



Indiana Section

American Water Works Association

MAC Committee

December 5, 2024

Dear Exhibitor,

The Indiana Section AWWA is pleased to invite you to attend our 117th Annual Conference. The conference will be held at the Indianapolis Marriott Downtown from April 21-24, 2025.

- Booth set up will be on Monday, April 21, from 3:00 p.m. to 7:00 p.m.
- The show will open Tuesday morning at 7:30 a.m., with coffee & pastries in the exhibit hall. Classes will begin at 8:00 a.m. sharp.
- The exhibit hall will close at 3:45 p.m. on Wednesday after the break, and tear down will begin immediately.

The Early Bird Discount deadline is February 14, 2025.

The deadline for returning your forms and payment for the conference will be March 10, 2025.

The MAC of Indiana, along with the Indiana Section AWWA Board of Trustees are extremely pleased to bring you this conference and encourage you to attend. We are excited to bring you the educational program we've prepared, as well as continue the exceptional service that has been provided by the Indianapolis Downtown Marriott year after year.

Sincerely,

Indiana Section AWWA – MAC of Indiana Committee



Indiana Section

American Water Works Association

MAC Committee

Hotel

- The conference is located at the Indianapolis Downtown Marriott. The Marriott is located at 350 West Maryland Street, Indianapolis, Indiana. For reservations, call (800) 266-9432. Please let them know you are with the Indiana Section AWWA. You can also reserve room online at: <https://book.passkey.com/go/INAWWA2025>
- The room rate for our conference is \$194.00 per night, until the room block is sold out or March 31, 2025. The Marriott offers valet parking and self-parking for overnight guests. Make sure your 50% off conference rate for parking is applied. Parking is an additional cost.

Booth Space

- There are three sizes of exhibits/booths: 8' wide x 6' deep, 10' wide x 6' deep, and 10' wide x 10' deep booth space (hallway only). Each booth will include 2 registrations, 2 chairs, a 6' table, 110-volt electricity and a wastebasket. Please purchase the proper booth space to fit your display.
- Each exhibit/booth includes 2 registrations/badges. Additional exhibit/booth personnel are required to purchase a registration. Please use the Additional Personnel Registration Form. Note that each person must wear a badge to be at the conference and its functions. Only the registrant can pick up his/her badge. Spouses must be registered and wear a badge. There is NO CHARGE for spouse badges, but they are not permitted to work in your booth.
- Any food made available in a booth must be prepackaged or from the hotel.
- Booth confirmations will be emailed to you in March. Please make sure your e-mail address on your application is correct and legible. E-mail is the quickest way to confirm your space reservation.
- If you must cancel your booth space or registration, the cancellations must be received in writing via e-mail to MaryJane.Peters@inawwa.org. Phone cancellations will not be accepted. **Cancellations received by 5:00 pm EST, March 21, 2025, are eligible for a full refund. After 5:00 pm, March 21, 2025, registrants are no longer eligible for a refund.** Any company cancelling within 72 hours of the show, no show, or dismantling prior to tear down time may not be invited to future events.

Mail, email or fax your completed application and payment to MaryJane Peters at the address/fax/email provided herein. Please remember to include any additional personnel beyond the personnel included in the exhibit/booth fee. Alternatively, you may register your booth online by visiting

<https://www.inawwa.org/event/2025-annual-conference-april-21-25th/>

Exhibit Setup & Tear Down

- All exhibits must be set up Monday night. The setup hours for the show are Monday from 3:00 pm to 7:00 pm. There will be a designated area on the West side of the building to unload your vehicle. When unloading your exhibition materials, do not leave your vehicle unattended. Unattended vehicles will be towed at the owner's expense (Hotel Policy).
- Tear down will begin on Wednesday at 3:45 pm. following the afternoon break and needs to be completed by 6:00 pm. Tear down prior to this time is not permitted.
- Those exhibitors who tear down early will lose their standing for the following year and may lose the opportunity to exhibit in future conferences.
- All equipment must fit in your booth space (per the Fire Marshall) – nothing should be in the aisles. If you have a freestanding display, the table can be removed from your booth.
- Electricity: All booths will have electricity (110-volt /15 amp outlet in each exhibit/booth). If you need additional electricity, please fill out the Marriott engineering and electrical order form provided in the Smith Expo packet and return it to the hotel.
- As a part of your exhibit/booth fee, additional services are provided by our decorator, Smith Expo. An exhibitor packet will be provided by Smith Expo closer to the conference date that contains information about shipping your display to the conference and additional furniture and equipment you can lease. (The ballroom is carpeted.)
- Shipping/Storage services: Smith Expo is providing all shipping and storage services, not the Marriott Hotel. Please refer to the packet provided by the Smith Expo, for all your shipping needs.
- Security will be present at all functions. The security personnel will be checking for badges and will refuse entry or remove anyone not wearing a badge. The exhibit hall will be locked down when the show is not in progress.

BADGES MUST BE WORN AT ALL TIMES – NO EXCEPTIONS

Disclaimer

Each exhibiting company agrees to abide by the rules and regulations set forth by the MAC of Indiana, Indiana Section AWWA, Inc. Exhibitors who fail to observe these conditions may be immediately dismissed from exposition without refund. Future participation may be interrupted.

The MAC of Indiana Committee and its Chair have final say regarding rules and their interpretation.

Regarding liability, neither the MAC of Indiana, Indiana Section AWWA, Inc., Smith Expo nor the Marriott Hotel assumes any responsibility for the protection and safety of exhibitors, their representatives, agents, employees, exhibits or property of exhibitors. Any security service that MAC/Indiana Section AWWA, Inc. may use shall be deemed to be purely gratuitous on its part, and MAC/Indiana Section AWWA, Inc. shall have no responsibility of effectiveness or failure of such measures, or for conduct of personnel involved therein. Each exhibitor agrees to indemnify and hold harmless MAC of Indiana, Indiana Section AWWA, Inc., including officers, directors, agents, employees, contractors, assignees, and insurers, and the other exhibitors at the conference against all claims, losses, damages, liabilities, and expenses.

Indiana Section AWWA 117th Annual Conference April 21-24, 2025 – Indianapolis Marriott Downtown Exhibitor Registration Forms

Note: This form is also available at <https://www.inawwa.org/event/2025-annual-conference-april-21-25th/>

AWWA Membership Number (if available): _____

Memberships are verified. If you need assistance with becoming a member, renewal or Membership Number, please contact MaryJane Peters at MaryJane.Peters@inawwa.org or 866-213-2796

Company _____

Exhibit Contact Name: _____ Cell #: _____

Address: _____ City: _____ St: _____ Zip: _____

Sales/Service: _____

Booth Number Preference: _____

Company you would least like be located near: _____

BOOTHS	Early Bird Discount (deadline February 14)			Regular Pricing (after deadline February 14)		
	- Member - Regular Booth	- Member - End Cap	- Non Member -	- Member - Regular Booth	- Member - End Cap	- Non Member -
8 x 6 Booth	\$750	\$800	\$900	\$850	\$900	\$1,000
10 x 6 Booth	\$800	\$850	\$1,000	\$900	\$950	\$1,100
*10 x 10 Booth	\$1,100	\$1,150	\$1,300	\$1,200	\$1,250	\$1,400

Booth spaces area as follows: 8' wide x 6' deep; 10' wide x 6' deep; 10' wide by 10' deep.

*** 10' wide by 10' deep are available only in the Hallway.**

Each Booth includes: 2 registrations, pipe and drape, 2 chairs, a 6' skirted table, 110-volt electricity & wastebasket

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

Name _____

Email: _____ Cell #: _____

Meals: Tuesday Lunch, \$35 Wednesday Lunch, \$30 Thursday Breakfast, \$25

Name _____

Email: _____ Cell #: _____

Meals: Tuesday Lunch, \$35 Wednesday Lunch, \$30 Thursday Breakfast, \$25

Indiana Section AWWA 117th Annual Conference

April 21-24, 2025 – Indianapolis Marriott Downtown

Exhibitor Registration Forms (continued)

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

Type	On or before 2/14/2025	After 2/14/2025 Member	After 2/14/2025 Non Member
Full Registration	\$125	\$185	\$265
Tues, Wed, or Thurs Only	\$100	\$135	\$230
Meals	Tuesday Lunch, \$35; Wednesday Lunch, \$30; Thursday Breakfast, \$25		

Name _____ E-mail _____

Company, if different from above _____

Full Registration Tuesday Only Wednesday Only Thursday Only

Meals: Tuesday Lunch Wednesday Lunch Thursday Breakfast

Name _____ E-mail _____

Company, if different from above _____

Full Registration Tuesday Only Wednesday Only Thursday Only

Meals: Tuesday Lunch Wednesday Lunch Thursday Breakfast

Name _____ E-mail _____

Company, if different from above _____

Full Registration Tuesday Only Wednesday Only Thursday Only

Meals: Tuesday Lunch Wednesday Lunch Thursday Breakfast

Name _____ E-mail _____

Company, if different from above _____

Full Registration Tuesday Only Wednesday Only Thursday Only

Meals: Tuesday Lunch Wednesday Lunch Thursday Breakfast

Name _____ E-mail _____

Company, if different from above _____

Full Registration Tuesday Only Wednesday Only Thursday Only

Meals: Tuesday Lunch Wednesday Lunch Thursday Breakfast

Indiana Section AWWA 117th Annual Conference April 21-24, 2025 – Indianapolis Marriott Downtown Exhibitor Registration Forms (continued)

SUMMARY SHEET

Booth (s)

Inside Exhibit Hall				
	8 x 6	10 x6	10 x 10	Booth Fees
Qty				

Additional Registrations

	Full	Tue Only	Wed Only	Thurs Only
Qty				

Meals

	Tuesday Lunch \$35	Wednesday Lunch \$30	Thursday Breakfast \$25
Qty			

A table of eight can be reserved for each meal. The fee for the table, is the meal fee x 8. Please let us know if you'd like to take advantage of a table.

Total Due _____

Payment Options

Check payable to and mailed to - Secure link for credit card

Indiana Section AWWA

Email for secure link _____

PO Box 127

Brownsburg, IN 46112

REMINDERS:

- Payment must be received before any booth placement.
- If registering prior to February 14th, booths will be assigned based on points.
- If registering after February 14th, booths will be assigned on a first come, first served basis.

REFUNDS:

- Cancellations received by 5:00p EST, March 21, 2025, will be eligible for a full refund.
- If booth placement affects charges a refund or invoice will be sent once booth location is confirmed.