



## — *Intro*

# Welcome & thank you for participating in the SWWA Trade Show



The Annual event takes place each year at TCU Place in Saskatoon. This year's event will be held Nov. 1-3,. A networking event will be held Oct. 31 from 7:30pm till 11:00pm for all those attending the conference and trade show.

We expect to see up to 500 delegates from across Saskatchewan communities. These delegates include: Mayors, councillors, operators, managers, owners and suppliers.

Delegates are given the opportunity to earn 1.0 CEU's through various sessions held at the conference. If you are interested in being part of the presenters for these sessions you can send an abstract and bio (must have both) via email to [office@swwa.ca](mailto:office@swwa.ca) for consideration.



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# Booth Information

## Cost

The booth cost is \$1400.00 plus GST

All booths are 10 x 6

Each booth includes: 2 complimentary booth rep passes, access to all food and drink on the trade show floor and Thursday Breakfast and lunch

## Registration

All registration for booths is done online at [www.swwa.ca/tradeshows](http://www.swwa.ca/tradeshows)

Booth payments accepted are Visa, MasterCard & EFT

### **The SWWA does not invoice**

## Includes

- Booth space with back & side drapes
- Skirted table with chairs
- Power Outlet
- Two booth representative registrations
- Company listed online & on-site

## Cancellations

Cancellations received after June 1, 2023 are not eligible for a refund.

Prior to that date all cancellations will be charged a \$100 non-refundable fee



# Trade Show Schedule

The trade show will be held Nov. 1 from 4:00PM till 8:30PM

&

Nov. 2 from 11:00AM till 1:00PM

# Booth Rep Information

Each booth comes with two complimentary rep passes that includes all food and drink on the trade show floor and Thursday Breakfast and lunch.

## **Additional Reps:**

Additional reps can be added for \$250.00 plus GST. Additional reps will be accepted until Oct. 23, 2023. You can now register your booth rep information and purchase extras passes online! Once you have checked out with your booth, a link will be available on your screen to register your reps.

This link can also be found on your receipt or invoice so you can always add this information or purchase extra passes at a later date.

## **Name Tags**

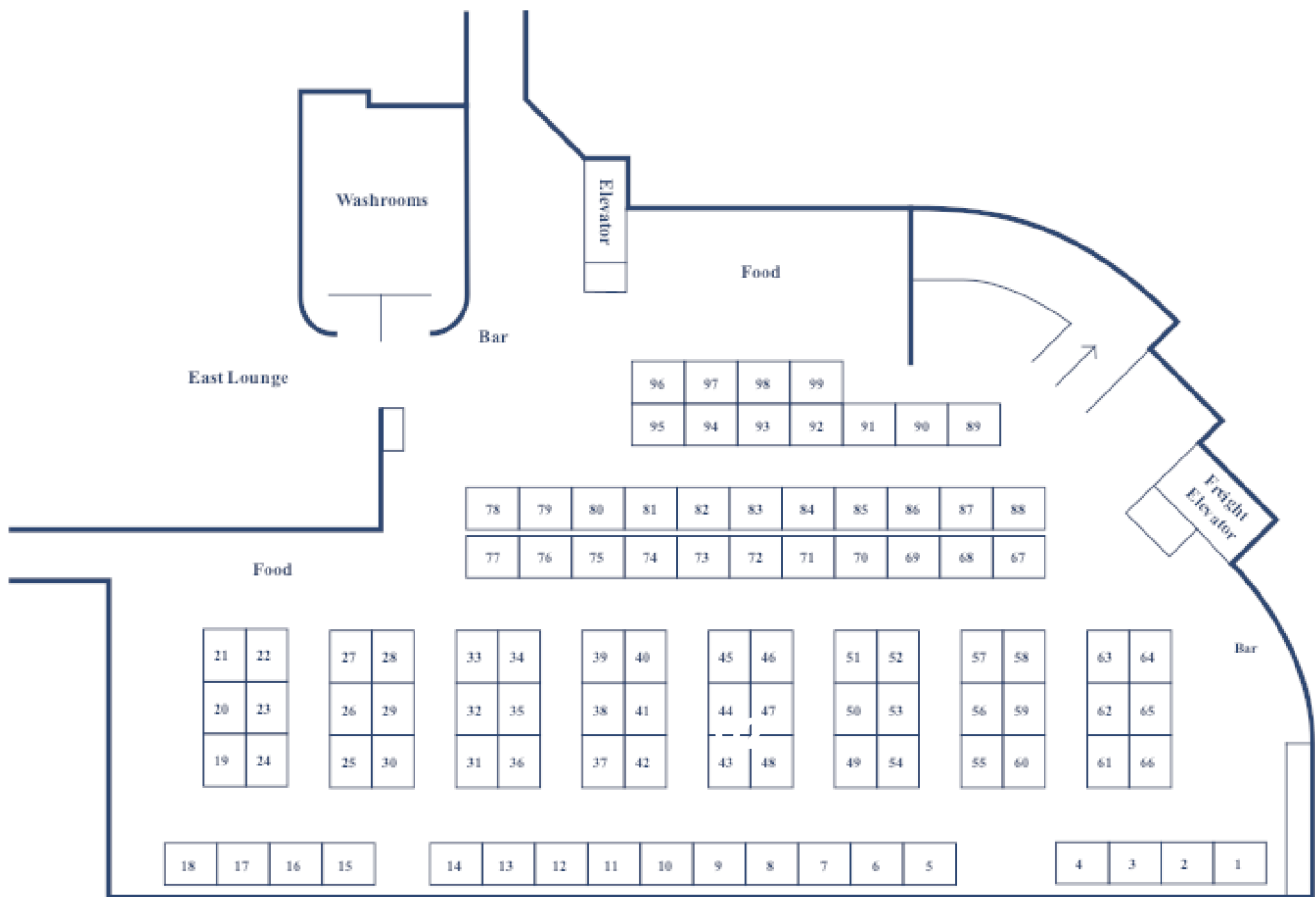
Changes to rep names are accepted until Oct. 23, 2023. All Name Tag information should be submitted no later than Oct. 23.





# Trade Show Floor Plan

The Show service provider is Showtime - the package is available on the website





# TERMS & CONDITIONS

Please ensure all individuals staffing your booth have received and read this package as to be aware of the rules and procedures, including safety and equipment/materials handling, for the SWWA 481st Annual Operators Conference & Trade Show. Thank you for your cooperation! SHOW HOURS are expected to be: 4:00 pm - 8:30 pm (Wed) and 11:00 am - 1:00 pm (Thurs.), however, SWWA may set and modify the trade show hours, setup and tear down hours, in its sole discretion. Opening and closing times are to be strictly reserved. BOOTH TEAR DOWN The exhibitor agrees that it will not begin to dismantle its booth before 1:00 pm on Nov. 2, 2023 and must complete its dismantling and removal no later than 3:00 pm on the same day. SWWA reserves the right to move, store, discard or otherwise dispose of any property or materials left by the exhibitor after this time at the expense of the exhibitor if applicable

## **BOOTH SET UP**

Exhibitors agree to be setup by 3:00 pm on Nov. 1, 2023 and 11:00 am on Nov. 2, 2023. They must provide their own labour for unloading trucks and transportation of equipment and display materials to and from the exhibit area. Should you require assistance with ordering, shipping or material handling, please contact the show service provider.

## **BOOTH STAFFING**

Exhibitors will have at least one representative staffing its booth at all times and no booth shall be left unattended during trade show hours. Booth representatives must wear exhibitors badges supplied by SWWA at all times while in the exhibit area during setup, trade show hours and tear down. These badges permit access to the trade show area only unless otherwise authorized by SWWA organizers.

## **BOOTH OPERATION**

Exhibitors will use their best efforts to "be a good neighbour" to other exhibitors. Exhibits which interfere with the use of other exhibits, impede access to them (side panels should not exceed 5 ft), or impede the free access to aisles will not be permitted.

**BOOTH SHARING** Subletting of booth space is prohibited. Sharing of exhibit space is not permitted unless it is within divisions of the same company and approved by SWWA..

## **CANCELLATION**

Booth cancellations must be received by email by June 1, 2023. If the cancellation notice is not received by this date,, a \$100 non-refundable fee will apply to all refunds. Cancellation requests can be sent to Calle at [office@swwa.ca](mailto:office@swwa.ca)

## **SAFETY**

The exhibitor assumes responsibility for compliance with local and provincial ordinances and regulations covering licenses, permits, fire, safety and health. All attendees should familiar themselves with the posted emergency procedures and at TCU Place.

## **DAMAGES**

Exhibitors assume responsibility for their property at all times. Exhibitors are responsible for all damages caused by the exhibitor to their property, to the facility and to all property owned or leased in connection with the show. PRIZES Prizes, drawings and contests are permitted,.

## **LIABILITY**

In no circumstance shall SWWA be liable to an exhibitor and the exhibitor agrees to indemnify and hold harmless SWWA and it's members, officers, directors and employees from any and all liability, loss, damage or expense, including any and all legal costs, by reason of an injury to or death of any person of any damage or destruction to or any loss of any property, no



## 2023 Fundraising

In 2022 we raised \$1845.00 from our silent Auction and 50/50 sales. We would like to thank all of those who supported us as we raised funds for WaterAid.

This year we are doing something different, we are offering you the opportunity to choose from several different packages to purchase for the silent auction table. The SWWA appreciates the shirts, bunnyhugs and more than have been donated and they are still great items to do as giveaways at the booth. This is just something new to try to get members interested and the fundraising evolving.

A Silent Auction Package will be available on the website for May 1, 2023.

