

Saskatchewan Water and Wastewater Association 2010 Trade Show



Show Management

Saskatchewan Water and Wastewater Association
6 Richmond Place South
Saskatoon, Saskatchewan
S7K 1A3

Contacts:

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Show Services (Furnishings and Material Handling)

Handy Special Events 2642 Millar Avenue Saskatoon, SK S7K 4C8
Toll Free : (800) 567-4442 Phone: (306) 933-2727 Fax: (306) 933-9742
Email: specialevents@sohandy.com

Show Location

TCU Place
35 – 22nd Street East, Saskatoon Saskatchewan S7K 0C8

Show Schedule

Move-in

Wednesday - November 3, 2010..... 12:00 p.m. – 4:00 p.m.

Show Hours

Wednesday - November 3, 2010..... 4:30 p.m. – 9:30 p.m.
“Watering Hole” Icebreaker..... 7:00 p.m. – 9:30 p.m.
Thursday – November 4, 2010..... 8:30 a.m. – 12:00 p.m.

Move-out

Thursday – November 4, 2010..... 1:00 p.m. – 3:00 p.m.

PLEASE HAVE ALL YOUR MATERIALS PACKED BEFORE YOU LEAVE THE EXHIBIT HALL.

Exhibitors must not dismantle their booth before 12:00 p.m. on Thursday, November 4th.

All equipment and display materials must be removed by 3:00 p.m. on Thursday, November 4th, or be liable for removal at the exhibitors expense. If your materials are not removed from the show floor by the 3 p.m. deadline on Thursday, November 4th they will be removed by the show services company and shipped by the official carrier at the exhibitor’s expense.

General Information

Accommodation:

Rooms have been booked at the following hotels. To qualify for the special conference room rates, please advise hotel you are booking for the SWWA Conference.

Conference room rates are available until October 1.

Hilton Garden Inn (Host Hotel)

90 22ND Street East, Saskatoon – Phone: (306) 244-2311

2 Queens - \$169.00

1 King - \$169.00

Park Town Hotel

924 Spadina Crescent East, Saskatoon – Phone: (306) 244-5564

1 Queen or 2 Doubles - \$119.00 single occupancy (extra \$10.00 per night for an extra adult)

1 King - \$129.00 single occupancy (extra \$10.00 per night for an extra adult)

Aisles

Exhibitors shall not encroach on aisle space at any time and must remain within the booth space assigned. Failure to do so may constitute a request from show management to remove the encroaching materials from the booth.

Aisles are to be kept clear and uncluttered during move-in and move-out hours. During show hours, aisles **MUST** be clear at all times.

Booth Allocation

Based on a first-come, first-served. **Reserved booths will only be held for two weeks**; if payment is not received during the two weeks the booth will be released back into the unreserved category.

To avoid conflict, exhibitors must not trade into another booth space on move-in day without authorization by the SWWA.

Only the exhibitor's two registered staff may display at the respective booth. Two exhibitors (companies) may not share a booth without notifying the SWWA at the time of submitting the registration form.

A 25% holdback fee plus the 2011 membership fee, will be honoured on cancellations received on or before October 11, 2010. Refunds will not be issued on cancellations received after that date or on no-shows.

Booth Rental

Exhibit fees include the following:

- Booth Space (10' wide x 8' deep)
- 8' high back wall and 3'sidewall for standard booths
- One 6' long skirted table and two chairs
- One 110 electrical plug connection
- Two Thursday breakfasts and two Thursday lunches
- One 2011 Supplier Membership
- Sponsorship of the "Watering Hole" Icebreaker
- Advertising in the delegate's conference folder, if registered by October 1
- Two exhibit staff badges* per booth

*** Please note that exhibit staff badges do not grant access to the conference workshops or technical sessions.**

Circulation/Solicitation

Distribution of circulars or promotional materials may be made only within the booth area assigned to the exhibitor presenting such material.

Draw Prizes

Exhibitors drawing for prizes at their booth are advised to do so on **Thursday, November 4th at 9:15 a.m. Turn in the winning name to the SWWA Office** located in the Blair Nelson Room. Delegates will be advised of the prize postings prior to the morning coffee break. The names of the Prize Winners will be posted on a board by the Water For People Silent Auction area and winners will pick up their prize at the exhibitors booth. Draws conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered.

Exhibitor Badges

Exhibitors must wear identification badges at all times during trade show hours. Each booth is entitled to two complimentary staff badges. Badges will be provided in your on-site package located at your booth during move-in.

Exhibitor Meal Tickets

Two complimentary breakfast and lunch tickets are provided with your booth registration. Tickets will be provided in your on-site package located at your booth during move-in.

Furnishings

Contact Show Services, charges apply

Exhibitors wishing to rent additional display items to enhance their booth or want to pre-ship materials must book through the show management company – Handy Special Events.

Materials Shipping

Contact Show Services, charges apply

Do not ship directly to TCU Place. Our Show Services Contract (Handy Special Events) will handle all pre-shipment arrangements.

Security

Trade show area under video surveillance. Items of concern can be stored in the SWWA Office in the Blair Nelson Room. Exhibitors are required to maintain staff in their booth at all times during hours of the show. This will reduce the likelihood of a loss in your booth during the show. Show management does not assume any responsibility for losses incurred.