

Indiana Ground Water Association

7915 S. Emerson Avenue, Suite 132

Indianapolis, IN 46237-9708

Phone: (317) 889-2382

Fax: (317) 889-3935

Toll Free: (888) 443-7330

Email: ingroundwater@msn.com

Website: www.indianagroundwater.org



August 17, 2009

Re: Indiana Ground Water Association's 2009 Bi-Annual Convention

Dear Indiana Ground Water Association Suppliers:

The Indiana Ground Water Association holds their convention every other year. This year our convention will be held at the Sheraton Indianapolis Hotel & Suites on Monday and Tuesday, November 9-10, 2009. Due to a conflict with the Ohio show, we have moved our dates to accommodate our exhibiting companies. We hope this change will make it more convenient and economical as you plan your travel schedule throughout the Midwest.

We have moved our convention to Indianapolis to accommodate our members throughout the state. Please be sure to invite your customers from Indiana and our bordering states who might not attend their own state shows due to date conflicts or distance.

We are in the process of finalizing our educational programming and invite our exhibitors to submit a seminar topic and speaker. All topics will be evaluated by our convention committee and decisions will be based solely on educational/training content.

The hotel is very nice and located at Keystone at the Crossing which has many nice restaurants and great shopping. We have contracted for a small block of rooms with the hotel. Please book your reservations as soon as possible. If we do not pick up our contracted block, the IGWA could face expensive penalties.

Please review the enclosed: Exhibitor Contract, Advertising Contract, Sponsorship Contract, Scholarship Silent Auction and Door Prize donation forms. If you cannot exhibit, consider participating through advertising or sponsorship, donating an item for the silent auction or a door prize. There are many opportunities!

We thank you for your support throughout the years. Now, more than ever, is the time to get in front of your customers. Don't miss this great opportunity! Thank you.

Sincerely,

Convention Co-Chairs,

Joe Armstrong, Armstrong Drilling

Dan McCreadie, Kokomo Pump Supply

THE INDIANA GROUND WATER ASSOCIATION'S 72nd CONVENTION & EXPOSITION

November 9-10, 2009
Sheraton Indianapolis Hotel & Suites
8787 Keystone Crossing
Indianapolis, IN 46240

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

HOST HOTEL

Sheraton Hotel
8787 Keystone Crossing, Indianapolis, IN 46240
Ph: 317.846.2700 sheratonindynorth@starwoodhotels.com
IGWA Rate: \$92.00/night sgl/dbl plus applicable taxes

When making reservations, please reference the Indiana Ground Water Association Convention.
The Sheraton Hotel is located on the northside of Indianapolis at Keystone at the Crossing

Convention Agenda (Tentative)

Monday, November 9, 2009

After 3 pm Hotel Check-In
3—4:30 pm IGWA Board Meeting (Hotel)
5:30—10 pm IGWA Hospitality Suite (Hotel)
4—8 pm Exhibitor Move-In (Board to assist)

Tuesday, November 10, 2009

7—9 am Exhibitor Set Up (Board to assist)
9 —1 0 am Seminars
10 am Trade Show Opens
10 am Scholarship Silent Auction Begins
10:30 AM State Drillers Exam Testing
12—1:30 pm General Membership Meeting & Lunch with Election of Officers
Introduction of scholarship winners
3— 5:30 pm Seminars
6:00 pm Banquet at the Sheraton Hotel

**INDIANA GROUND WATER ASSOCIATION'S
ADVERTISING in the CONVENTION REGISTRATION BROCHURE or NEWSLETTER**

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

Convention Newsletter Advertising Rates - Artwork due September 11TH, 2009:

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

Advertising in Four Issues and SAVE\$\$\$\$:

Half page ad	\$200.00 per issue	_____
One-quarter page ad	\$150.00 per issue	_____
One-sixth or business card ad	\$75 per issue	_____
Total submitted:	\$	_____

Artwork/Submission Deadlines:

Convention issue artwork due:	September 11 th , 2009
Winter issue artwork due:	January 20th, 2010
Spring issue artwork due:	March 20th, 2010
Summer artwork due:	June 19th, 2010

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:

- Acceptable Media: CD or via email.
- File Formats: EPS, 300 dpi PDF, or 300 dpi TIFF.
- Acceptable Applications: QuarkExpress, InDesign, Illustrator or Photoshop.
- Required with all ads: Include all supporting files, printer and screen fonts when submitting application files. Send a color laser print of ad.
- 2-Color: All 2-color ads must be created using PMS 634 & black inks only.
- Scanning: We can scan high contrast, camera-ready print-outs for black and white ads only. Ad cannot contain tints, photos or screens. *The quality of the 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, 1111 E. 54th St., Ste 133, Indianapolis, IN 46220
 Phone/Fax: 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 : _____

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:

Indiana Ground Water Association, 7915 S. Emerson Ave., Suite 132 Indianapolis, Indiana 46237-9708

Fax: 317.889.3935

IGWA 2009 CONVENTION –RULES & 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, 2009. Booths not paid in full by November 1st, 2009 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 2009 Indiana Ground Water Association Convention & Exposition will be held at the Sheraton Hotel, Keystone at the Crossing, Indianapolis, November 9-10, 2009.**
- 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 15th, 2009, any exhibitor who notifies IGWA in writing that he will not be exhibiting is eligible for a full refund. Between September 16th and October 1st, 2009, 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, 2009.**
- 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 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.**
- 11. 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 Sheraton 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 Sheraton Hotel against and from any loss, cost damage, liability, or expense arising from or our of or by reason of accident or other occurrence to anyone, including exhibitor, its agents, employees and business invitees, which arise from or our of or by reason of said exhibitors occupancy and use of the exhibition premises or a part thereof.**

INDIANA GROUND WATER ASSOCIATION 2009 CONVENTION

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 September 4th, 2009. 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

INDIANA GROUND WATER ASSOCIATION 2009 CONVENTION

DOOR PRIZES NEEDED!

If you are interested in submitting a Door Prize/s for the convention, please complete the information below and return via fax to 317.889.3935 by September 4th, 2009. Door prizes and the donors will be promoted in our Attendee Registration Packet to be mailed September 14th to all Indiana licensed drillers and throughout the convention!

Name _____

Company _____

Address _____

City _____ St _____ Zip _____

Cell phone: _____ Fax: _____

Email: _____

Door Prize: _____

Brief description of Door Prize:

FAX TO: 317.889.3935

INDIANA GROUND WATER ASSOCIATION 2009 CONVENTION

SCHOLARSHIP SILENT AUCTION!

If you are interested in submitting an item for the Silent Auction, benefitting the IGWA Scholarship Fund, please complete the information below and return via fax to 317.889.3935 by September 4th, 2009. Silent Auction Items and the donors will be promoted in our Attendee Registration Packet to be mailed September 14th to all Indiana licensed drillers!

Name _____

Company _____

Address _____

City _____ St _____ Zip _____

Cell phone: _____ Fax: _____

Email: _____

Silent Auction Item:

Brief description of Item:

FAX TO: 317.889.3935

EXHIBITOR CONTRACT

Please complete the following contract by September 11th, 2009 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 317-846-2700

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

INDIANA GROUND WATER ASSOCIATION'S 2009 CONVENTION

EXHIBITOR ATTENDEE REGISTRATON/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. _____

COMPANY _____

FAX TO: 317.889.3935

INDIANA GROUND WATER ASSOCIATION 2009 CONVENTION

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 Continental Breakfast	\$500 ____
Tuesday Lunch	\$750 ____
Tuesday Break Service	\$300 ____
Tuesday Banquet	\$750 ____

Name _____

Company _____

Address _____

City _____ **St** _____ **Zip** _____

Cell phone: _____ **Fax:** _____

Email: _____

FAX TO: 317.889.3935

INDIANA GROUND WATER ASSOCIATION'S 2009 CONVENTION

TOTAL COSTS

Please include this completed form with all documents

Computing Total Costs:

Booth Space	\$ _____	
Add'l A Booth	\$ _____	
Add'l Booth Needs	\$ _____	(chairs, tables)
Add'l Exhibitors	\$ _____	
Advertising Space	\$ _____	
Sponsorship	\$ _____	
TOTAL	\$ _____	

Payment: Check made payable to IGWA _____ Money Order _____

Company _____

Name _____

Phone: _____

Submit to:

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