



Invitation to Exhibit or Sponsor



Pennsylvania Decentralized Wastewater Conference and Trade Show

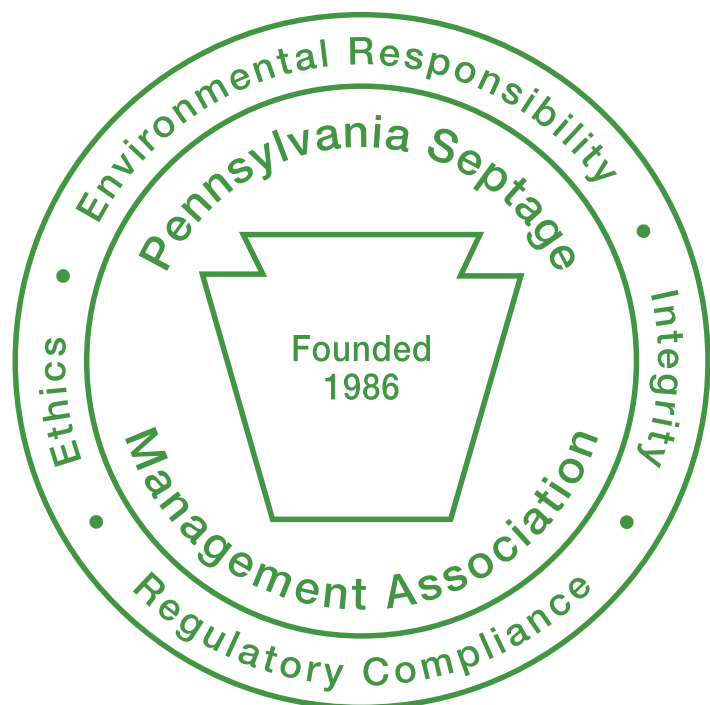
January 30 - 31, 2023



Red Lion Hotel
4751 Lindle Road, Harrisburg PA



Brought to you by:



Don't miss the **2023 Pennsylvania**

Decentralized Wastewater

Conference and Trade Show! At

previous conferences we typically see

more than 130 professionals in the

sewage industry from the mid-Atlantic

region. The excitement is building

already for the 2023 Conference, so

make sure your company's name is in

front of these decision makers! The

Conference offers various opportunities

to promote your company including

the exhibit hall and sponsorship

opportunities!

This premier statewide event is being

held **January 30-31, 2023, at the**

Red Lion Hotel in Harrisburg, PA.



EXHIBIT HALL HOURS

Monday, January 30 7:30 a.m. – 7:00 p.m.

Tuesday, January 31 7:30 a.m. – 2:30 p.m.

EXHIBITOR MOVE-IN/MOVE-OUT

Move-in: Sunday, January 29 3:00 p.m. – 6:00 p.m.

& Monday, January 30 7:00 a.m. – 7:30 a.m.

Move-out: Tuesday, January 31 2:30 p.m. – 4:00 p.m.

BOOTH RENTAL FEES

10'x8' PSMA Member: \$550 Non-Member: \$675

BOOTH RENTAL FEE INCLUDES

- 10' wide x 8' deep booth
- 8' high curtain backdrop and 3' high side divider drape
- 6' skirted table and 2 chairs
- Standard headsign with company name and booth number
- 1 wastebasket
- Registration for ONE company representative, which includes full conference privileges (educational sessions, breaks, lunches). Additional booth personnel must register at the conference rate and should do so on the exhibitor registration forms.

ADDITIONAL INFORMATION

Booth rental form & payment must be received by **JANUARY 16, 2023.**

Any print advertisements and/or sponsorship logos must be emailed to PSMA (director@psma.net) by **JANUARY 16, 2023.**

Additional options, such as electric and internet are available directly through the hotel.

Freight shipments: All freight must be sent via UPS to: Convention Services, Red Lion Hotel, 4751 Lindle Rd., Harrisburg, PA 17111. Mark every package: PSMA Conference. If your items are too large for UPS shipping, contact Hotel Conference Coordinator at (717) 939-7841.

Additional floor space: Sorry, we will not be renting floor space for trucks, trailers and/or oversized equipment. However, additional space in the hotel parking lot can be set aside for exhibitors. Please contact PSMA for details.

Register your booth online at www.PSMA.net

SCHEDULE OF EVENTS Subject to Change

Sunday, January 29

3:00 p.m. - 6:00 p.m. Exhibitor Move-In



Monday, January 30

7:00 a.m. - 7:30 a.m. Exhibitor Move-in

7:30 a.m. Attendee Registration Opens

7:30 a.m. - 8:30 a.m. Continental Breakfast in Exhibit Hall

7:30 a.m. - 7:00 p.m. Exhibit Hall Open

8:30 a.m. - 11:30 a.m. Morning Educational Sessions

9:45 a.m. Morning Break in Exhibit Hall

11:30 a.m. - 12:30 p.m. Lunch in Exhibit Hall

12:45 p.m. - 5:00 p.m. Afternoon Educational Sessions & Meetings

2:00 p.m. Afternoon Break in Exhibit Hall

4:00 p.m. PSMA Regional Meetings

5:00 p.m. - 7:00 p.m. Buffet Dinner Reception in Exhibit Hall



Tuesday, January 31

7:30 a.m. Attendee Registration Opens

7:30 a.m. - 8:30 a.m. Breakfast in Exhibit Hall

7:30 a.m. - 2:30 p.m. Exhibit Hall Open

8:30 a.m. - 11:30 a.m. Morning Educational Sessions

9:45 a.m. Morning Break in Exhibit Hall

11:30 a.m. - 12:30 p.m. Lunch in Exhibit Hall

12:45 p.m. - 3:30 p.m. Afternoon Educational Sessions

2:00 p.m. Afternoon Break in Exhibit Hall

2:30 p.m. - 4:00 p.m. Exhibitor Move-Out

4:00 p.m. Conference Closes





LODGING INFORMATION

Red Lion Hotel Harrisburg Hershey

4751 Lindle Road
Harrisburg, PA 17111
(717) 939-7841
www.redlion.com

Room Block Code: PA Septage Management Association (PSMA)

Rate: \$100 per night plus tax for single or double occupancy

Deadline to receive hotel group rate: January 14, 2023

To book your room, please call the hotel at (717) 939-7841 or toll free (800) 637-4817. Be sure to mention the room block code to receive the discounted rate.

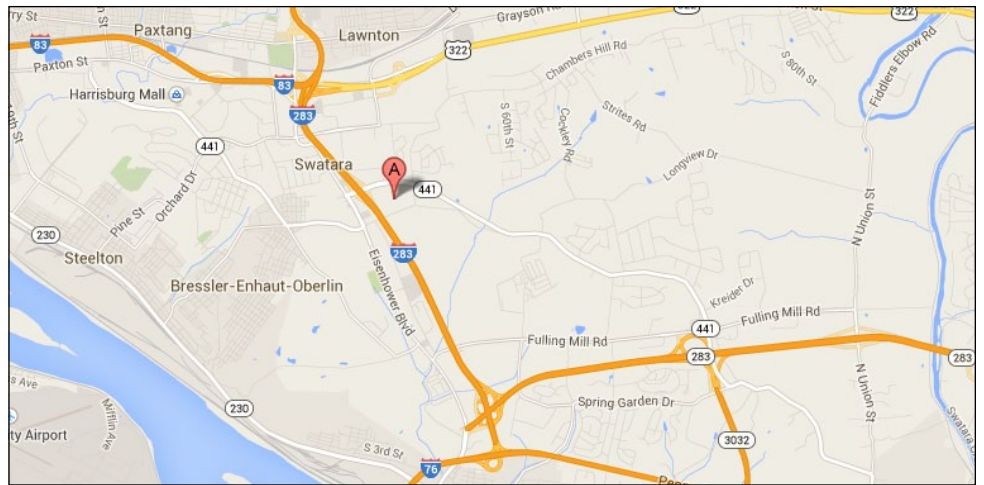
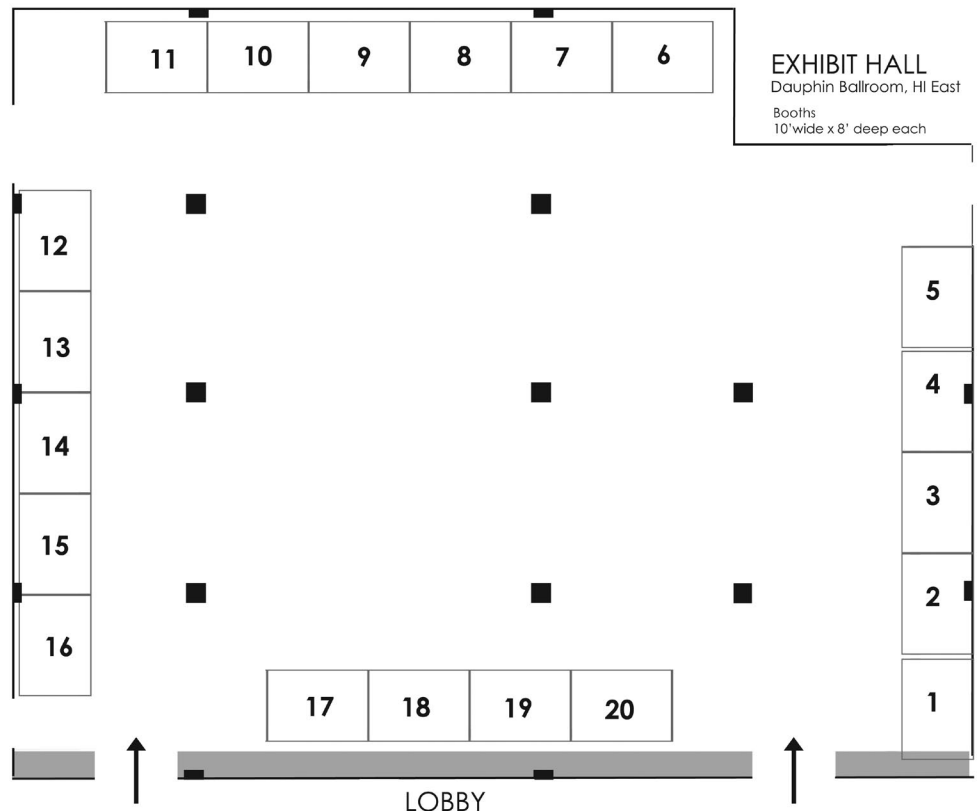


EXHIBIT FLOOR LAYOUT Subject to Change



PENNSYLVANIA DECENTRALIZED WASTEWATER CONFERENCE SPONSORSHIP PROGRAM

PSMA is pleased to continue offering sponsorship packages that will increase your visibility with attendees while showing your support for the supporting organizations and industry.

Each sponsorship has benefits that recognize your company before, during and after the Conference.

All sponsor logos and advertisements for the Onsite Booklet must be received by **JANUARY 16, 2023**. Please email print-quality (300 dpi) graphic files or PDF files to director@psma.net. The Onsite booklet is 5.5" x 8.5" in size.

Questions? Email director@psma.net or call 717.763.7762.

		Ad in PSMA Newsletter 10' x 8' booth	Ad in PSMA Newsletter (one-time) Logo in Onsite Booklet	Logo in Attendee Brochure (if rcvd by 11/19) Logo in Onsite Booklet	Logo on Thank You Signage through Wrap-Up	Signage in Booth Recognizing Sponsorship	Recognition from Podium Badge Ribbon			
SPONSORSHIP LEVELS	Platinum \$1,250	✓	full	full	✓	✓	✓	✓	✓	✓
	Gold \$750	✓	half	half	✓	✓	✓	✓	✓	✓
	Silver \$500	n/a	full	quarter	✓	✓	✓	✓	✓	✓
	Bronze \$250	n/a	half	quarter	listing only	n/a	✓	✓	✓	✓
EXCLUSIVE SPONSORSHIPS	Lunch \$750 (up to 2 available, per day)	n/a	full	full	✓	n/a	n/a	✓	n/a	✓
	Monday Reception \$500 (up to 2 available,)	n/a	half	half	✓	n/a	n/a	✓	n/a	✓
	Breakfast \$500 (up to 2 available, per day)	n/a	quarter	quarter	✓	n/a	n/a	✓	n/a	✓
	Onsite Book \$300 (one available)	n/a	full cover	quarter	✓	n/a	n/a	✓	n/a	✓

PENNSYLVANIA DECENTRALIZED WASTEWATER CONFERENCE & TRADE SHOW RULES & REGULATIONS FOR EXHIBITORS

1. Exhibit Hours:

Monday, January 30, 2023: 7:30 a.m. - 7:00 p.m.
Tuesday, January 31, 2023: 7:30 a.m. - 2:30 p.m.

2. Shipping Instructions: All freight must be sent via UPS to: Convention Services, Red Lion Hotel, 4751 Lindle Rd., Harrisburg, PA 17111. Mark every package: PSMA Conference. If your items are too large for UPS shipping, contact Hotel Conference Coordinator at (717) 939-7841. All shipments must be fully prepaid.

3. Installation of Exhibits: Setup will be on Sunday, January 29 from 3 p.m. to 6 p.m. Extra time will be provided for late arrivals to set up on Monday, January 30 at 7:00 a.m. All exhibits must be completely installed by 7:30 a.m. on Monday, January 30. No installation work will be permitted during exhibit hours.

4. Dismantling: Dismantling of exhibits must not begin until 2:30 p.m. on Tuesday, January 31 and must be removed from the exhibit hall no later than 4:00 p.m.

5. Booth Package to Include: Booth background and dividers (8' high curtain back wall, 3' high matching dividers and aluminum uprights) will be supplied, as well as a sign (7" x 44" with company name, and booth number); 6' skirted table; 2 chairs; and wastebasket. Hall is carpeted.

6. Additional Requests: Dedicated electric is available upon request for an additional fee. You can request these additional services directly from the Hotel Conference Coordinator by calling (717) 939-7841.

7. Activities: Souvenirs and standard literature may be freely distributed. However, exhibitors must confine their displays and activities to the space assigned. No exhibitor shall assign, sublet or share the whole or any part of the booth space allotted. Noisy or undignified displays, sound motion pictures, sound devices, megaphones, loudspeakers or side-show tactics are prohibited. Non-exhibitors are prohibited from soliciting at the show.

8. Arrangement of Exhibit: No construction of any kind within exhibit space shall exceed 8' in height without the written approval of Management. Any construction along booth sides exceeding 4' in height must be kept within 2-1/2' of the back line of exhibit space, with the exception that lighting fixtures may be suspended so as not to interfere with clear view of neighboring exhibits. Fixture hangers or special backgrounds required by exhibitors should be arranged for in advance and brought to the exhibit hall ready for assembly. Installations are subject to approval of all inspection authorities having jurisdiction.

9. Liability & Insurance: Neither the Pennsylvania Septage Management Association (PSMA) and its contractors nor the Red Lion Hotel will be liable for any damage done to exhibits by fire or any other natural element, nor will they be liable for injuries to exhibitors or their employees, or for damage to property in their custody, owned and controlled by them, and each exhibitor shall indemnify and hold harmless PSMA and its contractors against any claims for damage, injury etc., which may be incident to, arise from or be in any way connected with such exhibitor's use or occupation of exhibit space. Each exhibitor agrees to carry and maintain in force at all times commercial general liability insurance with minimum limits of \$1 million for bodily injury and property damage per occurrence, and \$1 million in the aggregate, with respect to its operations during the course of the exhibition. The Exhibitor also agrees to indemnify and hold harmless the Pennsylvania Septage Management Association and the Red Lion

Hotel for all Bodily Injury and Property Damage claims or suits arising from their negligence. The exhibitor's insurance policy shall name the Pennsylvania Septage Management Association and the Red Lion Hotel as additional insured's. Failure to provide such certification will not absolve the exhibitor of any of its responsibilities or indemnity obligations under this agreement. The Management shall not be liable to the Exhibitor for the acts or omissions of any members, exhibitors or suppliers attending the Pennsylvania Decentralized Wastewater Conference & Trade Show. PSMA and its employees will not be liable for failure to hold the exhibition as scheduled. Payment for booth space will be returned in that event, except that any actual expense incurred in connection with the exhibits will be deducted if the exhibition is cancelled because of fire, or any act of God, or the public enemy, or strike, or epidemic, or any law or regulation or public authority or any other act beyond the control of PSMA which makes it impossible or impractical to hold the exhibition. Safekeeping of the exhibitor's property is the sole responsibility of the exhibitor. Each exhibitor must keep an attendant in his/her display area during the hours listed under "Exhibit Hours." In all cases, exhibitors wishing to insure their exhibits and display materials against fire, theft, etc., must do so at their own expense. The exhibit hall will be closed and locked after hours.

10. Payment: All exhibit space must be paid in full prior to January 16, 2023. No exhibitor will be allowed to enter the exhibit hall until payment in full is received by PSMA.

11. Cancellations: No refunds will be given for booth cancellations after the January 16, 2023 payment deadline. All cancellations received prior to January 16, 2023 will be assessed a \$100 cancellation fee per booth.

12. Hotel Accommodations: Contact the Red Lion Hotel directly at (717) 939-7841 for room reservations. Room reservations must be made directly with the Hotel. When making your reservation, mention that you are with the PA Septage Management Association Conference. Space is limited and provided on a first-come-first-served basis. A special rate of \$100 single- and double-occupancy (plus applicable service charges and taxes) has been provided for our group. The special rate expires on January 14, 2023.

13. Exhibit Personnel: All participants affiliated with exhibits must be registered. Each person will be issued an exhibitor's badge and must be employed by the exhibitor or have a direct business affiliation. One exhibitor badge will be issued per booth.

14. Management: The Pennsylvania Septage Management Association retains the right to discontinue any exhibit, which, in its opinion, is objectionable to exhibitors, the industry or the public.

15. General: All matters and questions not covered by these rules and regulations are at the discretion of Management, and all amendments that may be so made shall be equally binding upon publication on all parties affected by them as the original regulations.

16. For those companies displaying trucks or equipment: Due to the nature of the venue, trucks, trailers, and similar equipment will not be allowed onto the Exhibit Hall floor this year. PSMA will not be renting additional floor space for such vehicles or equipment; however, if you rent an exhibit booth PSMA can make accommodations for display of vehicles in the hotel parking lot at no cost. You must alert PSMA by January 16, 2023 if you desire to have space set aside in the hotel parking lot.

You must submit signed contract and full payment by JANUARY 14th in order to reserve booth space.

2023 PENNSYLVANIA DECENTRALIZED WASTEWATER CONFERENCE EXHIBIT BOOTH RENTAL FORM

Register your booth online at www.PSMA.net

Company Name: _____

Onsite Booth Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-Mail: _____

Website: _____

Please reserve the following exhibit space:

Booth Number Preference: (see layout diagram) 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

PSMA Member _____ (# of booths) @ \$550 \$ _____

Non-Member _____ (# of booths) @ \$675 \$ _____

Additional Booth Personnel Registrations _____ (# add'l personnel) @ \$199 \$ _____

Please list the names of the additional booth personnel you are registering here:

Please select Sponsorship Opportunity

Levels: ☐ Platinum (\$1,250) ☐ Gold (\$750) ☐ Silver (\$500) ☐ Bronze (\$250)

Exclusives: ☐ Lunch (\$750) ☐ Reception (\$500) ☐ Breakfast (\$500) ☐ Onsite Book (\$300) \$ _____

TOTAL AMOUNT DUE \$ _____

Payment:

Make check payable to PSMA

Credit Card: ☐ Visa ☐ MasterCard ☐ Discover ☐ AMEX

Credit Card Number: _____ Exp. Date: _____ Security Code: _____

Name on Card: _____ Signature: _____

EVENT POLICIES – THIS FORM MUST BE COMPLETED TO SET UP AN EXHIBIT

SHOW POLICY: The undersigned agrees to abide by all policies, restrictions and regulations as set forth in this agreement or as may be especially designated by the Pennsylvania Septage Management Association (Management) or the Red Lion Hotel. Failure to abide by such policies will result in the forfeiture of all monies paid or due Management under the terms of this agreement. The Exhibitor or Local Representative cannot add or transfer this contract to another company. Upon acceptance by the Pennsylvania Septage Management Association, this application, including space assignment and policies as set forth on the Rules & Regulations page hereof, will constitute a contract between the exhibitor and Management. If you have any questions regarding the show, please call the Pennsylvania Septage Management Association at 717.763.7762.

PAYMENTS: Payment in full must be submitted with this completed application by **January 16, 2023**. NO SPACE WILL BE ALLOCATED WITHOUT A COMPLETED APPLICATION. If not fully paid, Management cannot guarantee booth location. Checks should be made payable to PSMA (Pennsylvania Septage Management Association).

CANCELLATIONS: No refunds will be given for booth cancellations after the January 16, 2023 payment deadline. All cancellations received prior to January 16, 2023 will be assessed a \$100 cancellation fee per booth.

Print Name: _____ Print Title: _____

Signature: _____ Date: _____

Please submit completed application, along with full payment to:
PSMA, P.O. Box 144, Bethlehem, PA 18016 or register/pay online at www.PSMA.net



Pennsylvania Septage Management Association
P.O. Box 144
Bethlehem, PA 18016

Register your booth online at www.PSMA.net

2023 Pennsylvania Decentralized Wastewater Conference & Trade Show

EXHIBITOR AND SPONSORSHIP OPPORTUNITIES INSIDE!

Sold on a first-come, first-served basis...Apply today to reserve yours!

January 30 - 31, 2023
Red Lion Hotel, Harrisburg, PA

For further conference details, visit www.PSMA.net