



MINNESOTA WASTEWATER OPERATORS ASSOCIATION

Invitation to Exhibit

The MWOA Arrangements and Vendor Exhibit Committee would like to invite you to participate in the 2018 MWOA 42st Annual Conference on July 24th thru 27th at the Timberlake Lodge, 144 SE 17th St. in Grand Rapids, Minnesota (Phone 218-326-2600). The Preconference Golf Tournament will be held on Tuesday July 25th.

Two specific conference events will be of special interest to you:

Vendor Exhibit

- 12:30 p.m. – 5:00 p.m., Wednesday, July 25th at Timberlake Lodge
- Indoor exhibit areas available: Approximately 60 – eight foot booths with six foot tables. You may opt to exhibit with or without a table. **Please limit your display to the eight foot booth space.** Multiple booths may be purchased.
- Exhibits shall be installed anytime between 8:00 a.m. and 11:30 p.m. on Wednesday, and may be removed at any time after 5 p.m. No other off-site exhibits or hospitality events are allowed during this time period unless pre-approved by the Vendor Exhibit Chair.
- Outdoor exhibit areas available: Ample parking lot exhibit spaces will also be available, with proper exhibit registration. This outdoor exhibit area is directly adjacent to and visible from the indoor exhibit area.
- Vendors with hospitality inquiries can contact Amy Schreder at 507-202-4985.

Meet & Greet

- 5:00 p.m., Wednesday July 25th at Timberlake Lodge, immediately following the Vendor Exhibit
- The Meet & Greet is held in the Vendor Exhibit area. Vendors are encouraged to participate in the Meet & Greet and are not required to remove their display until after the Meet & Greet
- Co-sponsored by manufacturer representatives, contractors, consultants, and other vendors/contributors.
- Names of sponsors will be posted at the Meet & Greet and in the *Wastewatcher* publication.

The cost per exhibit booth is \$300 if received by July 10, 2018. Late exhibit registration, if space is available, will cost \$400 per booth. The exhibit fee entitles your organization to be listed as a co-sponsor at the Meet & Greet and in the *Wastewatcher*. Two non-transferrable luncheon tickets are included with each exhibit space. Lunch for vendors will be served at 11:30. **Conference registration and banquet tickets are not included**, but are available for purchase on the conference registration form and at the MWOA registration desk. Information regarding Tuesday social activities and conference registration are available on the MWOA website, www.mwoa.net.

There is a three night minimum stay requirement at Timberlake Lodge. Your credit card will be charged three nights upon check-in. Please make reservations at the Super 8 or the AmericInn if you plan on staying less than three nights.

Raffle drawings will be ongoing throughout the vendor exhibit, with drawings occurring at each individual vendor's booth.

Each exhibitor is required to bring a raffle prize of their choice in type and value.

We hope you will be able to participate in the 2018 MWOA Annual Conference. We encourage your advance notice and payment since exhibit space is limited. **Please forward your payment and executed Exhibitor's Agreement to MWOA 300 Douglas Drive, Buffalo, MN 55313**, by July 10, 2018. Your timely response will allow us to pre-assign exhibit space. Requests for exhibit space will be accepted on a "first come, first served" basis. **The Exhibitor's Agreement has additional information and should be returned with your payment.** If you have previously registered for the 2018 annual conference through advertising please complete and submit the Exhibitor Agreement form and note the specifics of your pre-registration. Online registration is not available. The Exhibitor Agreement may be downloaded from the MWOA website but will still need to be mailed to the address above.

Please contact me at 507-202-4985 if you have questions.

Respectfully,

Amy Schreder, Chairman
MWOA Vendor Exhibit Committee