

15TH ANNUAL JOINT CONFERENCE

AUG. 27-29 • HYATT REGENCY & CENTURY II

2024
WICHITA, KS

EXHIBITOR PROSPECTUS

Welcome to the 15th Annual KWEA/KsAWWA Joint Conference. Last year, we experienced our largest event in years! In 2024, we look forward to returning to Wichita and the Hyatt Regency & Century II Convention Center with their amazing spaces for activities, special events, and competitions to attract increased traffic to the exhibit hall. Come prepared for a full slate of activities!

MEET & GREET TUES, AUG. 27 // 5-7 P.M.

All-Conference Event

All conference participants are invited to attend this special event for networking, socializing, and a little wind-down after the first day of activities.

This event will include drink tickets, snacks, music, and prize drawings... and will conclude in time for exhibitors to take current and prospective customers to dinner.

EXPO ACTIVITIES WHAT TO EXPECT

- **Attendee Breaks**
Snacks, beverages, prize drawings
- **Wednesday Lunch**
All-conference joint luncheon
- **All Competitions**
Water Taste Test, Meter Madness, Environmental Minds, Operator's Challenge, Hydrant Hysteria
- **Silent Auction**
Water For People fundraiser; exhibitors encouraged to bring item
- **All-Conference Meet & Greet**
Networking, food, drinks, music



KWEA

Kansas Water
Environment
Association



American Water Works Association
KansasSection

SPONSORSHIP OPPORTUNITIES

The annual KWEA / KsAWWA Joint Conference offers affordable sponsorship packages and rates. Sponsorship funds go to producing the event and providing top-notch services for attendees.

	DIAMOND \$5,000	AMENITIES \$5,000	PLATINUM \$5,000	GOLD \$5,000	SILVER \$5,000	BRONZE \$5,000
Opportunity to host on-site evening function (room provided)	✓	Only two diamond opportunities available				
Logo on the official conference lanyard	✓					
Exclusive exhibit hall video board sponsor with company logo prominently displayed		✓	Only one amenities opportunity available			
Official beverage sponsor with supporting signage		✓				
Complimentary ad in conference program (Diamond & Amenities – full page; Platinum – ½ page)	✓	✓	✓			
Ad in A/V slideshows throughout the event	✓	✓	✓			
One additional conference registration	✓	✓	✓			
Social media recognition	✓	✓	✓			
Conference app notification	✓	✓	✓			
Mention in targeted email campaigns	✓	✓	✓			
Opening session & lunch recognition	✓	✓	✓	✓		
All-conference meet & greet A/V recognition	✓	✓	✓	✓		
Recognition in KWEA & KsAWWA newsletters*	✓	✓	✓	✓		
Logos on lunch tables and signage around the venues*	✓	✓	✓	✓		
Logo and link on conference website	✓	✓	✓	✓	✓	
Event A/V recognition	✓	✓	✓	✓	✓	✓

* if sponsorship is purchased before sign printing and newsletter submission deadlines (KWEA Splashings – 06/15; KsAWWA Solution H₂O – 07/01)

SPONSORSHIP DEADLINE

General Deadline: July 12, 2024

In order to receive all of the sponsorship benefits listed above, it is recommended to secure your sponsorship early as well as provide your company logo and program advertising artwork (if applicable). If sponsorship is purchased after the general deadline, efforts will be made to include your company in as many items listed above as possible, but due to printer and vendor deadlines, not all may be possible.

LOGO SUBMISSION

Acceptable Formats: Vector format (EPS, AI, PDF) with text saved as outlines. Logos embedded in Microsoft Word or PowerPoint documents will not be accepted. Rasterized artwork saved as EPS, AI, or PDF will not be accepted. In order to showcase your logo in the various media listed above, there will be no exceptions made. Submit logo to Tina Leitzel (webmaster@kwea.net).

PROGRAM AD

All ads should be submitted as full-color 300 DPI artwork in PDF (preferred), EPS, PSD, AI, TIF, or JPG format. Fonts and graphics must be embedded. Artwork embedded in Microsoft Word or PowerPoint documents will not be accepted. Contact Ms. Hank Boyer for program advertisement rates unless you have purchased a diamond or platinum sponsorship. Submit ad to Tina Leitzel (webmaster@kwea.net).

Full page vertical: 7.5" W x 10.0" H

Half page horizontal: 7.5" W x 4.875" H

Quarter page vertical: 3.625" W x 4.875" H

**KWEA**American Water Works Association
KansasSection**EXHIBITOR REGISTRATION FORM**

AUGUST 27– 29, 2024 • HYATT REGENCY • WICHITA, KS

EXHIBITOR AGREEMENT

The Exhibits Committee for KWEA/KsAWWA Joint Annual Conference is hereby authorized to reserve ____ exhibit booth(s) for our firm at the Hyatt Regency Wichita & Century II Convention Center for August 27–29, 2024. We agree to comply with exhibit rates and conditions contained in the Exhibitor's Prospectus and agree to limit our product and service display to a 10' x 10' space for each exhibit booth reserved.

Neither KWEA/KsAWWA nor Century II assume any responsibility for the protection and safety of exhibitors or their representatives or for the protection of exhibits or other property of exhibitors or their representatives. Any room security or other protective measures that KWEA/KsAWWA may take shall be deemed to be purely gratuitous on its part, and KWEA/KsAWWA shall have no responsibility for the effectiveness of such measures or for the conduct of personnel involved therewith. The exhibitor assumes the entire responsibility and liability for losses, damages, claims arising from injury or damage to exhibitor's display, equipment, and other property brought upon the premises of Century II and shall indemnify and hold harmless Century II agents, servants, employees, and KWEA/KsAWWA agents from any and all such losses, damages, and claims.

We authorize the Exhibits Committee to assign us an appropriate exhibit space. Once payment is submitted, we understand that no refund will be made. We further agree to abide by all requirements, restrictions, and obligations of KWEA/KsAWWA, Century II, and local municipal codes and regulations.

Signature

Name

Title

Company

Address

City

State

Zip

Phone

FAX

Email

AWWA Membership #

WEF Membership #

Product(s) and/or service(s) to be displayed**Shipping your booth**

If shipping your booth prior to the conference, please see the freight handling order form.

Payment

Payment of all fees may be made by company or personal check payable to "KWEA / KsAWWA," or you may register online and pay by credit or debit card by visiting <https://kswaterwastewater.com>. Registration closes at 5 p.m. on August 12, 2024. Late exhibitor registrations are subject to a \$350 late fee. A signed copy of the Exhibitor Agreement as well as a completed Name Badge Form must accompany exhibit registration and fees. The Exhibits Committee will acknowledge receipt of payment and will notify each exhibitor of its booth assignment after registration closes.

Return this Exhibitor's Agreement, Registration Form, and Name Badge Form with your exhibit fee to:

KWEA / KsAWWA
P.O. Box 3046
Salina, KS 67402-3046
hboyer@cox.net



Conventions Trade Shows Flags & Flag Poles
 2900 S. Hydraulic Wichita, KS 67216
 316-943-1851 Fax 316-267-4804
 Email: info@henryhelgerson.com

**RENTAL
ORDER
FORM**

Company Name _____
 Street Address _____
 City _____ State _____
 Ordered by: _____ Email: _____

Booth # _____
 Phone _____
 Zip Code _____
 P.O. # _____

Following rental prices are for the duration of the show, and include delivery and removal.

Description	Standard Price	Discount Price*	Qty.	Total Price	
DISPLAY TABLES-Draped 3 Sides					Color
24"W x 30"H x 4'L	\$30.00	\$27.00			
24"W x 30"H x 6'L	\$34.00	\$30.00			
24"W x 30"H x 8'L	\$45.00	\$40.00			
30"W x 30"H x 8'L	\$45.00	\$40.00			
DISPLAY TABLES (42" Counter Height)-Draped					Color
24"W x 42"H x 4'L	\$42.00	\$37.00			
24"W x 42"H x 6'L	\$48.00	\$42.00			
24"W x 42"H x 8'L	\$53.00	\$48.00			
30"W x 42"H x 8'L	\$53.00	\$48.00			
DISPLAY TABLES-Undraped					
24"W x 30"H x 4'L	\$18.00	\$13.00			
24"W x 30"H x 6'L	\$20.00	\$15.00			
24"W x 30"H x 8'L	\$28.00	\$23.00			
30"W x 30"H x 8'L	\$29.00	\$24.00			
SPECIAL DRAPING (additional draping above contracted amount)					Color
3' high per foot	\$4.00	\$3.00			
8' high per foot	\$6.00	\$5.00			
BOOTH CARPETING					Color
10' x 10'	\$95.00	\$80.00			
10' x 20'	\$190.00	\$160.00			
10' x 30'	\$285.00	\$240.00			
10' x 40'	\$380.00	\$320.00			
Carpet Padding 1/2 the Price of Carpet Ordered					
Set-up Labor: (available upon request)					
Opening Day Cleaning: \$.26 x _____ sq. ft.					
Daily Cleaning: \$.26 x _____ sq. ft. x _____ # days					
EXPO FURNISHINGS					
42" High Cocktail Table	\$19.00	\$16.00			
42" High Cocktail Table with Tablecloth	\$34.00	\$30.00			
Plastic Side Chair	\$11.00	\$ 8.00			
Padded Chair	\$21.00	\$17.00			
High Stool with Back	\$21.00	\$17.00			
Floor Easel	\$13.00	\$11.00			
Wastebasket	\$ 8.00	\$ 7.00			

SHOW COLORS: GREEN & SILVER

**KWEA-KsAWWA
JOINT CONFERENCE**

**Century II Convention Center
Wichita, KS
August 27-29, 2024**

Draping Colors:	Carpet Colors:
Black Plum Black	
Blue Red Blue	
Burgundy Silver Gray	
Green White Green	
Gold Red	

CLEANING: Includes vacuuming carpet and emptying wastebaskets prior to show opening (after booth setup). Cleaning prior to opening of each day of the show is also available.

***NOTE: ORDERS MUST BE RECEIVED AND PAID FOR AT LEAST THREE (3) WORKING DAYS PRIOR TO THE SHOW OPENING TO RECEIVE THE DISCOUNT PRICE.**

PAYMENT:**Payment in full of rental charges, including applicable tax, must accompany your advanced order to qualify for the discounted prices.

- ☐ Check Enclosed
☐ Credit Card Payment

Card Number: _____
 Name on Card: _____
 Card Expiration Date: _____
 Security Code on Card: _____
 Signature: _____

CREDIT CARD INFORMATION IS DISCARDED AFTER PROCESSING PAYMENT. INVOICES OVER \$500 WILL INCUR A 3% FEE IF PAID WITH A CREDIT CARD.

A RECEIPT WILL BE EMAILED AFTER THE PAYMENT IS PROCESSED.

SUB TOTAL \$ \$ _____
SALES TAX 7.5% \$ _____
TOTAL DUE \$ \$ _____



Helgerson
With The Image Resources Group

2900 S. Hydraulic
Wichita, KS 67216
316-943-1851 – Fax 316-267-4804
EMAIL: info@henryhelgerson.com

BOOTH # _____

**Century II Convention Center
Wichita, KS**

FREIGHT HANDLING ORDER FORM & FORK LIFT RENTAL

THE HENRY HELGERSON COMPANY HAS BEEN SELECTED AS DRAYAGE CONTRACTOR FOR THIS SHOW

1. Mail, fax or email this form and your advance payment to the address or fax number noted above as soon as possible.
2. **SEE BELOW FOR WAREHOUSE AND DIRECT TO SHOW SITE SHIPPING ADDRESSES.**
3. **All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL BE REFUSED!**
4. The rate of \$48.00 per 100 pounds includes storage up to 20 days and delivery to the show site.
5. Henry Helgerson Company will receive freight at:

ADVANCED SHIPPING WAREHOUSE ADDRESS:

To: (NAME OF EXHIBITOR & BOOTH NUMBER)

For: (NAME OF SHOW C/O HENRY HELGERSON CO)

2900 S. HYDRAULIC, WICHITA, KS 67216

ADVANCE TO WAREHOUSE MUST BE

RECEIVED NO LATER THAN: **AUGUST 22, 2024**

INBOUND SHIPPING INFO – PRIOR TO EXHIBIT: (CHECK ONE) _____ **TO WAREHOUSE** _____ **TO SHOW SITE** _____

SHIPPED VIA: _____ PRO # _____

DATE SHIPPED: _____ ESTIMATED DATE OF ARRIVAL: _____

FORK LIFT REQUIRED FOR LOADING/UNLOADING? YES: _____ NO: _____ ADD \$100.00 PER EACH UNLOAD/RELOAD

OF CRATES: _____ # OF DISPLAY CASES: _____ # OF CARTONS: _____ # OF SKIDS: _____

TOTAL # PIECES: _____ TOTAL WEIGHT: _____ X \$48.00/100 lbs. = _____ TOTAL COST _____

OUTBOUND SHIPPING INFO – AT CLOSE OF EXHIBIT

SHIP TO: _____ FREIGHT COMPANY: _____

ATTENTION: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

If you have not designated a motor freight company Henry Helgerson Company will select a carrier. Henry Helgerson Company will load out your shipments when your carrier arrives. Henry Helgerson Company cannot be held responsible for unattended or non-prearranged freights left on the show floor.

ALL SHIPMENTS WILL BE SHIPPED COLLECT UNLESS OTHERWISE SPECIFIED.

HENRY HELGERSON COMPANY WILL NOT BE RESPONSIBLE FOR ANY FREIGHT CHARGES.

NAME OF CARDHOLDER: _____	EXPIRATION DATE: _____	SECURITY CODE: _____
CARD NUMBER: _____	SUBTOTAL FREIGHT CHARGES: \$ _____	
CARDHOLDER SIGNATURE: _____	7.5% SALES TAX: \$ _____	TOTAL DUE: \$ _____
CARDHOLDER PHONE NUMBER: _____	CHECK ENCLOSED: \$ _____	

PAYMENT IN FULL, INCLUDING APPLICABLE SALES TAX, MUST ACCOMPANY YOUR ORDER

NAME OF EVENT: **KWEA-KsAWWA JOINT CONFERENCE**

COMPANY NAME: _____

ORDERED BY: _____

BOOTH: _____

EMAIL: _____

PHONE: _____



REMIT TO:

**Century II Performing Arts &
Convention Center**
Exhibitor Services Department
225 West Douglas Avenue
Wichita, KS 67202
316-303-8602 (Phone)
cii.exhibitor@asmwichita.com
(Email)

Utilities Order Form

Event: KWEA/KSAWWA Joint Conference Dates: August 26-28

Exhibitor Company Name _____

Address _____

City _____ State _____ Zip _____

(MUST BE BILLING ADDRESS IF PAYING BY CREDIT CARD)

Exhibitor Name _____

Phone _____ Booth #

E-mail _____

Authorized Signature _____

(By signing, exhibitor understands Century II may adjust price if calculations aren't correct)

A check or credit card information for the total services requested must accompany this order form. **To receive the Advanced Rate, the payment and order form must be received prior to Monday, August 19th at 5 pm. Regular Rate** prices will be collected on orders placed after this date. All rates charged are for the run of the event, unless otherwise noted. Regulations, additional information and payment instructions can be found on the reverse side of this form.

ELECTRICAL SERVICE				
ITEM	Advance Rate	Regular Rate	Quantity	TOTAL
20 AMP 110 V. SINGLE OUTLET	\$50.00	\$100.00		
20 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$65.00	\$130.00		
30 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$70.00	\$140.00		
50 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$90.00	\$180.00		
100 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$150.00	\$300.00		
100 AMP 480 V. 3 PHASE*	\$150.00	\$300.00		
15' EXTENSION CORD (requires 110V order)	\$10.00	\$20.00		
25' EXTENSION CORD (requires 110V order)	\$10.00	\$20.00		
GROUNDING 6 PLUG-IN STRIP (requires 110V order)	\$15.00	\$25.00		
2-300 W. LIGHTS ON POLE (requires 110V order)	\$60.00	\$120.00		
SIGN HANGING				
SIGN – \$70.00; BANNER – \$120.00; OVERSIZE – \$350.00 <i>circle one</i> (See reverse for size descriptions)				
COMMUNICATIONS				
TOUCH TONE PHONE LINE	\$120.00	\$240.00		
INTERNET – WIRED DEVICE; one day only	\$200.00	\$400.00		
INTERNET – WIRED DEVICE; each additional day	\$50.00	\$50.00		
INDIVIDUAL WIRELESS INTERNET SERVICE	Can be purchased day of by selecting “Century II Wireless” network.			
SPECIAL SERVICES				
FORKLIFT (5,000 lb) with OPERATOR per hour	\$100.00	\$100.00		
WATER FILL/DRAIN: 1-250 GALLONS	\$70.00	\$140.00		
250 GALLONS & UP	\$100.00	\$200.00		
NATURAL GAS CONNECTION* (\$26.83/additional fitting) Plus plumber fees, inspection fees, and permit.	\$125.00	\$250.00		
COMPRESSED AIR*	\$75.00	\$150.00		
* THERE ARE NO REFUNDS ONCE INSTALLATION IS COMPLETE*				

NOTICE:

Supersedes all previous forms

SUBTOTAL		
+ KANSAS TAX	x 7.5%	
= TOTAL		

ELECTRICAL

ALL CONNECTIONS TO BUILDING EQUIPMENT MUST BE DONE BY STAFF ELECTRICIANS ONLY!

- Wall, pole, and floor outlets are not part of the booth space. Separate outlets **MUST** be ordered for each booth to be connected. ALL material and equipment furnished remains property of CENTURY II PERFORMING ARTS & CONVENTION CENTER.
- Rates include any necessary city permits, inspections, tax, and/or normal wear.
- Rates include bringing circuits to the rear of the exhibit booth or one side of an island booth. A single plug-in is supplied per circuit ordered. Distribution of power in the booth, extension cords, and power strips are the responsibility of the exhibitor. Additional cords and power strips maybe rented from the service counter. The exhibitor's own cords should be U.L Approved and inspected for wear. Lightweight or ungrounded extension cords are not allowed.
- CENTURY II reserves the right to replace any cords that are not approved with appropriate cords at exhibitor's expense.
- CENTURY II is not responsible for voltage fluctuations or power failures on service lines.
- CENTURY II reserves the right to refuse to make any connections, which violate city or national electric codes.

SIGNS & DECOR

- Exhibitors shall not attach signs, banners, pennants or any other devices to the walls, windows or ceilings of the facility without written permission.
- Exhibitors are responsible for removal of all approved signage after the event. If an exhibitor fails to remove the signage or leaves any attachment residue, the offender will be charged the full sign hanging charge. (The only approved tape for use on the walls and windows of CENTURY II is masking tape or painter's tape.)
- Signs or banners hung from ceilings or building exterior shall be hung by the Exhibitor Services Department. Rates are determined using the following criteria: SIGNS – under 4' x 10' in size weighing less than 70 lbs.; BANNERS – under 20' in length weighing less than 140 lbs.; OVERSIZE – anything over 20' in length or weighing more than 140 lbs.
- Pricing for signs or banners with multiple sides (e.g. 3-sided, 4-sided) will be calculated by multiplying the cost for a single banner and the number of sides to be hung.
- ALL items hung from ceilings or walls of Century II must be coordinated via Exhibitor's Services

COMMUNICATION SERVICES

- Touch-tone phone service is available anywhere within CENTURY II.
- Telephone instruments are available for an additional charge.
- The in-house telephone system provides a limited number of direct dial-in and outgoing credit card phone lines. This service is based on availability.
- Wireless service is the primary method within CENTURY II.
- Basic, Enhanced, Premium and Ultimate Wireless Services can be purchased on day of show. Choose **Century 2 Wireless** network.
- CENTURY II is not responsible for configuring client equipment for use.
- Computer equipment for use with High Speed connection must have Ethernet card and have AutoDetect capabilities enabled.

FORKLIFT SERVICES

- \$100.00 fee is for the first hour only. Each additional hour is \$25.
- After four total work hours, a one hour break must be taken.
- A break longer than one hour will start the \$100.00 rate again.

ORDERING INFORMATION

- **ORDER IN ADVANCE!** Ordering in advance will ensure that you have the power you need, as well as save you a significant amount of money.
- The most common power request is for a 20 AMP 110 V single outlet. This is sometimes called "household power" or standard current. A normal room in a home can use this amount of power.
- Remember, heating elements and some appliances can draw as many as 11 AMPs each. Look for an electrical label or call if you are not sure about your equipment's requirements.

PAYMENT INFORMATION

THREE CONVENIENT WAYS TO PAY:

- **Cash**
- **Check** – Made payable to ASM Global
- **Credit Card** – AMEX, DISC, MasterCard, Visa

ADDITIONAL IMPORTANT INFORMATION:

- Select services are not available in all locations; contact Exhibitor Services Department for availability
- When paying by check, please note the Event Name.
- When paying by credit card, address on the order form **MUST** be the billing address for the card.
- Please fill in all blanks to ensure proper crediting of account.
- Orders without complete information or appropriate payment will not be processed.

Name on Card	

Account Number	

Expiration Date (Month/Year)	

Cardholder Signature	
_____	_____
Date	3 Digit Code

