93rd Annual AZ Water Conference & Exhibition  
April 14 - 16, 2020 • Phoenix Convention Center, South Bldg • Phoenix, Arizona

Information - Rules & Regulations

Exhibit Fees

<table>
<thead>
<tr>
<th>Tier</th>
<th>Single 10 x 10 Booth Registration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1</td>
<td>$1,250</td>
<td></td>
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<tr>
<td>Tier 2</td>
<td>$1,000</td>
<td></td>
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<tr>
<td>Tier 3</td>
<td>$800</td>
<td></td>
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<tr>
<td>Extra Exhibit Rep. Badge</td>
<td>Includes daily Breakfast and Tuesday Lunch Voucher</td>
<td>$100</td>
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<tr>
<td>Wednesday Operator Awards Luncheon</td>
<td>Not included in Exhibit Registration, but may be purchased with booth registration</td>
<td>$25</td>
</tr>
<tr>
<td>Conference BBQ Tickets</td>
<td>Not included in Exhibit Registration, but may be purchased with booth registration</td>
<td>$40</td>
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</tbody>
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Standard 10 x 10 Exhibit Space

Exhibit Booth Cost Includes: Three (3) Exhibit Representative Badges for the first booth and two (2) badges for each additional booth space, Entrance to Conference Sessions, daily Breakfast & Breaks, Tuesday Lunch Voucher. Each booth will receive; CARPET, 6-foot skirted table, two chairs and wastebasket. The size of each booth is 10 ft wide by 10 ft deep. We are using pipe and drape to define exhibit booth sizes and aisles.

Displaying Heavy Equipment in your Exhibit Space

If you plan to display equipment that requires being driven or trailered into the exhibition hall, you must purchase the number of standard booth spaces that will accommodate your equipment and still allow you to conduct business within the confines of your booth spaces. Trucks and/or trailers cannot be placed side by side. If you plan on displaying 2 or more trucks and/or trailers in a space, they must be inline or offset from each other. A special move-in time will be coordinated with CSI for you. You can expect to be the first one moving into the hall and the last one moving out of the hall.

The displayed equipment will be required to adhere to the “LIQUID, GAS AND ELECTRIC FUELED VEHICLES AND EQUIPMENT FOR DISPLAY” policy that is provided on page 30 of the Phoenix Convention Center Facility Guide in the Exhibitor Kit. This policy is as follows:

- All fuel tank fill caps shall be self-locking or taped in an approved manner to prevent tampering.
- Fuel in the fuel tanks shall not exceed one (1) quarter of the tank capacity or five (5) U.S. gallons (18.9L), whichever is less.
- Vehicles or equipment shall not be fueled or defueled on City of Phoenix property.
- The battery’s positive post must be disconnected. If approved by the Fire Marshal, batteries used to power auxiliary equipment may be permitted to be kept in service.
- CNG, LNG, LPG (propane), and hydrogen fuel tanks shall have their emergency shut off valve(s) in the closed position.
- Electric Vehicles shall be rendered inoperable by removing the fuse. Do not disconnect the battery.
- RV’s, campers, tractor-trailers, and other vehicles with more than 120 square feet of ceiling shall have an operational smoke detector per divided section.
- It may be necessary to inspect, move, or relocate a vehicle before or during a show. For this reason, it is recommended that a set of keys be available on site for all vehicles.
- Fuel storage shall be located outdoors in approved cabinets at a location approved by the Fire Marshal.

Exhibit Space

The Exhibit Hall will be set up in Halls F & G (refer to map) at the Phoenix Convention Center, South Bldg, located at 33 South 3rd Street, Phoenix, AZ 85004. WI-FI will be available in the Exhibit Hall. All equipment must fit in your purchased booth space and you must be able to conduct business in your booth space. Nothing is allowed to be in the Aisles. Please do not position your display so that it obstructs your neighbor. This would include displays, backdrops, banners, flags, equipment, etc. We may ask that banners, signs, podiums, etc. be moved so that it does not wall off your neighbor. In March you will receive an Exhibitor’s Confirmation Package via email. Included in this kit will be your booth number and instructions for handling needs such as electrical, extra furnishings, freight and overhead signage. These items ARE NOT included with your booth and must be arranged directly with the exhibiting contractor CSI or other PCC contractors.

Door Prizes

All conference attendees love giveaways and door prizes. AZ Water encourages the participating exhibitors to bring prizes to conduct drawings at their booths during the conference. Please note, door prizes are the full responsibility of the exhibiting company. All prize drawing times and anything related to the prize is at the exhibiting company’s discretion. All prize drawing winners are to be posted at the exhibiting company’s booth. Announcements and/or postings outside of the individual booths will not be permitted.
By completing your booth registration, the exhibiting company agrees that its exhibit materials will be set up by the stated “Setup Time” of this contract. The exhibiting company agrees that no party will disassemble or “tear down” exhibit materials before the designated “tear down” time, which is also listed below. If exhibit materials are broken down before the designated time, the exhibiting company will be charged a $100 contract penalty and may not be invited to participate in future conferences. **NOTE:** A schedule will be provided for move-in and move-out based on the complexity of booth setup.

| Set-up: | Monday, April 13 from 1:30 pm – 7:00 pm. |
| Tear Down: | Thursday, April 16 from 12:00 pm – 6:00 pm. |

Our local exhibitors can utilize the PCC loading dock on the East side of the South Building to unload/load A move-in and move-out schedule will be utilized based on the amount of time required to setup your booth. Dock security will utilize the parking garage as a staging area to eliminate traffic back-ups on the street. The use of motorized equipment or pallet jacks are prohibited and controlled by dock security. The use of small dollies is encouraged. **NOTE:** Materials handling is available through CSI and provides priority delivery of materials.

### CSI
CSI Conference Services Intl (CSI) will be supplying additional services that you may need in your booth space related to furnishings, overhead signage, etc. Detailed information will be provided in your Exhibitor’s Confirmation Packet in March.

### Commonwealth Electric
Commonwealth Electric is the contracted provider for electricity at the Phoenix Convention Center. 500 Watt power is available to add on to your booth registration for a nominal fee. If you require greater capacity, you will need to coordinate directly with Commonwealth Electric. Detailed information will be provided in your Exhibitor’s Confirmation Packet in March.

### Cvent LeadCapture App
The opportunity to use lead retrieval services using your mobile phone will be provided by Cvent. A mobile app license will be available to exhibitors for a fee. Detailed information will be provided in your Exhibitor’s Confirmation Packet in March.

### Aventura Catering
All food and beverage items served within the Phoenix Convention Center must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center. Detailed information will be provided in your Exhibitor’s Confirmation Packet in March.

### AV Concepts
AV Concepts is the contracted provider for audio visual equipment for the Phoenix Convention Center. You will need to coordinate directly with AV Concepts. Detailed information will be provided in your Exhibitor’s Confirmation Packet in March.

### Smart City Networks
Smart City Networks is the contracted provider for internet, telephone, Cable TV service for the Phoenix Convention Center. If you require any of these services, you will need to coordinate directly with Smart City Networks. Detailed information will be provided in your Exhibitor’s Confirmation Packet in March.

### Rules & Regulations

1. Space is leased with the understanding that the Exhibitor will hold the AZ Water Association and Phoenix Convention Center harmless from any and all liability that may result from any cause whatsoever.

2. In applying for space, the Exhibitor will pay the full exhibit fee with the application. In the event of cancellation by the Exhibitor after March 13, 2020, AZ Water shall have the right to rent the space to anyone else without obligation to refund the amount paid by the cancelling Exhibitor. Cancellations must be received in writing by March 13, 2020. If a refund is approved, a $35 fee will be subtracted from the refund amount.

3. Each booth will be 10’ wide x 10’ deep and will include pipe and draping, carpet, an eight-foot skirted table, two chairs, an ID sign, a wastebasket, and three exhibit registrations. The Exhibitor will provide all other furnishings and equipment at their own expense.

4. All demonstrations and exhibits must be confined to the assigned exhibit space in such a way as to not interfere with the adjacent booths.

5. The Phoenix Convention Center will not accept or store materials or empty crates. Exhibitors can ship materials to CSI for storage and handling or Exhibitor will make his own arrangements for delivery and receipt of shipments and storage of crates before moving time.

6. Exhibitors agree to maintain such insurance that will fully protect AZ Water from any and all claims of any nature including claims under the Workmen’s Compensation Act and for damages for personal injury, including death, which may arise in connection with the operation of the Exhibitor’s display. Damage to inadequately packed property is the Exhibitor’s own responsibility. In the event the Exhibitor damages the building, they agree to reimburse the owner of the building for the cost of repairing such damages. The Exhibitor agrees to protect, save, and hold harmless AZ Water from all loss and/or damage whatsoever caused to said building or any par thereof, directly or indirectly. AZ Water assumes no responsibility for theft or mysterious disappearance of any equipment or furnishings connected with the exhibit.

7. AZ Water Association will have sole control over admission of all persons. All persons visiting the exhibit area will be admitted according to the rules and regulations of the Conference, as issued or amended by the authorized representative of AZ Water. Exhibitors will abide by all provisions of said rules and regulations, applicable fire codes, and all other regulations of government agencies and the Phoenix Convention Center.

8. Company representatives are required to wear their badge at all times in the Exhibit Hall, Sessions, and at Conference Events.