



EXHIBITOR MANUAL

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# **WATER WEEK CONFERENCE & TRADE SHOW**

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NOVEMBER 15 - 17, 2023

# ABOUT THE CONFERENCE

## WATER WEEK CONFERENCE 2023

AWWOA is excited to return in-person and bring back our Water Week Conference to Edmonton!

Delegates will have access to a variety of technical presentations on water & wastewater industry topics and trends worth 0.9 CEUs. In addition to the trade show featuring almost 100 exhibitors, it also includes other networking opportunities at our Pub Night Networking Event and Casino Night.

### WHO WILL ATTEND?

The conference is expected to attract 250+ delegates from various communities in central and northern Alberta. Attendees include operators with varying levels of certification as well as other industry professionals including managers, consultants and suppliers. Everyone is welcome!

### LOCATION

DoubleTree by Hilton West Edmonton  
16615 109th Ave NW  
Edmonton, AB



# BOOTH INFORMATION

## COST

\$500 + GST

95 booths available

All booths are 5' x 8'

## REGISTRATION

Online registration opens:

June 7, 2023 at 9:00 am MT

Visit our website to access the booking link:

[awwoa.ca/events/water-week/trade-show](http://awwoa.ca/events/water-week/trade-show)

Booked on 'first come-first serve' basis

## INCLUDES

5x8' booth space

7' back drape and 3' sidewall drapes

One 6' skirted table

Two folding chairs

One 1500w outlet

Two complimentary booth reps

(includes coffee and lunch)

Company listed in Conference Brochure,  
on AWWOA website and event signage.

## CANCELLATIONS

Cancellations received after

October 13, 2023 are subject to full

contract price. Prior to that date, a \$100

non-refundable fee will apply to all

refunds.





# TRADE SHOW SCHEDULE

THURSDAY  
NOVEMBER • 16 • 2023

EXHIBITOR REGISTRATION &  
MOVE-IN

7:00 AM - 9:30 AM

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DISPLAYS OPEN

9:45 AM - 2:30 PM

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COMPLIMENTARY LUNCH FOR  
EXHIBITORS & DELEGATES  
IN TRADE SHOW AREA

11:45 AM - 1:00 PM

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EXHIBITORS MOVE-OUT

2:30 PM - 3:30 PM

FOR A FULL CONFERENCE SCHEDULE VISIT  
[AWWOA.CA/EVENTS/WATER-WEEK](https://awwoa.ca/events/water-week)





# BOOTH REP INFORMATION

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## BOOTH REPS

Each booth comes with two (2) complimentary booth representatives.  
Includes coffee and lunch.

## ADDITIONAL REPS

If booths require more than the two representatives additional passes are available to purchase for \$100+GST/extra rep.

## NAME TAGS

At the time of booth registration, you will be able to name your complimentary passes on the website as well as purchase additional passes if required.

*\*Additional tags can be purchased online after booth purchase. Please check your invoice or receipt for a link to purchase*

**All name tag information should be submitted no later than November 1, 2023.**

Tags can be picked up at the conference registration desk.  
Additional passes can be purchased on site.

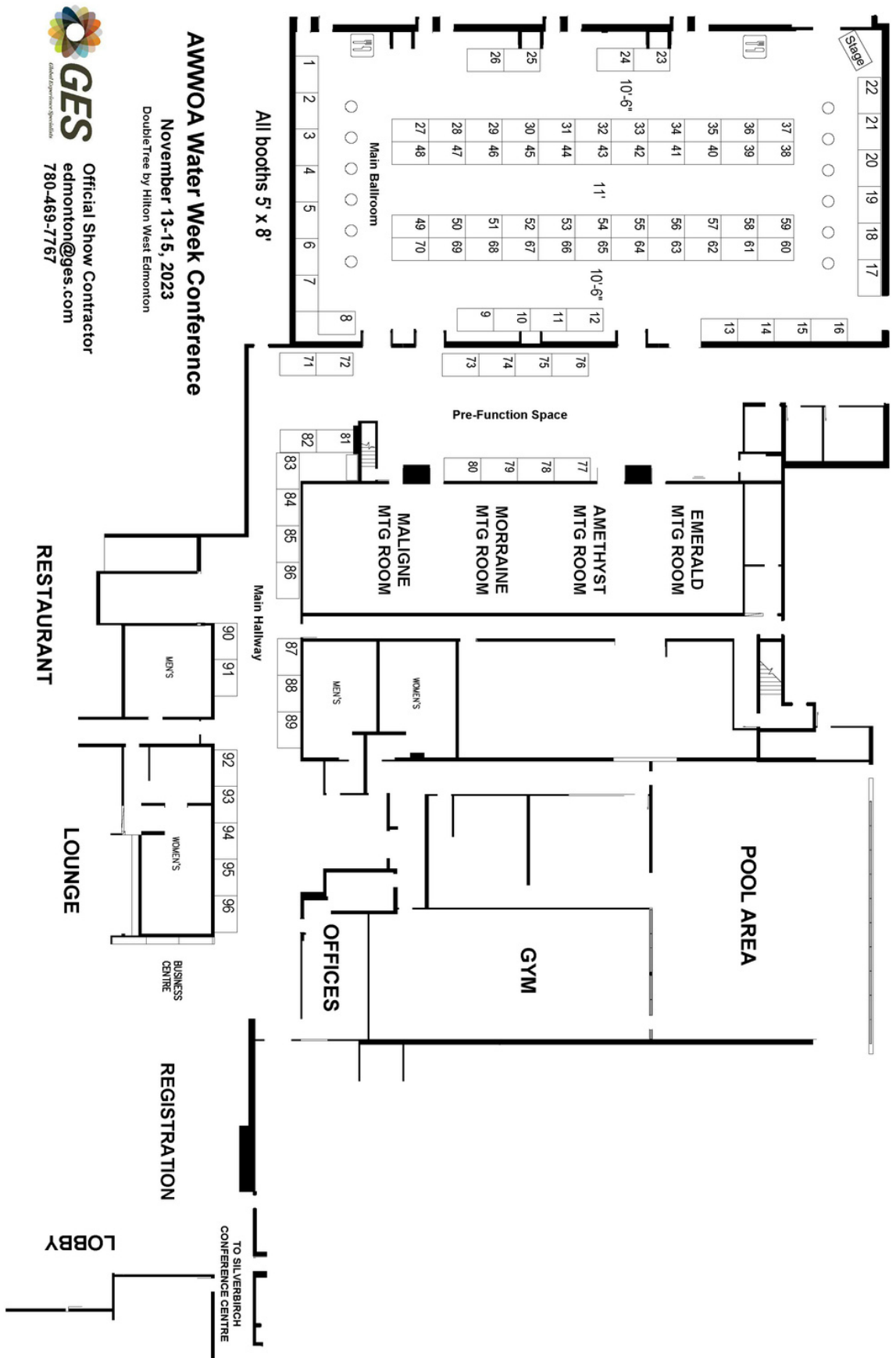
## UPDATES

Changes to booth rep names can be made via email up to one (1) week prior to the show. Any updates after that time will need to be made onsite at the conference registration desk.

Questions? Contact [kmihaychuk@awwoa.ca](mailto:kmihaychuk@awwoa.ca)



# TRADE SHOW LAYOUT



Once booth sales are complete a full listing of exhibitors will be available online at <https://awwoa.ca/events/water-week/trade-show>

## FACILITY INFORMATION

The 2023 Water Week Conference is proudly hosted at the **DoubleTree by Hilton West Edmonton** located at 16615 109 Ave NW, Edmonton, AB T5P 4K8 | 780-484-0821



### Hotel Accommodations

Take advantage of our discounted room rates until **October 2023 TBD**. To make a reservation visit [awwoa.ca](http://awwoa.ca) for a booking link. All reservations are to be made directly with the hotel through information received from AWWOA. No outside parties can authorize discounted room rates.

### Parking

Complimentary parking is available onsite at the front and back areas of the hotel.

### Arriving at the hotel

The main entrance to the hotel can be used to bring in booth items. There is an additional entrance at the back of the building for the Conference Centre. This can be accessed from 109 Ave across from 166a St. Please note hotel luggage carts will be limited. Exhibitors should be prepared to unload and load all items for their booth. (For rental items or material handling contact the show service provider below).

### Internet Access

Complimentary Wifi will be available throughout the trade show and hotel area. Please use network: `hhonors_doubletree` and access code: **AWWOA23**

### Safety Procedures

In the event of an emergency situation that requires evacuation, exhibitors are responsible to evacuate themselves and their staff from the building. Please see further information on Safety Procedures under the Terms & Conditions section of this document.

### Receiving and Shipping

- Direct shipments may not arrive to the hotel before **Friday Nov 10, 2023**. The receiving dock is open Mon-Fri (excluding holidays) from 8:30 am - 3:30 pm. Anything beyond this time frame will be subject to a labour charge.
- For return shipping, exhibitors, prior to departure of the hotel, must properly pack all boxes/items and label, complete any weigh bills, call to arrange for pick up and give to banquets who will ensure shipment(s) are placed in the outgoing location in receiving.
- Packages will be kept for 24 hrs after the event without storage fees. After 24 hrs, storage fees of \$100 + 18% service charge + 5% GST will apply daily.

#### Sample Shipping Label:

**DoubleTree by Hilton West Edmonton**  
16615 - 109 Ave, Edmonton, AB T5P 4K8  
c/o Kirstin Mihaychuk, Program Manager  
and KAREN ROKOSH, On-Site Conference Manager

*\*your company name here\**

AWWOA WATER WEEK NOVEMBER 15-17, 2023

*\*your company's onsite contact name & phone #\**

*\*Box 1 of \_\_\_\**

## SHOW SERVICE PROVIDER

**GES** is the official show contractor and can be contacted at 780-469-7767.

For information on ordering, shipping and material handling visit:  
TBA



# TERMS & CONDITIONS

Please ensure all individuals staffing your booth have received and read this package as to be aware of the rules and procedures, including safety and equipment/materials handling, for the AWWOA Water Week Trade Show. Thank you for your cooperation!

## SHOW HOURS

These are accepted to be between 9:45 am and 2:30 pm, however, AWWOA may set and modify the trade show hours and setup and tear down hours, in its sole discretion. Opening and closing times are to be strictly reserved.

## BOOTH SET UP

Exhibitors agree to be setup by 9:45 am on November 16, 2023. They must provide their own labour for unloading trucks and transportation of equipment and display materials to and from the exhibit area. Should you require assistance with ordering, shipping or material handling, please contact the show service provider (information on the previous page).

## BOOTH TEAR DOWN

The exhibitor agrees that it will not begin to dismantle its booth before 2:30 pm on November 16, 2023 and must complete its dismantling and removal no later than 4:00 pm on the same day unless authorized by Conference organizers. AWWOA reserves the right to move, store, discard or otherwise dispose of any property or materials left by the exhibitor after this time at the expense of the exhibitor if applicable.

## BOOTH STAFFING

Exhibitors will have at least one representative staffing its booth at all times and no booth shall be left unattended during trade show hours. Booth representatives must wear exhibitors badges supplied by AWWOA at all times while in the exhibit area during setup, trade show hours and tear down. These badges permit access to the trade show area only unless otherwise authorized by Conference organizers. Changes in registration names made during the event will be handled at the registration desk.

## BOOTH OPERATION

Exhibitors will use their best efforts to "be a good neighbour" to other exhibitors. Exhibits which interfere with the use of other exhibits, impede access to them, or impede the free access to aisles will not be permitted. Should you have a display that cannot comply with this policy, please contact AWWOA Program Coordinator.

## BOOTH SHARING

Subletting of booth space is prohibited. Sharing of exhibit space is not permitted unless it is within divisions of the same company and approved by AWWOA.

## CANCELLATION

Booth cancellations must be received by email by October 13, 2023. If the cancellation notice is not received by this date, the exhibitor agrees to pay 100% of the booth fee. Prior to that date, a \$100 non-refundable fee will apply to all refunds. Cancellation requests can be sent to [kmihaychuk@awwoa.ca](mailto:kmihaychuk@awwoa.ca)

## SAFETY

The exhibitor assumes responsibility for compliance with local and provincial ordinances and regulations covering licenses, permits, fire, safety and health. All attendees should familiar themselves with the posted emergency procedures and exits in the hotel. The DoubleTree by Hilton West Edmonton has a two-stage alarm system with all instructions communicated via PA system. Should evacuation be required, the muster point is located on the south east corner of property (near Mayfield Dinner Theatre location). Any emergencies should be reported to 9-1-1 and communicated to the hotel for further assistance. The hotel is equipped with CPR trained staff, first aid kits and defibrillators onsite.

## DAMAGES

Exhibitors assume responsibility for their property at all times. Exhibitors are responsible for all damages caused by the exhibitor to their property, to the facility and to all property owned or leased in connection with the show.

## PRIZES

Prizes, drawings and contests are permitted, in accordance with Alberta Lottery guidelines. Compliance with these guidelines and all associated activities are solely the Exhibitor's responsibility.

## LIABILITY

In no circumstance shall AWWOA be liable to an exhibitor and the exhibitor agrees to indemnify and hold harmless AWWOA and its members, officers, directors and employees from any and all liability, loss, damage or expense, including any and all legal costs, by reason of an injury to or death of any person of any damage or destruction to or any loss of any property, no matter by whom, including indemnities, or howsoever caused.

### Booth Material Handling

For information on shipping and material handling for the show please refer to Facility and Show Service Information in this document.

### Check In

Visit the conference registration desk when arriving to collect your Exhibitor Package that includes name badges and applicable event information.

### Show Information

For the latest show information please visit:

<https://awwoa.ca/events/water-week/trade-show>

## FOR MORE INFORMATION

Kirstin Mihaychuk

Program Manager

780-454-7745 ext 227

[kmihaychuk@awwoa.ca](mailto:kmihaychuk@awwoa.ca)