

2014

MICHIGAN WATER ENVIRONMENT ASSOCIATION BIOSOLIDS COMMITTEE CONFERENCE VENDOR AND SPONSOR LETTER

Vendors, Exhibitors and Sponsors,

Thank you for your commitment to be a part of the **2014 Biosolids Conference: “Biosolids Optimization: Focusing on the Product”** held at the Holiday Inn and Conference Center at 1005 Perry Avenue, Big Rapids, MI 49307 (ph 231-796-4400) on March 11-12, 2014. Once again, we will be hosting tours and a dinner reception on the first day, followed by presentations on the second day. We are excited about your participation in providing diverse and informative products and information to the attendees.

Please see the attached contract for the various Sponsorship and Exhibitor levels. The contract is also available on the MWEA website at www.mi-wea.org. To register to be an exhibitor /or sponsor, you can complete & send in the attached contract OR register on the MWEA website. Some of you have already committed verbally, but we ask that all vendors register online or return the completed contract with payment no later than **February 21** to reserve your space.

Exhibitors: We will provide a skirted table, 2 chairs and a 120v electrical outlet.

Sponsors: To have your company name displayed in the Conference Brochure please return your contract or register online no later than **January 1, 2014**. Please note: Payment can follow but you must register online or return your contract to the MWEA Office by the due date above. In addition, Sponsor Signs will be on prominent display during the conference. Please provide your company logo to the MWEA office at mwea@mi-wea.org no later than **January 1, 2014** to be included in the Conference Brochure, or by **March 1, 2014** to be included on the signage only.

Schedule of Events (subject to change):

Exhibit booth Setup – March 11 between 8:00 am and 5:00 pm.

Tour – 11am, location TBD

Dinner Reception – 6pm in the vendor area

Technical presentations - 8:00am on March 12

Exhibit Booth Teardown - after 3:00 pm on March 12

If you have any further questions you can contact:

Robin Cleveland, MWEA 517-641-7377, rcleveland@mi-wea.org

Scott Kafka 517-545-2500, scottk@hamlettenvironmental.com

Steve Mahoney 517-241-2508, mahoneys@michigan.gov

EXHIBITOR/SPONSOR CONTRACT

2014 BIOSOLIDS CONFERENCE

Michigan Water Environment Association
PO Box 397 Bath, MI 48808 www.mi-wea.org
517-641-7377 or fax: 517-641-7388 mwea@mi-wea.org

I hereby contract with the Michigan Water Environment Association (MWEA) to participate in the Biosolids Conference being held March 11-12, 2014. I agree to pay the fee checked below and I agree to all of the terms of the Liability and Responsibility Clause as stipulated. The fee paid includes the dinner reception and 2 day Conference including breakfast and lunch on March 12th for 1 person. Additional representatives must pay according to the categories below.

In signing the Exhibit Contract, the exhibitor agrees to assume the entire responsibility and liability for loses, damages and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Holiday Inn, and shall indemnify and hold harmless the MWEA and the Holiday Inn and its agents, servants and employees for any and all such losses, damages and claims.

The exhibitor also agrees that the MWEA and the Holiday Inn will not be responsible for any injury loss or damage that may occur to the exhibitor, the exhibitor's employees or property or to any other person prior during or subsequent to the period covered by the Exhibit Contract provided said injury, loss or damage is not caused by the willful negligence or wrongful act of an employee of the Holiday Inn and agrees to expressly release the MWEA and the Holiday Inn against any and all claims for such injury, loss or damage.

It is mutually agreed that it is the duty and responsibility of each exhibitor to install their exhibit before the opening of the first exhibiting period and to dismantle it immediately after the close of the Conference.

SPONSORSHIP LEVELS (Please check the appropriate level)

_____ \$525 Sponsor/Exhibitor – Includes Conference registration and meals for 1 person, booth space with 8' skirted table, Company name on sponsorship sign during the Conference and Company name in the Conference Brochure if submitted by **January 1, 2014**.

_____ \$335 Sponsor Only – Includes Conference registration and meals for 1 person, Company name on sponsorship sign during the Conference and Company name in the Conference Brochure if submitted by **January 1, 2014**.

_____ Number of Additional Conference Attendees @ \$155 each.

EXHIBITOR LEVELS (Please check the appropriate level)

_____ \$350 – Exhibit Only - Includes Conference registration and meals for 1 person and booth space with 8' skirted table.

_____ \$225 NON-PROFIT – Includes Conference registration and meals for 1 person with 8' skirted table.

_____ Number of Additional Conference Attendees @(\$155 each).

Each person registered will receive 2 drink tickets for the reception on March 11th.

TOTAL AMOUNT:_____.

Circle Payment Methods: Check (Mail to MWEA office – address below) OR Credit Card

Card Type: ___ Visa ___ MasterCard ___ American Express

Card#: _____ Expiration Date: _____ Signature: _____

Billing Address on Credit Card:

(Street) _____ (City) _____ (Zip) _____

Return signed contract and mail to: MWEA, PO Box 397, Bath, MI 48808

Individual and Company Name of attendee(s):

Please complete the reverse side of this form.

We agree to the terms and conditions specified above:

(Print Name and Title)

(Company Name)

(Mailing Address)

(City, State and Zip)

(Telephone)

(Email Address)

Signed by: _____ **Date:** _____

Additional Needs: _____

Note: If you plan to stay overnight at the Holiday Inn, you must **contact the Hotel directly at 1-231-796-4400.**

All reservations must be guaranteed with a valid major credit card. Reservations must be received on or before 2/17/14 (the "Cut-Off Date"). The room rate is \$89 / night.