



## LRWA Exhibitor Information including Policy & Procedures

### Booth Policy & Regulations:

- LRWA reserves the right to refuse a vendor from exhibiting at the LRWA Conference.
- Each booth space is limited to three (3) personnel/representatives. If additional personnel wish to attend there is an additional fee of \$100 per person.
- Height Restrictions: No displays or signs shall be higher than the pole & drape (8ft).
- Advertising or canvassing outside the individual exhibitor's booth is prohibited (signs/banners/advertising must be confined to assigned booth space).
- Exhibitors may not sublet or assign their space to others.
- Combustible materials and explosives are prohibited; fire extinguishers and exits must not be obstructed.
- Public address systems will not be allowed. Any audio/visual presentation equipment must be limited to the hearing area of the booth. LRWA will not be accountable for copyrighted music or material.
- Space is available outside in the parking lot for trailers/large equipment at no additional charge with the purchase of inside space. If you do not wish to have an inside booth space but want to have equipment outside you must purchase an outside space at a cost of \$300. Security will not be available inside or outside.
- Exhibitors shall assume all responsibility for any loss, damage, or injury they may cause, and they shall hold harmless the LRWA and the Lake Charles Civic Center.

### Booth registration includes:

1. Booth sizes 8ft deep x 10ft wide space, with one 6ft table, two chairs and carpet.
2. Pole and drape with electrical outlet (500 watts).
3. Sign with company name as it appears on registration form.
4. Registration for three (3) personnel per space, each will receive an Award Luncheon Ticket. (if you only purchase 1 booth space and have more than 3 people attending then the additional personnel are \$100 per person, this includes the Award Luncheon Ticket)
5. All Meals (breakfast/lunch/dinner) are provided during the week at the Lake Charles Event (Civic) Center.
6. All special events. (Awards Luncheon; Welcome Address; Fish Fry; Meet & Greet Exhibitors; Las Vegas Night, etc.)
7. Three (3) complimentary Day Passes will be issued to each booth space registration that can be given to EMPLOYEES of water/wastewater systems who are not enrolled for the conference but wish to view the exhibit hall (sitting in on classes is not permitted). The complimentary Day Pass forms must be mailed or emailed to the LRWA office before the conference. These individuals must come to the LRWA main registration desk to receive a name badge to enter the exhibit hall.
8. You can bring large equipment/trailers inside the Lake Charles Event (Civic) Center Exhibit Hall area. (must purchase the necessary booth space to accommodate equipment/trailers).
9. Space is available outside in the parking lot for trailers/large equipment at no additional charge with the purchase of inside space. If you do not wish to have an inside booth space but want to have equipment outside you must purchase an outside space for \$300. Security will not be available inside or outside.
10. A forklift is available through the Lake Charles Event (Civic) Center at no cost.
11. Please utilize Clark Services for any extra booth or shipping needs, they will ensure booth material is in your designated booth space waiting for you. A packet from Clark Services is available below for any additional needs.

### **Booth Assignment:**

Booth space assignments will be provided when you sign in at the Lake Charles Event (Civic) Center. The reduced-price registration **deadline is June 1, 2024**. LRWA will not hold booth spaces or process registrations without payment. Booth registrations will be accepted until July 1, 2024, or until all spaces are sold, whichever comes first. (usually, sell out of booth spaces by April 1st). If an exhibitor/vendor wishes to be next to another company, **BOTH** registrations with payment must be sent to LRWA at the same time noting to be next to each other. If this is not done, LRWA cannot guarantee booths will be next to each other. Booth placement is done through the date order of the registration and payment is received (first-come basis).

### **Exhibitor Unloading:**

The Lake Charles Event (Civic) Center does have a forklift. Exhibitors can park and enter at the north side of the Lake Charles Event (Civic) Center near the loading dock area. This is where the sign-in desk is located. All Exhibitors must sign in at the exhibitor registration desk to receive conference material and booth location. Directions for unloading will be provided at this time. Lake Charles Event (Civic) Center is not responsible for receiving/holding material for your booth. If you wish to ship booth material, please utilize Clark Services.

### **Set-up and Breakdown/Teardown:**

Registration Desk will be located inside the exhibit hall, pick-up your conference packet (name badges, schedule, etc.) before setting up booth.

Monday	7/15/24	Optional Exhibitor sign-in and set-up from 1:00pm to 4:00pm
Tuesday	7/16/24	Exhibitor sign-in and set-up from 10:00am to 2:00pm Exhibit Hall will be <b>open</b> from 3:00pm to 6:00pm (Meet & Greet)
Wednesday	7/17/24	Exhibit Hall will be <b>open</b> from 9:00am to 11:00am and 1:00pm to 5:00pm LRWA Annual Awards Ceremony and Luncheon ( <i>each registered booth receives 3 complimentary luncheon tickets; additional tickets can be purchased</i> ) Breakfast/Meeting for all exhibitors in the Exhibition Hall from 8:30am to 9:30am
Thursday	7/18/24	Exhibit Hall will be <b>open</b> from 9:30am to 12:00pm Exhibit breakdown anytime from 1:00pm to 5:00pm ( <i>note: booth break-down is <b>NOT</b> allowed prior to 1:00pm; classes will be breaking during the morning to view exhibit hall and demonstrations/presentations</i> ).

### **Door Prize Drawings:**

Door prizes donated by exhibitors will be drawn on Thursday 7/18/24 from 11:45 am to 1:15 pm (during lunch) in the Exhibition Hall. If you have a door prize(s) that you want LRWA to present, please bring them to the Exhibitor Registration Desk before 10:00 am on Thursday. Place your company's name, contact person, and phone number on the item(s) so that the winner of your item(s) will know the company that provided the prize.

*Each classroom attendee is given a sheet with ALL exhibitors listed. We ask them to get the initials of a representative from each booth and then turn in the form for a chance to win a door prize. This is done to encourage the attendee to go by each booth to speak with someone about the products/services provided.*

### **Shipping Booth Material:**

LRWA has contracted Clark Services for all exhibitor needs. The exhibitor packet is available below. Please utilize Clark Services for all shipping needs, this ensures all booth material is ready at your booth when you arrive. Lake Charles Event (Civic) Center is not responsible for receiving/holding material for your booth.

Clark Services: phone 337-234-5653 or email [Sales@Clark-Services.com](mailto:Sales@Clark-Services.com)