



# MINNESOTA WASTEWATER OPERATORS ASSOCIATION

## Invitation to Exhibit

The MWOA Arrangements and Vendor Exhibit Committee would like to invite you to participate in the 2025 MWOA 48th Annual Conference on July 23<sup>rd</sup> thru 25<sup>th</sup> at the Timberlake Lodge, 144 SE 17<sup>th</sup> St. in Grand Rapids, Minnesota (Phone 218-326-2600). The Preconference networking events will be held on Tuesday July 22<sup>nd</sup>.

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

### Vendor Exhibit

- 12:30 p.m. – 4:30 p.m., Wednesday, July 23<sup>rd</sup> 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](mailto:j.rubbelke@utility-logic.com)) or Amy Schreader at 507-202-4985 ([amy@uclaboratory.net](mailto:amy@uclaboratory.net)).

### Meet & Greet

- 5:00 p.m., Wednesday July 23<sup>rd</sup> 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, 2025. 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](http://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 2025 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](http://www.mwoa.net)) by July 1, 2025.** 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