

## EXHIBIT TERMS — OFFICIAL RULES AND REGULATIONS

**1. LOCATION OF EXHIBITS:** The exposition will be held at the Marriott Copley Place Hotel, Boston, Massachusetts. All measurements and booth layouts shown on the floor plan are as accurate as possible, but the New England Water Environment Association (NEWEA) reserves the right to make such modifications and changes in booth assignments as may be necessary to adjust the floor plan at any time to meet the needs of NEWEA, its Attendees and Exhibitors.

**2. EXHIBITOR EQUIPMENT AND SERVICES:** Standard booth size is 10'W x 8'D with a ceiling height of 8' high unless otherwise noted on the floorplan. Each booth will include one 6' draped table, two chairs, wastebasket, side-rails and drape backdrop for each booth in addition to one company identification sign. Exhibitors shall notify the NEWEA office with any specific requests pertaining to oversized equipment or other items. NEWEA holds the right to deny exhibitors permission to show specific pieces of equipment, displays, etc., based on dimensions and/or weight.

**3. APPLICATIONS:** Applicants must secure an exhibit booth through the online exhibit registration website. Final payments must be received by Friday, January 10, 2020 to secure exhibit booths. Credit cards are accepted. Make checks payable to NEWEA, 10 Tower Office Park, Suite 601, Woburn, MA 01801

**4. ASSIGNMENT OF SPACE:** Priority of space assignments will be based upon availability on a first-come, first-served basis with preference given based on past participation. General registration will be available September 11, 2019. Exhibitors who desire assignment next to each other should purchase booths together online. **A discount will be offered for registrations received prior to Friday, October 11, 2019.**

**5. EXHIBITOR SERVICE MANUAL:** The manual will be posted online and will contain order forms and shipping instructions from the official service contractor for your booth space. The service contractor will notify exhibitors electronically prior to the Exposition. Note: electricity is ordered through the hotel.

### 6. INSTALLATION OF EXHIBITS:

Sunday, January 26, 12 Noon–6:00 PM (3<sup>rd</sup> floor)  
Sunday, January 26, 2:00–6:00 PM (4<sup>th</sup> floor)  
Monday, January 27, 8:00–10:00 AM

All exhibits must be set up by 10:00 AM on January 27, 2020.

### 7. EXHIBIT HOURS:

Monday, January 27, 10:30 AM–6:30 PM  
Tuesday, January 28, 8:00 AM–6:30 PM  
Wednesday, January 29, 8:30 AM–1:00 PM

**8. DISMANTLING OF EXHIBITS:** No packing or dismantling of exhibits will be allowed until the official closing of the exhibit area at 1:00 PM on Wednesday, January 29. **Failure to abide by this policy will result in loss in booth selection preference priority for the 2021 Annual Conference.** All exhibits must be removed from the exhibit area by 4:00 PM on Wednesday, January 29. Materials not removed by this time will be put in storage at the Exhibitor's expense. There is no space available for storage of empty cartons, crates, etc. Arrangements may be made with the exhibit service contractor for storage.

**9. EXHIBIT SET-UP AND DISMANTLING,** including unloading and loading of materials and equipment, is governed by Boston Union Guidelines. Hand Carry - Exhibitors may hand carry one item, one time, in or out of the facility without having to access the loading dock. Hand-carried is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment weighing less than 30 lbs. Unions claim jurisdiction under all other circumstances. Privately Owned Vehicles - Exhibitors may load and unload: Automobiles, Station Wagons, Mini Vans, SUVs, Pick-Up Trucks and Vans. Exhibitors may use their own equipment limited to carts, dollies, and hand trucks. Exhibitors can not use motorized or hydraulic devices. Any vehicle requiring dock use is under Union jurisdiction.

**10. EXHIBIT FACILITY:** The Exhibitor assumes responsibility and liability for losses, damages and claims arising out of injury or damage to the Exhibitors' displays, equipment and other property brought upon the premises of the Boston Marriott Copley Place Hotel and shall indemnify and hold harmless the Hotel and NEWEA and their agents, servants and employees from any and all such losses, damages and claims. There is no other agreement or warranty between the Exhibitor and NEWEA except as set forth in this document. The rights of NEWEA under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of NEWEA.

**11. SECURITY AND INSURANCE:** NEWEA will provide security service from 12:00 Noon, January 26, 2020 through 3:00 PM January 29, 2020 during the hours when the exhibit area is not open to the public. However, the Exhibitor is solely and fully responsible for his/her own exhibit material and should insure his/her exhibit against loss or damage from any causes whatsoever. Security for booths outside of the Exhibit Hall will be limited as booths outside of Exhibit Hall are accessible during periods when the exhibits are not open. All property of the Exhibitor is understood to remain in its care, custody, and control in transit to or from or within the confines of the Boston Marriott Copley Place Hotel.

**12. CARE OF BUILDING AND EQUIPMENT:** Exhibitors, or Agents, must not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. When such damage appears, the Exhibitor is liable to the owner of the property so damaged. All materials used in decorations must be flameproof. Electric wiring must conform to Electric Code Safety Rules, and all applicable fire laws, electrical codes and other laws, which affect the installation, conduct and disassembly of the exhibit. Combustible material or explosives are not permitted in the exhibit hall. The Exhibitor shall also comply with all reasonable requests of officials of the Boston Marriott Copley Place Hotel with respect to installation, conduct and disassembly of its exhibit.

**13. CANCELLATION OF EVENT:** In the event that it is necessary to cancel a portion of or all of the NEWEA 2020 Annual Conference and/or the exhibits, due to any cause beyond the direct control of NEWEA including, but not limited to damage to or destruction of the convention and exhibit building, labor strikes, adverse weather conditions, the Exhibitor shall be reimbursed only for actual direct costs not incurred by NEWEA.

**14. CANCELLATION OF EXHIBIT REGISTRATION:** In the event that an Exhibitor desires to cancel a reservation, NEWEA must receive a request for cancellation in writing and a refund will only be granted if NEWEA is able to fill the reserved booth with a replacement Exhibitor.