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## ***VA AWWA & VWEA WaterJAM 2019***

### **EXHIBITOR PROSPECTUS and MOBILE SESSION/TECHNICAL FORUM CALL FOR ABSTRACTS**

**May 13, 2019**

**WaterJAM 2019  
VIRGINIA BEACH CONVENTION CENTER – VIRGINIA BEACH, VA  
SEPTEMBER 9-12, 2019**

### **EXHIBIT EARLY RESERVATION DEADLINE – August 9, 2019**

The **VA AWWA & VWEA Joint Annual Meeting (WaterJAM 2019) Committee** invites you to exhibit at WaterJAM 2019 to be held at the Virginia Beach Convention Center in Virginia Beach, Virginia. The formal meetings will convene on **Tuesday, September 10, 2019**, with networking events, such as the golf tournament and clay shoots, and additional workshop opportunities taking place on **Monday, September 9, 2019**. The conference will adjourn at **noon Thursday, September 12, 2019**. The Exhibit Hall will be open from **11:30 AM on Tuesday** until **4:00 PM on Wednesday**.

WaterJAM 2019 will be an extremely exciting event as it will be the 15th joint meeting of VA AWWA & VWEA. Representatives of municipalities, consulting engineers, and exhibitors from the water, wastewater, and stormwater industry will be in attendance. Past WaterJAMs have been a great success, and we again expect over 1,700 attendees for the joint annual conference.

There will be one main entrance to the exhibit hall, with meeting rooms for technical sessions on the second floor of the convention center. The food and beverage service for the one-hour breaks on Tuesday and Wednesday will be at several locations throughout the Exhibit Hall. The Exhibit Hall will be home for a demonstration of Rapid Tappin', Hydrant Hysteria, Operations Challenge, Water Reach "Silent Auction" and reception, Exhibits Scavenger Hunt, Exhibits Raffle benefitting Water for People, Young Professionals' Cornhole Competition, and lunch seating...all events that are certain to encourage traffic flow through the Hall.

Based on the success of Mobile Sessions at past WaterJAMs, five (5) mobile sessions will be offered in the 2019 WaterJAM Exhibit Hall, blending technical programming with the exhibition experience. Mobile sessions offer attendees the opportunity to earn education credits for attending a set of Exhibitors' presentations given at their booths.

In addition to the Mobile Sessions, we will continue to offer the Technology Forum which highlights our exhibitors in a standard classroom setting. For more information regarding mobile sessions or technology forum, see below.

"The Tidy Otter" Award for Sustainability returns for its 5<sup>th</sup> year! This year also introduces a new and improved checklist to assist exhibitors when completing the process. The form along with all the details are located later in this document. Each exhibitor that meets our Sustainable Exhibitor requirements will receive an award to be posted on their exhibit, as well as other recognitions and increased visibility throughout the conference. Help us make WaterJAM "Go Green", you'll be surprised how easy it is to make a big difference!

All persons wishing to be associated with a booth or trailer space must register through our online registration process. (<http://bit.ly/2Haxzer> or either association's website: [www.vaawwa.org](http://www.vaawwa.org) or [www.vwea.org](http://www.vwea.org))

The online registration process, as it pertains, to Exhibitors includes the following features:

- The exhibit hall pricing structure is a la carte and doesn't include staff passes with the registration of a booth space. You must register all individuals that will be attending the conference on behalf of your company.
- The registration type for anyone associated with a booth or trailer space is "Exhibitor".
- Each registered Exhibitor will have the option to purchase up to ten booth or trailer spaces during the registration process.
- Booth or trailer space purchase(s) is not a requirement for registering as an Exhibitor.
- During the registration process as an Exhibitor, you will be asked to provide the name of the exhibiting company with whom you are associated. You must be an employee or otherwise have a substantive association with the exhibiting company to justify your registration as an Exhibitor. This proof of association is to discourage and ultimately prevent persons from registering as Exhibitors when they have no substantive interest in the exhibiting company and would normally register as a regular conference attendee. All Exhibitor registrations will be checked to verify the association. "Invited guest of the booth" does not meet the standard of a substantive association, these guests should be registered as an attendee.
- Preferred locations for each purchased booth or trailer space will be solicited during the registration process.
- Multiple adjoining booths or trailer spaces can be provided to accommodate larger space or grouping requirements. Please note specific grouping requests in your registration. All reasonable efforts will be made to accommodate these requests.
- **Space is limited, and booth and trailer space assignments will be allocated on a first-come, first serve basis.**

- Booth and trailer space assignments will be published in mid-August. You will be notified by email your booth assignment prior to the conference.
- All communications will be made through the email address provided during online registration.

The Exhibitor registration entitles you to the following:

- Continental breakfasts on Tuesday and Wednesday mornings
- Lunch on Tuesday and Wednesday
- All morning and afternoon breaks
- Tuesday's Water Reach Silent Auction & Exhibitor Reception (in the Exhibit Hall)
- Attendance to the technical sessions
- Ability to purchase up to ten booth or trailer spaces per person
- Ability to submit abstracts for Technical Forum and Mobile Sessions
- Participation in the WaterJAM sustainability initiative and display of 'The Tidy Otter' award if qualified
- Admission to other Conference events may be added to your registration for an additional fee. These items include, but are not limited to, Monday evening's Meet and Greet reception, Wednesday evening's Banquet and Fun Night, or Monday's networking activities (Golf Tournament and/or Clay Shoot).

The booth fee includes the following:

- One 10' x 10' curtained booth
- Sign with your company's registered name
- 6' rectangular draped table
- One (1) 110-volt 20-amp duplex electrical outlet
- 2 chairs
- Small wastebasket
- Additional accommodations are available at additional cost through the exhibits contractor, Exhibits, Inc.

The trailer space fee includes the following:

- One 15' x 40' space for trailer parking
- One (1) 110-volt 20-amp duplex electrical outlet
- Small wastebasket
- Larger electrical outlet and water hookups are available by request
- Additional accommodations are available at additional cost through the exhibits contractor, Exhibits, Inc.

WaterJAM 2019 will provide an excellent opportunity for you to display your products and services with exposure to the largest attended water, wastewater, and stormwater event in the Mid-Atlantic region. We are looking forward to an exciting, interesting, and informative WaterJAM 2019.

Sincerely,

***Jon Casarotti***

Jon Casarotti  
Co-Chairman – Exhibits  
WaterJAM 2019 Committee

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***Ronnie Baker***

Ronnie Baker  
Co-Chairman – Exhibits  
WaterJAM 2019 Committee

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Attachments

## VA AWWA & VWEA JOINT ANNUAL MEETING

### WaterJAM 2019 VIRGINIA BEACH CONVENTION CENTER – VIRGINIA BEACH, VA SEPTEMBER 9-12, 2019

#### **EXHIBIT INFORMATION AND REQUIREMENTS FOR EXHIBITS**

As an educational function, the VA AWWA & VWEA will host exhibits at the Virginia Beach Convention Center as part of WaterJAM 2019. Suppliers to the Drinking Water and Water Environment Industries are offered an opportunity to display their products and services subject to the rules listed below:

1. The WaterJAM 2019 Joint Annual Meeting Exhibits Committee will be in direct charge of the exhibits and will be responsible for exhibitor compliance with all exhibits rules. An exhibitor will be asked to remove or modify any exhibit which, in the judgment of the Committee, does not comply with the rules or spirit of the exhibit. The exhibit hours will be:

Monday – September 9, 2019	Exhibitors Set-Up*	2:00 p.m. - 6:00 p.m.
Tuesday – September 10, 2019	Exhibitors Set-Up	7:30 a.m. - 11:00 a.m.
	Exhibit Hall Open	11:30 a.m. - 6:30 p.m.
	Networking Reception in Exhibit Hall	5:00 p.m. - 6:30 p.m.
Wednesday – September 11, 2019	Exhibit Hall Open	7:30 a.m. - 4:00 p.m.
	Exhibit Breakdown	4:00 p.m. - 8:00 p.m.

\*NOTE: Those exhibitors with Trailer Spaces MUST have their trailer at the loading dock of the exhibit hall by 7am Monday Morning. You will be contacted prior to WaterJAM in order to confirm arrival time.

2. Coffee and drinks will be served along with light snacks within the Exhibit Hall only during breaks.
3. Exhibitors can provide a door prize for their booth or trailer space; however, it is not required. These door prizes will be handled at the exhibitor's discretion. Door prizes are usually announced Wednesday afternoon in the Event Area at the conclusion of the afternoon demonstrations. Ultimately, delivery of the door prize is the responsibility of the exhibitor.
4. A draped table, backdrop and sign with exhibitor's name will be furnished for each exhibitor's booth space. **Each 10' x 10' exhibit booth will be furnished with one (1) duplex 120 VAC power outlet, 2 chairs and a trash can. Any special requirements for chairs, carpet, additional power, air, telephone, or water service should be coordinated directly with the exhibits contractor, Exhibits, Inc.** Forms to order special services will be provided in your registration confirmation package.
5. Booths are 10' wide x 10' deep. All displays must fit within this area. Exhibitors may not erect any displays that infringe upon the space or view of another exhibitor.
6. Trailer spaces are approximately 15' wide x 40' deep. Larger trailer displays may be accommodated on a case by case basis. Any gas engines must be limited to ¼ tank full. Water and larger electrical hookups are available upon request. Exhibitors may not erect any displays that infringe upon the space or view of another exhibitor. No trailers will be allowed to be displayed outside the convention center.

7. All exhibits must be set up by 11:00 a.m., Tuesday, September 10, 2019 and removed before 8:00 p.m. on Wednesday, September 11, 2019. **NO EXHIBITS ARE TO BE CLOSED OR REMOVED FROM THE EXHIBIT AREA PRIOR TO 4:00 P.M. WEDNESDAY, SEPTEMBER 11, 2019.** If you close or remove your booth early, you will be ineligible for a priority booth the following year at the committee's discretion.
8. WaterJAM 2019 will not be responsible for losses, damages, or claims incurred as a result of the exhibit. Exhibitors shall be responsible for their display security. Each exhibitor shall be responsible for coordinating any special handling of exhibits with Exhibits, Inc., and shall be responsible for any associated charges.
9. Exhibitor applications will be accepted on a first-come first-serve basis. Space is limited; therefore, it is important to register early.
10. Basic registration is \$590 per Booth or Trailer space and \$235 per Exhibitor; the Booth fee of \$590 includes the booth or trailer space only, not the Exhibitor's registration. The fee for the Exhibitor includes the functions as detailed below in Item 14. After the early registration deadline (August 9, 2019), Booth or Trailer space fees are \$650 and Exhibitor fees \$275 per person respectively.
11. **FULL PAYMENT MUST BE MADE BEFORE YOUR REGISTRATION IS CONSIDERED COMPLETE.** **Booth assignments will not be made until your payment has been received.**
12. All booth cancellations must be received in writing by **August 9, 2019**. Any staff cancellations must be received in writing by **August 26, 2019**. A 25% service fee will be retained on all cancellations. No refunds will be given after their respective deadline. Substitutions are allowed at no additional cost. In the event WaterJAM must be cancelled prior to the start of the conference due to unforeseen circumstances, attendees will be refunded the cost of registration. However, VA AWWA and VWEA does not assume responsibility for any additional costs, charges, or expenses; to include but not limited to, charges made for travel and lodging. In the event WaterJAM is cancelled after the start of the conference on Monday, September 9, 2019 due to unforeseen circumstances, prorated refunds or credits may be provided for any events not held. Any credit or refund will be at the discretion of VWEA and VA AWWA.
13. The WaterJAM Exhibition is subject to cancellation due to a disaster, in which case the WaterJAM Cancellation and Weather Policy will apply.
14. The exhibitor fee includes all breaks; Continental Breakfast on Tuesday and Wednesday, lunch on Tuesday and Wednesday and Tuesday Night's Water Reach Silent Auction & Exhibitor Reception. Breakfast on Wednesday will be in the Exhibit Hall. You have the option of attending the VWEA or VA AWWA business meeting/lunch on Tuesday or Wednesday as well as lunch either day in the exhibit hall. All breaks on Tuesday and Wednesday will take place in the exhibit hall. The Tuesday evening Water Reach silent auction and reception will also be held in the exhibit hall. Other meal functions or events are NOT included in the exhibit fee and can be purchased as add-ons during registration. On-site registration for meal/event functions may be full and/or not available.
15. Exhibitors shall limit the number of registered Exhibitor Attendees to 6 per booth purchased.
16. Exhibitors will conduct themselves in a professional manner, remembering the intent of the function is to educate conference attendees about the equipment and services offered by the exhibitors.
17. Exhibitors are prohibited from offering/providing alcohol from their booth in the exhibit hall.
18. There will be no selling or trading of booths or trailer spaces among exhibitors.

19. WaterJAM 2019 reserves the right to limit the number of booths or trailer spaces allocated to any exhibitor when supply is insufficient to satisfy requests made and paid for by the deadline date for booth reservations.
20. A layout of the exhibit area is attached showing booth and trailer space locations and numbers. Please indicate your first and second choices for booth or trailer space locations during the registration process. Spaces will be allocated on a first-come, first-serve basis.
21. A registration confirmation package will be e-mailed to you confirming your assigned booth number, along with forms for ordering special services, and exhibit rules for the Virginia Beach Convention Center. Tentatively this packet of information will be sent by August 20, 2019. You are encouraged to make any hotel reservations ahead of this date using the information provided on the online registration website.
22. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Virginia Beach Convention Center premises and will indemnify, defend, and hold harmless WaterJAM, the Virginia Beach Convention Center, its management company, as well as their respective agents, servants, and employees from any and all such losses, damages and claims.

## VA AWWA & VWEA JOINT ANNUAL MEETING

**WaterJAM 2019**  
**VIRGINIA BEACH CONVENTION CENTER – VIRGINIA BEACH, VA**  
**SEPTEMBER 9-12, 2019**

### **TECHNOLOGY FORUM/MOBILE SESSION** **INFORMATION AND REQUIREMENTS FOR PARTICIPATION**

VA AWWA and VWEA is once again offering two ways for Exhibitors to promote their products and services in a technical fashion. The Technology Forum is classroom-based, conducted similarly to other technical sessions at the conference: a professional power-point presentation, open to all attendees, providing case studies related to your company's products and/or services, followed by questions from attendees. The presentation should not be a direct sales pitch. Mobile Sessions bring attendees to selected exhibitor booths to hear and see technical and educational presentations combined with equipment and/or hands-on visuals of innovative products. *These sessions are meant to be the anti-PowerPoint learning opportunity.* The intent is to provide a hands-on experience providing face-to-face exchanges between vendors, operators, and engineers without the need for a formal power-point presentation. Technology Forum and Mobile Session attendees will have the opportunity to earn continuing professional education credits (CPE) for waterworks and wastewater operators and continuing education credit hours (CECs).

The Technology Forum session will take place on Tuesday, September 10 during the afternoon session. There will be five technical sessions offered specifically to exhibitors. These sessions will be held in Meeting Room 4C and last for a maximum of 25 minutes of presentation, followed by 5 minutes of Q&A each.

There will be five Mobile Sessions offered in the Exhibit Hall this year. Mobile sessions will meet at the Registration Desk and will travel as a group to a series of exhibitor booths, led by the Mobile Session Moderator. Details of the sessions are described below.

1. Sessions are open to any exhibitor; however, space is limited for participation. Five sessions will be offered, and attendees will visit three booths per session. The mobile sessions will be held for one hour, around each Exhibit Hall break, as follows:

Tuesday – September 10, 2019	Mobile Session 1	2:00 p.m. - 3:00 p.m.
	Mobile Session 2	4:00 p.m. - 5:00 p.m.
Wednesday – September 11, 2019	Mobile Session 3	9:00 a.m. - 10:00 a.m.
	Mobile Session 4	11:00 a.m. - 12:00 a.m.
	Mobile Session 5	2:00 p.m. - 3:00 p.m.

2. Exhibitor Presentation Timeline (tentative) – 20 minutes each
  - 13 minutes: Discussion or hands-on demonstration of a technical topic related to the technology/service provided by the vendor, following a brief introduction of the firm's products/services.
  - 5 minutes: Q&A and general discussions
  - 2 minutes: Travel to the next booth



3. To be considered for inclusion as part of the Technology Forum or Mobile Session, exhibitors must submit to the Exhibitor Call for Abstracts and provide the following information for use in developing the mobile session topics and securing CPE/CEC Credit Approval requests:
  - Presenter Bio – a technical staff person must deliver the presentation. Presenters must be technically proficient to handle challenging questions and adjust presentations to the interest of the participants.
  - Technical Presentation Description – 300-word (maximum) abstract. Content Guidelines and Suggestions will be provided with the Call for use when developing the abstract.
4. A full listing of all guidelines is provided online at [https://events.thepulsenetwork.com/GcmMaintenance/VAAWWA/Html\\_Files/30000063/images/2019VirginiaWaterJAMExhibit orAbstractGuidelines.pdf](https://events.thepulsenetwork.com/GcmMaintenance/VAAWWA/Html_Files/30000063/images/2019VirginiaWaterJAMExhibit%20AbstractGuidelines.pdf)
5. All submissions must be received on or before May 24, 2019 via our online portal. (<https://events.thepulsenetwork.com/Attendee/Default.aspx?C=70014721&M=30001175&Mode=HTML>)
6. Submitters will be notified in July of their involvement in the program, and their presentation schedule.

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**WaterJAM 2019**  
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### **REQUIREMENTS FOR WATER JAM SUSTAINABLE EXHIBITOR AWARD**

The 2019 WaterJAM Committee, along with the VWEA and VA AWWA Sustainable Utilities Committee, remains committed to emphasizing sustainable “green” initiatives for the conference and exhibit. As an exhibitor, you are encouraged to participate in these initiatives and set an example for others, while setting yourself apart with some special recognitions!

Be sure to submit the following form to earn **“The Tidy Otter” Award for Sustainability!**

Exhibitors who complete the Sustainable Exhibitor requirements as outlined below will receive “The Tidy Otter” award, and all the benefits listed below:

1. “The Tidy Otter” award for display on their exhibit
2. Special designation (with a green star) in the exhibitor listing in the WaterJAM App. \*\*
3. Listed in **BOLD** in the WaterJAM 2019 Exhibitor Guide. \*\*
4. Listed on the Tidy Otter Board, placed near the entrance to the Exhibit Hall. \*\*
5. Listing in the VA AWWA publication “Tap Into Virginia” and the VWEA publication “Conduit” following WaterJAM 2019.

\*\* For those who complete and submit the checklist before **August 25<sup>th</sup>**.

To apply and qualify for “The Tidy Otter” Award for Sustainability, and receive all the benefits thereof, exhibitors need to complete the following:

1. Meet at least **six** of the initiative criteria in the checklist on the next page, with **one** from each of the **four** categories
  - a. Display (Graphics/Signage),
  - b. Handouts,
  - c. Giveaways, and
  - d. General.
2. Complete the “Sustainable Exhibitor Checklist” by selecting which of the initiative criteria was met. A space is provided for other items not directly outlined on the checklist.
3. Provide the check list and additional proof (if requested) to Geneva Hudgins ([geneva.hudgins@vaawwa.org](mailto:geneva.hudgins@vaawwa.org)) prior to WaterJAM or at the registration desk. Please note that those who submit checklist after the deadline will miss out on two of the benefits listed above!
4. Display the award at their Water JAM booth and continue to exemplify, promote and encourage sustainable behavior, and receive extra recognition for all your efforts!



# Sustainable Exhibitor Checklist

Company:

Please check at least one box from each of the following categories to indicate what you and your organization have done to be more sustainable. A minimum of six initiatives is required.

## General

<input type="checkbox"/>	Utilized carpooling or public transportation to/ from conference
<input type="checkbox"/>	Purchased carbon offset for travel
<input type="checkbox"/>	Setup and teardown materials are all able to be recycled or reused
<input type="checkbox"/>	Reduction in packaging of handouts and giveaways
<input type="checkbox"/>	Used energy efficient lighting in booth (if lighting is used)
<input type="checkbox"/>	Other: <input type="text"/>

## Display (Graphics/Signage)

<input type="checkbox"/>	Used "Processed chlorine free" and recycled, FSC paper, or other recycled materials on displays
<input type="checkbox"/>	Used biodegradable foam board
<input type="checkbox"/>	Printed with soy-based or vegetable-based inks
<input type="checkbox"/>	Display is reused for multiple conferences
<input type="checkbox"/>	Other: <input type="text"/>

## Handouts

<input type="checkbox"/>	Used "Processed chlorine free" and recycled paper, or FSC paper, with logo visible
<input type="checkbox"/>	Printed all handouts double-sided
<input type="checkbox"/>	Include recycling logo and on printed materials to encourage recycling after use
<input type="checkbox"/>	Materials used are "processed chlorine free", recyclable, or biodegradable
<input type="checkbox"/>	Materials are printed with soy-based or vegetable-based inks
<input type="checkbox"/>	In place of handouts, scanners are used to send information electronically to attendees
<input type="checkbox"/>	In place of business cards, contacts are exchanged electronically
<input type="checkbox"/>	Other: <input type="text"/>

## Giveaways

<input type="checkbox"/>	Giveaways are made from post-consumer material
<input type="checkbox"/>	Giveaways are fair trade certified, or other registered certification
<input type="checkbox"/>	Giveaway promotes a sustainable lifestyle or has a sustainable purpose (i.e. water bottle, reusable bags, seed ball or seed paper, notepad made from recycled material)
<input type="checkbox"/>	Other: <input type="text"/>

## Additional Contact Information:

If someone other than the registered exhibitor is involved in filling out this form, please include the contact information below.

Name:

Email:

If you have any questions regarding the Tidy Otter Initiative, please contact Nicole Schneider at [nschneider@aegisenv.com](mailto:nschneider@aegisenv.com).