



Narragansett Water Pollution Control Association

P.O. Box 8805
Cranston, RI 02920

RE: **Exhibitor Prospectus**
2017 NWPCA Exhibition & Clambake
September 8, 2017
Twelve Acres, Smithfield, Rhode Island

Dear Exhibitor:

The Narragansett Water Pollution Control Association will be holding its Annual Exhibition and Clambake on Friday, September 8, 2017 at the Twelve Acres Countryside Banquet House located at 445 Douglas Pike in Smithfield, Rhode Island. The Exhibit area will host a limited number of tabletop exhibits. To hold your spot, please respond with the enclosed contract and payment by **August 25, 2017**.

The Trade Show's exhibit area will be open starting at 9:00 AM. Exhibitors will have an opportunity to showcase their latest products and services to approximately 200 attendees who are currently involved in the water and wastewater industry.

Enclosed please find the exhibit terms and exhibitor registration form. **Space is limited, so please act early.** If you would like to participate in this year's NWPCA Exhibition, please complete the enclosed forms and return them with your payment (make check payable to NWPCA). Send payment and registration to:

Narragansett Water Pollution Control Association
P.O. Box 8805
Cranston, RI 02920
Attn.: Annual Exhibition & Clam Bake Coordinator

If you require additional information, please contact me at 781-275-1001.

Sincerely,

Bob Mack
Chairperson
Annual Exhibition & Clam Bake

Narragansett Water Pollution Control Association
2017 NWPCA Exhibition

Friday, September 8, 2017
Twelve Acres Countryside Banquet House
Smithfield, Rhode Island

EXHIBIT TERMS

Location of Exhibits

The 2017 Exhibition will be held at Twelve Acres Countryside Banquet House, 445 Douglas Pike in Smithfield, Rhode Island 02817. NWPCA 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 the Exhibitors and registrants. Space is limited, booths will be assigned by date received based on a “first come-first served” basis.

Exhibitors’ Representative Admission

Unlimited exhibitors’ representatives will be allowed, providing the registration fee has been paid, for each booth. Booth will consist of one (1) 6-foot box table. The cost is \$350.00 per 6-foot box table, which includes two (2) clambake tickets.

Booth Equipment and Service Information

Cost of one (1) individual booth will be \$350.00. Booth consists of one (1) 6-foot boxed table and two chairs. Exhibitors will be responsible for any extension cords or power strips needed. Please note that this year’s exhibit area will be located inside the 12 Acres Banquet Facility and exhibitors will be notified upon their arrival of booth location. The facility has limited outside exhibition space available which can be substituted for a booth upon request.

Installation and Removal Time

Exhibitors must install on Friday, September 8, 2017, between 8:00 AM and 9:00 AM. **All exhibits must be removed from the Exhibit area by 4:00 PM on Friday, September 8, 2017.** Material not removed by this time will be removed and put in storage at the Exhibitor’s expense. There is no space available for storage of empty cartons, crates, etc.

Exhibit Hours (Table Top Exhibits)

The Annual Exhibition and Clam Bake will be held on Friday, September 8, 2017, from 9:00 AM to 3:00 PM at the Twelve Acres Countryside Banquet House, 445 Douglas Pike in Smithfield, Rhode Island 02817.

Exhibit Facility

The Exhibitor assumes responsibility and liability for losses, damages and claims arriving out of injury or damage to the Exhibitors’ displays, equipment and other property brought upon the premises of the Twelve Acres Countryside Banquet House. The Exhibitor shall indemnify and hold harmless the Twelve Acres Countryside Banquet House and NWPCA and their agents, servants, and employees from any and all such losses, damages and claims.

There is not another agreement or warranty between the Exhibitor and NWPCA except as set forth in this document. The rights of NWPCA under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of NWPCA.

Security and Insurance

The Exhibitor is solely and fully responsible for its own exhibit material and should insure its exhibit against loss or damage from any causes whatsoever. 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 facility.

Care of Building and Equipment

Exhibitors or Agents must not injure or deface the walls or floors of the building, the tables, 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 exhibits must be flameproof. Combustible material or explosives are not permitted in the exhibit area. All electrical wiring included in the display must conform to electrical code safety rules and all applicable fire laws, electrical codes and other laws, which are in effect at the exhibit area. The exhibitor shall also comply with all reasonable requests of officials of the Twelve Acres Countryside Banquet House with respect to installation, conduct and disassembly of its exhibit.

Cancellation of Event

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

Cancellation of Registration

In the event that an Exhibitor desires to cancel a reservation, a refund will only be granted if NWPCA is able to fill the reserved booth with a replacement Exhibitor. Cancellations must be received in writing by Friday, September 1, 2017.

Exhibit Confirmation

A letter or email confirming your exhibit booth registration and your booth assignment will be mailed to you prior to the event.

Please sign below to indicate that you are in agreement with the above "Exhibit Terms".

Exhibitor's Signature

Date

Company Name

RETURN CHECK LIST

_____ Signed Exhibit Terms Agreement (this page)

_____ Exhibit Space Application and Registration Form

_____ Payment

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2017 NWPCA Exhibition
Friday, September 8, 2017
Twelve Acres Countryside Banquet House
Smithfield, Rhode Island**

EXHIBIT SPACE APPLICATION AND REGISTRATION FORM

Company Name	Representative
Address	Telephone
City, State, Zip	Fax

Email address (please print clearly)

Booths are assigned based upon availability and on a first come first serve basis as determined by the date of receipt of request and deposit. Every effort is made to accommodate each exhibitor's preferred location. However, NWPCA reserves the right to assign space to meet the needs of the Association, Exhibitors, and exhibits.

COST/PAYMENT INFORMATION

Registration Deadline – Friday, August 25, 2017

Booth: One (1) 6ft. Boxed Table & Two (2) Chairs
Two (2) Clambake Dinner Tickets
Cost: \$350.00 per Booth
➤ Additional Clambake Dinner Ticket(s) @ \$30.00 ea.

Please Choose:

Lobster - Total No. ____

Steak - Total No. ____

Chicken - Total No. ____

Please indicate total number of dinner tickets.

No. of Booths _____ @ \$350.00 = _____

Additional Clambake Dinner Ticket(s) _____ @ \$30.00 = _____

Total: \$ _____

CHECK ENCLOSED _____ CHECK NO. _____ TOTAL \$ _____

If you wish to pay by credit card, please contact Peter J. Connell at 401-601-7731

Power Source Required Yes _____ No _____

Mail to:
NWPCA
PO Box 8805
Cranston, RI 02920

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