



## Water Reuse in Texas Conference

Exhibitor Contract

**May 23-24, 2019 – McAllen, TX**

PLEASE PRINT OR TYPE AND SUBMIT TO [melissa@weat.org](mailto:melissa@weat.org)

Contact the WEAT office: 512.693.0060 with any questions.

All payments can be submitted to: [melissa@weat.org](mailto:melissa@weat.org) or

Water Reuse Texas, c/o WEAT, 1825 Fort View, Suite 108, Austin, TX 78704

Firm Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Description of Products or Services to Exhibit \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Number of Booth(s) X \$400 = \$ \_\_\_\_\_ (includes pipe and drape for 8' X10', 6' table, 2 chairs, and trash can). Electricity can be ordered separately through IDEAL Productions. Please see IDEAL Productions order form attached.

Booth Location: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

### Badge Information

(One Free Registrations)

Name \_\_\_\_\_

Firm Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

(Additional registration is \$75 per person)

Name \_\_\_\_\_

Firm Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

### Method of Payment

☐ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ ☐ MasterCard ☐ Visa ☐ American Express

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVC Code \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Cardholder Signature \_\_\_\_\_

Return Completed Application with Full Payment to:

Water Environment Association of Texas (WEAT)  
1825 Fort View Road, Suite 108  
Austin, TX 78704  
Ph: (512) 693-0060  
Fax: (512) 693-0062  
or  
Email: [julie@weat.org](mailto:julie@weat.org)

I have read the Exhibitor Rules and Regulations and agree to abide by the terms and conditions as stated. I agree that this contract is binding upon all booth personnel who participate in our purchased space at the conference.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

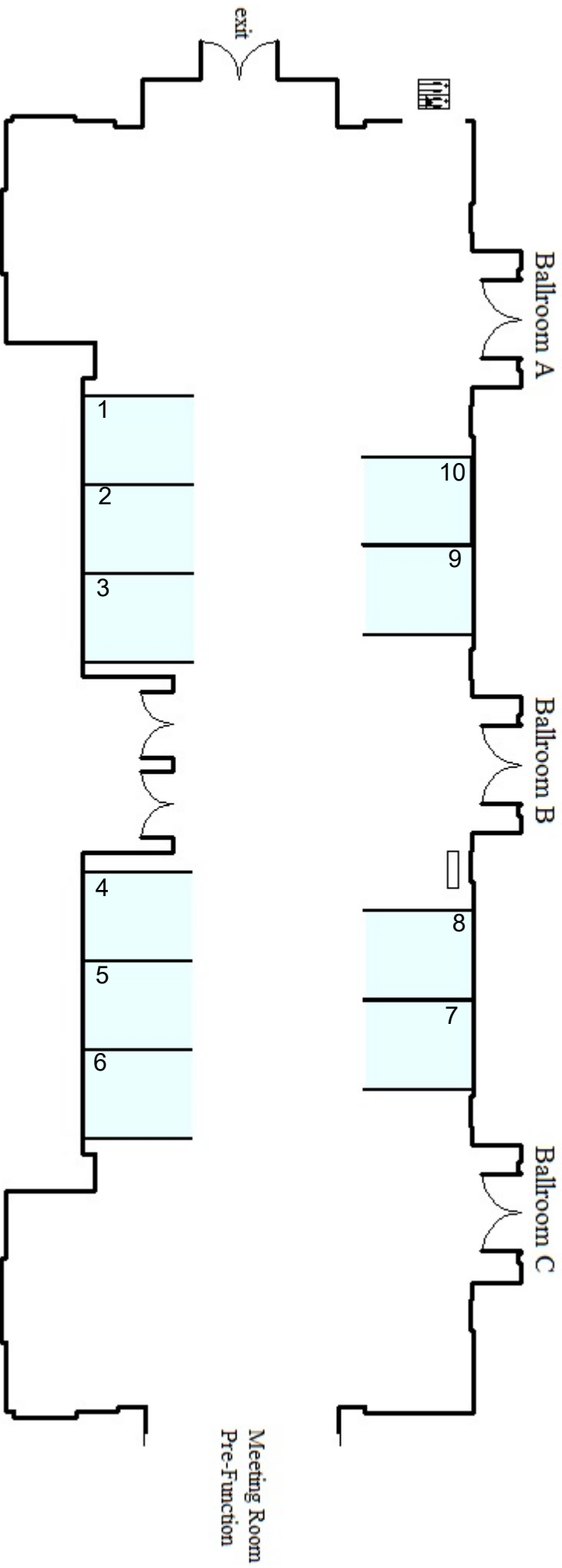
Date \_\_\_\_\_

## Exhibitor Rules and Regulations

Signing and returning the completed exhibitor application is your binding agreement with WEAT to comply with these rules and regulations.

1. **Eligibility** – Companies manufacturing products for or providing services to the water and/or wastewater utility industry may participate.
2. **Registration**– All manufacturers and their representatives exhibiting will receive one free registration with the booth cost. Booth cost must be paid in full when contracted is submitted.
3. **Space Allocation**– Upon receipt of full payment, space will be allocated on a first come, first assigned basis. Space is limited.
4. **Payments for Exhibit Space – Exhibit fees are \$400** for each exhibit booth. Full payment must be received by May 16, 2019. Check should be made payable to "WEAT".
5. **Cancellation and Withdrawal** – After WEAT has received a written cancellation notice, cancellation of exhibit space reservation will result in the following: A full refund will be made for exhibit space cancelled prior to May 16, 2019. No refund will be made after May 17, 2019.
6. **Registration Cutoff** – Booth registration will be accepted as long as space is available.
7. **Liability** –Neither the Water Environment Association of Texas nor McAllen Convention Center assumes any responsibility for the protection and safety of exhibitors, their representatives, agents, or employees or for the protection of exhibits or other property of exhibitors or their representatives. Any guard service, security room, or other protective measures that WEAT may take shall be deemed to be purely gratuitous on its part and WEAT shall have no responsibility for the effectiveness or failure of such measures or for the conduct of personnel involved therewith. Each exhibitor agrees to indemnify, Water Environment Association of Texas, and McAllen Convention Center and hold same harmless from all claims that such exhibitor or its representatives, agents, employees, contractors, or insurers may bring against same in connection with any injury to person or property caused by the actions or negligence of such exhibitor or its representatives, agents, employees, or contractors, including paying all court costs, attorney fees, and other expenses incurred by Water Environment Association of Texas and/or McAllen Convention Center in defending against satisfying or compromising any such claim.
8. **Use of Exhibit Space** – Exhibits are confined to products manufactured by or services rendered by the exhibitor. No exhibitor shall assign, sublet, or share the space allocated without approval by WEAT and shall be required to have the assigned exhibit space neat and orderly at all times. No flammable decorating materials are permitted. Exhibitors must accept full responsibility for compliance with all local, state, and national fire safety regulations. No excessive loud noise will be allowed. No attaching of any material to any floor, walls, or columns will be permitted. Only items and/or services normally associated with the water/wastewater utilities industry may be exhibited.
9. **Setup/Breakdown** – Exhibitors are to setup between 10:30AM and 5:00PM on Thursday, May 23, 2019. Setup must be completed by 5:00PM on Thursday, May 23, 2019. Exhibitors must be registered prior to doing any unloading or setup of their booth materials. Breakdown will not be allowed to commence until after 3:30PM on Friday, May 24, 2019.
10. **Enforcement Interpretation and Enforcement** – These regulations become part of the contract between the exhibitor and WEAT, which has full power of interpretation and enforcement of these rules and may amend them at any time. All matters in question not covered by these regulations are subject to the decision of WEAT and all decisions so made may be binding on all parties affected by them as by the original regulations. Exhibitors or their representatives who fail to observe these conditions of the contract, or who, in the opinion of WEAT, conduct themselves unethically, may be immediately dismissed from the conference without refund or other appeal.
11. **Change of Location or Cancellation of Exhibition** – Should for any reason the selected meeting place become unavailable for exhibiting or should any other contingencies prevail which, in the opinion of WEAT, would prohibit or greatly limit attendance at the conference, WEAT reserves the right to cancel the exhibition or move the exhibit location to another facility or city at the discretion of the Board and shall not be liable for any expenses incurred by reason thereof. In the event of cancellation of the Seminar, WEAT will refund to the exhibitors all space charges paid by them.
12. **Compliance** - By sending in the completed Exhibitor Application, the exhibitor signifies acceptance of the above rules and regulations. This contractual agreement is binding upon the entity purchasing an exhibit space as well as any exhibitor personnel or associates performing duties within that exhibit space.

# Ballroom Pre-Function





# MATERIALS HANDLING SERVICES FORM

MAIL TO: McAllen Convention Center, 700 Convention Center Blvd., McAllen, Texas 78501  
Phone: 956-681-3800 Fax: 956-681-3840 www.mcallenconventioncenter.net

PLEASE PRINT OR TYPE: Payment in FULL must be rendered when ordering. **CHECKS ARE NOT ACCEPTED.**

NAME OF EVENT: \_\_\_\_\_ BOOTH # \_\_\_\_\_

EXHIBIT NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

AUTHORIZED PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

FORM OF PAYMENT: **CREDIT CARD ONLY**



Credit Card # \_\_\_\_\_ Security Code \_\_\_\_\_ Exp.Date. \_\_\_\_\_

BILLINGS ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Material handling includes receiving advance shipments, storing for up to three weeks in advance, unloading your exhibit materials, delivering to booth, and removing of material from the booth for return of outbound shipments to the loading dock at the close of the show. It should not be confused with the cost of transporting your exhibit material to and from the McAllen Convention Center.

All charges are per 100 lbs and are rounded up to the next 100 lbs. *There is a 200 lb. minimum.*

DESCRIPTION FIRST 200 LBS EACH ADDITIONAL 100 LBS

RATE CLASSIFICATIONS:

ADVANCE SHIPMENT: (200 lb. MINIMUM)

Crated or Skidded Shipment----- \$90.00 \$45.00

SHOW DAYS SHIPMENT: (200 LB. MINIMUM)

Crated or Skidded Shipment----- \$100.00 \$50.00

\*\*Consolidate and shrink wrap your shipments.

For example, IF you send 4 Separate Shipments:

1st Shipment @ 44 lbs = \$90 (200 lb. minimum)

2nd Shipment @ 49 lbs = \$90 (200 lb. minimum)

3rd Shipment @ 67 lbs = \$90 (200 lb. minimum)

4th Shipment @ 55 lbs = \$90 (200 lb. minimum)

OR

IF you send 1 Consolidated Shipment:

1 shipment (4 pieces) @ 170 lbs (200 lb minimum)

170 lbs charged at \$90

**SMALL PACKAGES:** Shipments under 35 lbs (received in a single shipment) will be charged \$35.00 for the 1st package and \$10.00 every package after (per shipment) within the same shipment.

SMALL PACKAGE (UNDER 35 LBS)----- \$35.00

ADDITIONAL SMALL PACKAGES----- \$10.00

## GENERAL INFORMATION AND TERMS:

1. All shipments **MUST** arrive pre-paid. PLEASE USE OUR LABEL SHEETS TO LABEL YOUR SHIPMENTS.
2. Shipments will be received 3 weeks prior to move-in as well as throughout the event.
3. Rates quoted apply on each shipment received, based on actual or estimated weight.
4. Make sure all your exhibit materials are properly ensured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibit.
5. Rates do not include movement or repositioning of equipment after first delivery to booth.
7. At the conclusion of the show, it is the responsibility of the exhibitor to arrange for a common carrier to pick up freight.
6. To avoid confusion, remove all expired shipping labels before outbound shipment.

**\*\*ALL SHIPMENTS MUST BE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.**

**NOTICE: PAYMENT IN FULL MUST ACCOMPANY ORDER.  
CREDIT CARD INFORMATION MUST BE FILLED OUT.**

SUBTOTAL -----

SALES TAX 8.25% -----

TOTAL \$ -----



# ELECTRICAL WORK ORDER

MAIL TO: McAllen Convention Center, 700 Convention Center Blvd., McAllen , Texas 78501  
Phone: 956-681-3800 Fax: 956-681-3840 www.mcallenconventioncenter.net

**PLEASE PRINT OR TYPE:** Payment in Full must be rendered before service is connected. **PERSONAL CHECKS & CASH ARE NOT ACCEPTED.**

NAME OF EVENT: \_\_\_\_\_ BOOTH # \_\_\_\_\_

EXHIBIT NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

AUTHORIZED PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

FORM OF PAYMENT: Enclosed is my cashier's check or money order in the amount of \$ \_\_\_\_\_ Advance \_\_\_\_\_ On Day of Event \_\_\_\_\_

\_\_\_\_ Visa \_\_\_\_ Mastercard \_\_\_\_ Discover Credit Card # \_\_\_\_\_ Security Code \_\_\_\_\_ Exp.Date. \_\_\_\_\_

BILLINGS ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

## IMPORTANT CONDITIONS AND REGULATIONS

1. Use care in ordering power and know the requirements of your equipment or insufficient wattage will result in blown fuses. Electrical service will be discontinued until load is reduced or proper wattage added. Additional charges will be made for changes and additions.

2. All equipment , regardless of power source, must comply with all Federal, State and Local safety codes.

3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower etc. Exhibitor is responsible to provide connection from equipment to power source. All temporary power connections must be in compliance with McAllen Fire Code.

4. All material and equipment furnished by The McAllen Convention Center shall remain our property.

5. All exhibitor's cords must be 3-wired grounded type. All exposed non-current carrying metal parts of fixed equipment which are likely to be energized shall be grounded.

6. Rates quoted for all connections cover only the extension of service to rear of booth in the most convenient manner.

7. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.

8. Electrical power for lights and displays will be turned on one hour prior to show opening and will be turned off one-half hour after the conclusion of show. 24 hour service is available upon request at 1 1/2 times the rates listed.

### NOTICE

**PAYMENT IN FULL MUST ACCOMPANY ORDER.  
FLOOR RATES WILL APPLY TO ALL ORDERS NOT  
RECEIVED 10 BUSINESS DAYS PRIOR TO MOVE IN  
OF SHOW. ORDERS PLACED AT SERVICE DESK MUST  
BE PAID AT TIME OF ORDER. MAKE CHECKS PAYABLE  
TO: City of McAllen**

Electrical Service	ADVANCE	FLOOR	QTY	TOTAL
<b>ELECTRICAL OUTLETS (Approx 120V A.C. 60 Cycle)</b>				
<b>SERVICE CONNECTIONS</b>	PRICE	PRICE	QTY	
STANDARD - 20 AMPS				
	\$65.00	\$75.00		
<b>ELECTRICAL SERVICE (Approx. 220V/A.C. 60 Cycle/Single-Phase)</b>				
20 AMPS	\$85.00	\$110.00		
30 AMPS	\$100.00	\$125.00		
40 AMPS	\$115.00	\$140.00		
50 AMPS	\$130.00	\$155.00		
60 AMPS	\$145.00	\$170.00		
100 AMPS	\$200.00	\$225.00		
<b>ELECTRICAL SERVICE (Approx. 220V/A.C. 60 Cycle/Three-Phase)</b>				
30 AMPS	\$140.00	\$165.00		
40 AMPS	\$180.00	\$205.00		
50 AMPS	\$220.00	\$245.00		
60 AMPS	\$260.00	\$285.00		
100 AMPS	\$300.00	\$325.00		
200 AMPS	\$400.00	\$425.00		
400 AMPS	\$550.00	\$575.00		
<b>LIGHTING EQUIPMENT AND CORDS RENTAL</b>				
25 FOOT CORD	\$10.00	\$20.00		
Labor for Special Electrical Work	\$50.00/hr.	\$65.00/hr.		
Certified Master Elc./Hook-Up	In /Out	\$250.00		
<b>SUBTOTAL -----</b>				
<b>SALES TAX 8.25% -----</b>				
<b>TOTAL \$ -----</b>				