Contact: Karen Teeter — kteeter@sgcmail.com Due Date: October 1, 2019
<input type="checkbox"/> Registration of exhibitor's personnel	Visit: www.swsconferenceexpo.com and follow registration link Due date: October 1, 2019
<input type="checkbox"/> Ad for Sponsorship Level in SWS conference program	Contact: Karen Teeter — kteeter@sgcmail.com Due Date: October 1, 2019
<input type="checkbox"/> Order electricity (Contact Tinley Park for price and details)	Contact: Camille Gale — c.gale@tphicc.com Due Date: November 4, 2019
<input type="checkbox"/> Hotel Reservations	Visit: www.swsconferenceexpo.com and follow hotel link Due Date: October 1, 2019
<input type="checkbox"/> Shipment of Materials	Refer to: Tinley Park Convention Center's Exhibit Services Packet Due Date: November 12, 2019
<input type="checkbox"/> Move in & Set up	Contact: Harry Stark — stormexpo17@gmail.com Due Date: Tuesday, Nov. 12, 2019; 1:00 pm - 6:00 pm; Wednesday, Nov. 13, 2019; 7:00 am - 8:00 am
<input type="checkbox"/> Exhibit Hall Hours	Contact: Harry Stark — stormexpo17@gmail.com Due Date: Wednesday, Nov. 13, 2019; 7:30 am - 7:00 pm; Thursday, Nov 14, 2019; 7:30 am - 1:00 pm
<input type="checkbox"/> Tear-Down of Booth	Refer to: Tinley Park Convention Center's Exhibit Services Packet Due Date: Thursday, Nov. 14, 2019; 1:00 p.m. – 4:00 p.m.

TINLEY PARK CONVENTION CENTER

18451 CONVENTION CENTER DRIVE, TINLEY PARK, IL 60477

Tinley Park Convention Center

18451 Convention Center Drive

Tinley Park, IL 60477

708.342.5485 • Fax: 708.342.6221

- O'Hare International Airport – 40 Miles
- Midway Airport – 19 Miles
- Gary Airport – 27 Miles
- I-80 – .1 Mile
- I-57 – 4 Miles
- I-355 – 6 Miles
- I-55 – 23 Miles
- Metra Train Station – 1.5 Miles
- Odyssey Fun World – 1 Mile
- Brookfield Zoo – 19 Miles
- Lincoln Park Zoo – 26 Miles
- Soldier Field – 29 Miles
- US Cellular Field – 25 Miles
- United Center – 31 Miles
- AllState Arena – 31 Miles
- Wrigley Field – 35 Miles
- Jackhammers Stadium – 15 Miles
- Chicagoland Speedway – 15 Miles
- Toyota Park – 15 Miles
- First Midwest Bank Amphitheatre – 2 Miles
- Balmoral Race Track – 18 Miles
- Harrahs/Empress Casino – 15 Miles
- Chicago Loop – 30 Miles
- Navy Pier – 31 Miles
- Springfield, IL – 180 Miles
- Champaign, IL – 116 Miles
- Milwaukee, WI – 120 Miles
- Indianapolis, IN – 174 Miles

**Explore the beautiful Tinley Park Convention Center at
www.tinleyparkconventioncenter.net**

