

THE INDIANA GROUND WATER ASSOCIATION'S
BIENNIAL CONVENTION & EXPOSITION

Market Your Professionalism

November 8-9, 2011 • University Plaza Hotel, West Lafayette, IN



Convention Agenda (tentative)

Tuesday, November 8, 2011

10am – 12pm	Registration
10am – 6pm	Continuing Education w/ Luncheon Concurrent Sessions
4pm – 5pm	IGWA Board Meeting
6pm – 10pm	Dinner
5pm – 11pm	Vendor set up

Wednesday, November 9, 2011

6:30am – 7:30am	Vendor set up
8am – 9am	Breakfast
8am – 5pm	Exhibits open & Continuing Education
9am – 11am	Driller & Pump Installers exam w/DNR Concurrent Sessions
11am – 1pm	Lunch, Annual Meeting, Trade Show, Silent Auction, Door Prizes
1pm – 3pm	Concurrent Sessions
3pm – 4:30pm	Trade Show & Possible Wrap Up Reception
4:30pm	Exhibitor Move Out

Exhibitor Registration Information & Questions directed to:

Indiana Ground Water Association

7915 S. Emerson Ave., Ste 132, Indianapolis, IN 46237

Or fax to 317-889-3935

Questions: Call 317-889-2382 or 888-443-7330

Email: ingroundwater@msn.com / www.indianagroundwater.org

Conference Location / Hotel:

University Plaza Hotel

1600 Cumberland Avenue

West Lafayette, IN 47906

Direct: (765) 588-1331 / Toll Free: (877) 214-0732

www.universityplazahotelwl.com

IGWA rate: \$99.00/night sgl/dbl plus applicable taxes

When making reservations, please reference the Indiana Ground Water Association Convention.
The University Plaza Hotel is located on the Northwest side of Lafayette on SR 52 west

Advertising Opportunities

- Advertising in the fall convention newsletter will reach 500 + licensed drilling contractors and Pump Installers throughout Indiana.
- Advertising in the winter, spring and summer newsletters will reach IGWA members only.

Convention Newsletter only Advertising Rates - Artwork due September 12th, 2011:

Half page ad	\$275.00	_____
One-quarter page ad.....	\$200.00	_____
One-sixth page or business card ad	\$100.00	_____
Total submitted:\$		_____

Advertise in All Four Issues and SAVE\$\$\$\$ (includes conference issue):

Half page ad	\$200.00 per issue x 4 = \$800.00	_____
One-quarter page ad.....	\$150.00 per issue x 4 = \$600.00	_____
One-sixth or business card ad.....	\$75.00 per issue x 4 = \$300.00	_____
Total submitted:\$		_____

Artwork/Submission Deadlines:

Convention issue artwork due: ...September 12, 2011
 Winter issue artwork due:January 20, 2012
 Spring issue artwork due:March 20, 2012
 Summer artwork due:June 19, 2012

Indicate if artwork is _____ enclosed or to _____ be sent at a later date.

Ad Size

1/2–page 7.5" wide x 4.375" tall
 1/4–page 3.625" wide x 4.375" tall
 1/6–page 2.3" wide x 4.375" tall

The newsletter is printed in one-color. Submit black and white ads only.

Ad Mechanics for All Publications: *Digital Ads will be accepted in these formats:*

- File Formats: EPS, 300 dpi PDF, or 300 dpi TIFF.
- All ads must be created using one ink (black). If color ads are submitted they will be turned into grayscale ads by the publisher.
- Send ad via email or on CD.
- Scanning: We can scan high contrast, camera-ready print-outs.

The quality of the published advertisement depends upon the materials provided. The publisher assumes no responsibility for errors in the copy submitted by the advertiser.

Send ads and production questions to:

Mary Breidenbach, Cumulus Design
 7810 Meadowbrook Dr., Indianapolis, IN 46240
 Phone: 317-205-9635 Email: mary@ecumulus.com

Billing Inquiries:

Indiana Ground Water Association
 Donna Sheets, IGWA Executive Director
 7915 S. Emerson Ave., Suite 132 Indianapolis, Indiana 46237-9708
 Ph: 317-889-2382 or 888-443-7330; Fax: 317-889-3935
 Email: ingroundwater@msn.com

Each ad is billed upon publication. A 2% per month service charge will be imposed on all accounts 30 days past due. The editor reserves the right to pull any ad on account 60 days past due. Standard 15% commission paid to recognized advertising agencies on display space ONLY when camera ready art is provided. Agency commission is not applicable if account is 60 days past due. **Right of Publisher:** IGWA reserves the right to refuse or to edit any advertisement for any reason it deems necessary.

Name: _____

Company: _____

Billing Address: _____

City, State, Zip: _____

Phone: _____ E-mail: _____

Payment Type: ___ Invoice or ___ Check (included with order) Make check payable to Indiana Ground Water Association

MAIL OR FAX COMPLETED FORM TO:

MAIL: Indiana Ground Water Association, 7915 S. Emerson Ave., Suite 132 Indianapolis, Indiana 46237-9708
 FAX: 317-889-393

Speaker Submissions

If you are interested in submitting a seminar topic, please complete the information below and return via fax to 317.889.3935 by August 15th, 2011. Submissions will be reviewed by the committee and you will be contacted if your topic was accepted.

Name: _____

Company: _____

Address: _____

City: _____ St _____ Zip _____

Cell phone: _____ Fax: _____

Email: _____

Title of seminar: _____

Brief description of seminar: _____

Check all that apply. Circle the correct response.

Will you provide handouts? Y or N

Audio Visual Equipment Required Y or N

Will you provide your own Laptop? Y or N

LCD projector? Y or N

Will you pick up your own expenses? Y or N

Will you exhibit at the trade show? Y or N

FAX TO: 317.889.3935

Door Prizes and Silent Auction Items to Donate

If you are interested in submitting a Door Prize/Silent Auction item for the convention, please complete the information below and return via fax to 317.889.3935 by September 12, 2011. Door prizes and the donors will be promoted in our Attendee Registration Packet to be mailed October 1st to all Indiana licensed drillers and throughout the convention!

Name _____

Company _____

Address _____

City _____ St _____ Zip _____

Cell phone: _____ Fax: _____

Email: _____

_____ Door Prize: _____

_____ Silent Auction: _____

Brief description:

FAX TO: 317.889.3935

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Exhibitor Contract

(1 of 4 pages)

Please complete the following contract by September 12th, 2011 to be included in the IGWA's Convention Registration Brochure to be mailed to 500+ drilling contractors. *We will not have a floor plan this year. Booth assignments will be assigned on a first-come, first-served basis. There won't be a bad spot in the ballroom. We will be on the second level of the hotel which is accessible by a freight elevator.*

Booth size	Member Rate	Non-Member Rate	
8 x 10 Booth	\$325	\$425	\$ _____
Each additional booth	\$200	\$300	\$ _____

Each 8 x 10 booth includes a 6' skirted table, 2 folding chairs, and signage

Additional Items (insert the number needed):

_____ Chairs \$2.50/each \$ _____
_____ Tables \$6.00/each \$ _____

Electricity—please contact the hotel directly at 765-463-5511

Please type or print legibly

Name of Company: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____ Website: _____

Booth identification sign should read exactly as follows:

Please describe the products and/or services to be exhibited:

Manufacturers represented in display:

FAX TO: 317.889.3935

Exhibitor Attendee Registration/Name Badge Form

Please indicate the names of the individuals from your company who will be in attendance. Two persons per 8 x 10 booth at no charge. Each additional person is \$10 each:

PLEASE PRINT LEGIBLY EACH NAME:

1. _____

2. _____

3. _____

4. _____

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SPONSORSHIP OPPORTUNITIES

Sponsorship Opportunities—your company will be listed in the convention program, winter newsletter, announced throughout the convention and include sponsoring event signage:

IGWA Hospitality Suite \$100 ____

Tuesday Lunch \$750 ____

Tuesday Break Service \$300 ____

Tuesday Banquet \$1000 ____

Wednesday Breakfast \$500 ____

Wednesday Lunch \$750 ____

Company Name: _____

FAX TO: 317.889.3935

IGWA'S BIENNIAL CONVENTION & EXPOSITION 2011
Exhibitor's Total Costs

(3 of 4 pages)

Please include this completed form with all documents

Computing Total Costs:

Booth Space	\$ _____	
Additional Booth	\$ _____	
Additional Booth Needs	\$ _____	(chairs, tables)
Additional Exhibitors	\$ _____	
Advertising Space	\$ _____	
Sponsorship	\$ _____	
TOTAL	\$ _____	

Payment: _____ Check made payable to IGWA

Company _____

Name _____

Phone: _____

Submit to:

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Booth Rules and Regulations

Booth Reservation Procedure - A 50% deposit of total cost is required with the exhibit space contract. Booth space reservations must be paid in full by November 1st, 2011. Booths not paid in full by November 1st, 2011 will be subject to resale.

Rules and Regulations

These rules and regulations constitute a bona fide part of the contract for space. IGWA reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and wellbeing of the exhibit. Decisions and interpretations of these rules and regulations shall be the decision of IGWA and accepted as final in all cases. Signature on Exhibit Contract acknowledges agreement to Rules and Regulations.

1. The 2011 Indiana Ground Water Association Convention & Exposition will be held at the University Plaza Hotel, West Lafayette, IN.
2. Applications for exhibit space are to be mailed to IGWA with a check for the full booth price (or 50% deposit). Prior to September 23rd, 2011, any exhibitor who notifies IGWA in writing that he will not be exhibiting is eligible for a full refund. Between September 23rd and October 1st, 2011, any exhibitor who provides written notification that he will not be exhibiting will be refunded one half of the rental paid for the exhibit space. No refunds will be given on cancellation made after October 2nd, 2011.
3. All valid exhibit space applications will be assigned on a "first come, first served basis". In all cases, every effort will be made to assign space in as close compliance as possible with applicant's choices. The IGWA reserves the right to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the Show, this reservation being all-inclusive as to persons, things, printed matter, products and conduct. IGWA reserves the right to alter the Floor Diagram at any time due to number of booths sold.
4. No exhibitor may assign, sublet or apportion his space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of business.
5. IGWA will provide an identification sign, 6' skirted table and 2 chairs .
6. It is expressly understood and agreed by each and every contracting exhibitor and his agents that neither the IGWA, employees or contractors shall be liable for loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and custody of each exhibitor.
7. All materials and fluids which are flammable, open flames, kerosene, butane gas, oxygen tanks, helium tanks, propane and or gasoline are not permitted inside the exhibit area.
8. It is mutually agreed that it is the duty and responsibility of each exhibitor to install his exhibit before the opening of the exhibition and dismantle his exhibition immediately after the close of the show. Any Freight/Shipping needs must be discussed and arranged prior to the show. If needed, contact IGWA for assistance.
9. It is exhibitors sole responsibility to load and unload all exhibit items. Only hand carried items will be allowed to be brought in through the front doors. All products, dollies, carts and wagons must be moved in through the freight area of the building. Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building.
10. All equipment (if applicable) on display for an event must have the battery cables disconnected and the cables taped off. The gas tank must contain less than 1/4 tank of gas or 5 gallons, whichever is less, and the cap must be locked or else taped shut. Plastic and/or cardboard must be placed under vehicles, trucks, boats, and trailers and the tires when displayed in the Exhibit Hall. No spraying of silicon allowed inside the facility.

Exhibitor agrees to protect, save and keep the IGWA, and its agents forever harmless from any damage of charges imposed for violation of any law or ordinance, whether occasioned by the exhibitor or those handling under the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in this agreement between the Union Plaza Hotel and the IGWA regarding the exhibition premises. And, further, exhibitor shall at all times protect, indemnify, save and keep harmless the IGWA and the Union Plaza Hotel against and from any loss, cost damage, liability, or expense arising from or out of or by reason of accident or other occurrence to anyone, including exhibitor, its agents, employees and business invitees, which arise from or out of or by reason of said exhibitors occupancy and use of the exhibition premises or a part thereof.