



MINNESOTA WASTEWATER OPERATORS ASSOCIATION

Invitation to Exhibit

The MWOA Arrangements and Vendor Exhibit Committee would like to invite you to participate in the 2024 MWOA 47th Annual Conference on July 24th thru 26th at the Timberlake Lodge, 144 SE 17th St. in Grand Rapids, Minnesota (Phone 218-326-2600). The Preconference networking events will be held on Tuesday July 23rd.

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

Vendor Exhibit

- 12:30 p.m. – 4:30 p.m., Wednesday, July 24th 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 a.m. on Wednesday, and may be removed at any time after 4:30 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 Joe Rubbelke at 612-817-6521 (j.rubbelke@utility-logic.com) or Amy Schreader at 507-202-4985 (amy@uclaboratory.net).

Meet & Greet

- 5:00 p.m., Wednesday July 24th 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 \$325 if received by July 1, 2024. Credit card payments are encouraged on the MWOA website. Late exhibit registration, if space is available, will cost \$425 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 IM Hotel 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 2024 MWOA Annual Conference. We encourage your advance notice and payment since exhibit space is limited. **Please register, fill out your Vendor Agreement and submit through the website (www.mwoa.net) by July 1, 2024.** 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 submitted with your payment.**

Please contact me at 507-202-4985 (Amy) or 612-817-6521 (Joe) if you have questions.

Respectfully,

Joe Rubbelke & Amy Schreader, Co-Chairs
MWOA Vendor Exhibit Committee