
13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition

Application For Exhibit Space

We hereby apply for exhibit space in the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition in Seattle, WA, September 19-20, 2005. We agree to accept space assignment subject to the conditions set forth in the **DISPLAY SPACE ASSIGNMENT** form.

Full payment for the booth rental accompanies this application and we understand that, if accepted by the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition, the full payment will be retained by the conference and a written confirmation of this application returned. In the event the application is denied, the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition will promptly advise us and return payment in full.

Complete Name of Company
and Address:

Company _____

Address _____

City/State/Zip _____

Classification:

Manufacturer Representative Publisher Service Company
 Educational Institution Other _____

The Following Types of
Products or Services will be
Exhibited:

Number of Booths
Requested:

Please reserve _____ booth(s) at \$600 for a total of \$ _____ .
Full payment submitted herewith. A copy of this application will be returned upon acceptance.

Signature _____ Date _____

Title _____

For Applicant:

Please address all further correspondence, bulletins, etc., to:

Name _____

Title _____

Telephone _____ Fax _____

E-mail _____

Send Application Together
with a Check Payable to the
University of Washington to:

Wastewater Exhibit Manager-Christy Roop Pack
Engineering Professional Programs
10303 Meridian Avenue North, Suite 301
Seattle, WA 98133-9483 Tel 1-866-791-1275 Fax 206-543-2352
E-mail: <croop@u.washington.edu>

*For 13th Northwest On-Site
Wastewater Treatment Short
Course and Equipment Exhibi-
tion Use Only:*

Total price of booth space: \$ _____
Accepted on: _____ By: _____
For the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition

Booth Assignment: _____

Display Space Assignment

This form supplements the **APPLICATION FOR EXHIBIT SPACE** form. Please complete the information below.

1. Competitors:

Do not locate our display near the following competitors:

3. Acceptance:

We accept that the application item #1, as indicated, may invalidate our preference as outlined in item #2, and agree to accept the assignment of the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition.

Signature _____

Date _____

Title (for applicant)

2. Location Preference (see floor plan below):

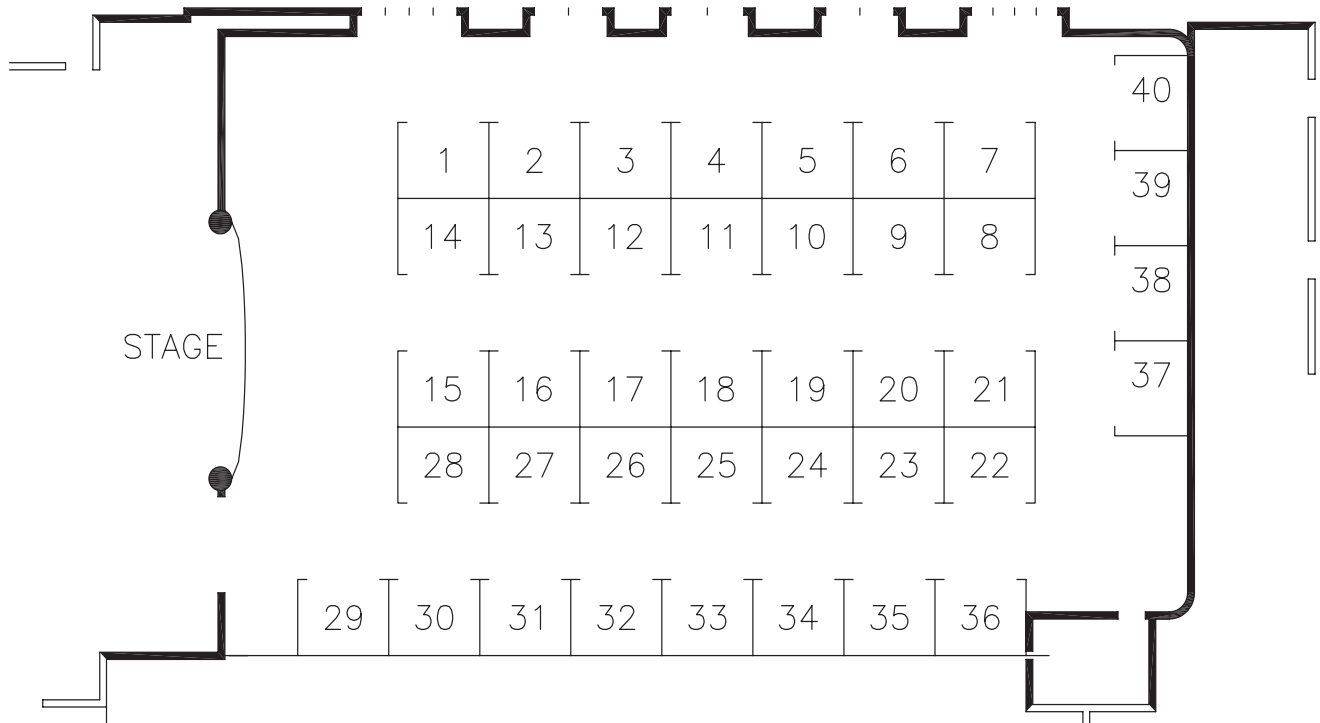
Choice 1: _____ Choice 4: _____

Choice 2: _____ Choice 5: _____

Choice 3: _____ Choice 6: _____

Exhibit Floor Plan:

Exhibits will be located in the West Ballroom of the Husky Union Building, University of Washington campus. Technical Sessions will also be held in the Husky Union Building.



EXHIBITOR'S PROSPECTUS

13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition
September 19-20, 2005
University of Washington
Seattle, Washington

You are invited to exhibit at the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition to be held at the University of Washington, September 19-20, 2005. Over 400 installers, designers, developers, engineers, sanitarians, landscape architects, lawyers, regulatory officials and other professionals interested in on-site sewage treatment and disposal will be in attendance.

The conference format provides generous time for visiting your exhibit. An exhibitors' reception is scheduled for Monday evening immediately following the last session of the day. In addition, exhibits will be featured during morning and afternoon refreshment breaks and forty minutes will be devoted to exhibits prior to the morning technical sessions.

Conference Dates: September 19-20, 2005

Exhibition Dates: September 19-20, 2005

Exhibitor Fee: \$600 per booth (fee includes the following: one conference registration, one identification sign, one 8' skirted table, two chairs, 8' draped backdrop with 3' siderails, wastepaper basket and exhibitor kit)

Expected Attendees: 400 installers, designers, developers, engineers, sanitarians, landscape architects, lawyers, regulatory officials and other professionals interested in on-site sewage treatment and disposal

Exhibition Location: West Ballroom, Husky Union Building, University of Washington campus

Exhibit Booth Specifications: 10' wide by 8' deep standard exhibit booth

Booth assignments will be prioritized based on the postmark date on the exhibitor application. Exhibit space is limited and we cannot guarantee that all exhibitor requests will be accommodated. Early registration is strongly encouraged. Included in the \$600.00 exhibitor fee is one conference registration per booth space. The exhibitor may designate one representative to receive a badge permitting attendance at all technical sessions and social/catered events.

General inquiries and exhibitor registration should be directed to: Wastewater Exhibit Manager c/o University of Washington, Engineering Professional Programs, 10303 Meridian Ave N., #301, Seattle WA 98133-9483
Tel 1-866-791-1275 Fax 206-543-2352 E-mail: <uw-epp@engr.washington.edu>

Exhibit Schedule

Move - In
Sunday, September 18
1-5 p.m.

Exhibit Hours
Monday, September 19
7:30 a.m.-5:00 p.m.

Move - Out
Tuesday, September 20
3-5 p.m.

Monday Reception
4:30-6:30 p.m.

Tuesday, September 20
7:30 a.m.-3 p.m.

13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition

Exhibitor Basic Terms and Conditions

1. Display space will be assigned by the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition in accordance with the conditions outlined in the **DISPLAY SPACE ASSIGNMENT** which forms part of this application. In the event of a duplicate application for the same space, the assignment priorities stated in **EXHIBIT RULES** shall be followed and the ruling of the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition shall be final.

After the assignment, display location may not be changed except with the written approval of the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition.

2. In the event of cancellation of this application by the applicant prior to the date of the conference, the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition may assess a cancellation charge to defray its costs of 50% of the booth(s) rental stated in the original contract.

The 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition reserves the right to reassign such cancelled spaces notwithstanding the cancellation fee.

3. If this application is not accepted by the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition the applicant will be promptly notified and the full amount returned.

4. The applicant agrees to accept from the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition any billing of charges rendered after the conference in conjunction with services performed and administered by the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition at the written request of the applicant. These charges may include, but not by way of limitation, surcharges on services ordered by the applicant through the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition as agent.

The total of such charges shall be paid by the applicant no later than 30 days after receipt of the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition's statement and invoice.

5. The applicant agrees with the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition that the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition and University of Washington shall not be liable for any damage or liability of any kind or for any damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by the applicant or any person thereon with the consent of the applicant, and that applicant will indemnify and save harmless the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhi-

tion and University of Washington from all liability whatsoever, on account of such damage, injury, whether or not caused by negligence or breach of an obligation by applicant or its employees or representative.

6. In the event that the premises in which the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition is conducted shall become, in the sole discretion of the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition, unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition this agreement may be terminated by the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition. For this purpose the term "cause or causes" shall include, but not by way of limitation, fire, flood, epidemic, earthquake, explosion, accident, blockade, embargo, inclement weather, governmental restraints, orders or restraints of civil defense or military authorities, act of public enemy, riot or civil disturbance, inability to secure efficient labor, technical or other personnel, failure, impairment or lack of adequate transportation facilities, inability to obtain, or condemnation, requisition or commandeering of, necessary supplies or equipment, municipal, state or federal law, ordinance, rule, order, decree, or regulation, whether legislative, executive, or judicial, whether constitutional or unconstitutional, or act of God.

Should the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition terminate this agreement pursuant to the provisions of this section, the applicant waives any and all claims for damages arising therefrom. The applicant further agrees that the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition's liability is limited to a refund of monies paid in prior to the termination, less a pro rata adjustment based on the number of hours the conference shall have been in operation prior to the termination.

This provision shall not relieve the applicant of any liability arising from the provision of section 6 and all monies due to the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition in that regard shall be paid notwithstanding.

13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition

Exhibit Rules

These rules and regulations governing the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition are supplemental to the **APPLICATION FOR EXHIBIT SPACE** and they have been established for the protection of everyone against the abuses of a possible few. (The word "management" as used herein shall mean officers, committee members, or employees acting with authority from the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition.)

1. BOOTH IDENTIFICATION

Absolutely NO company identification may be placed outside the area of the booth. No identification may be placed on posts or pillars adjacent to booths occupied by exhibitors, or on carpeted areas of the aisles beyond the 8'x10' standard booth limits.

2. DISTRIBUTION OF SOUVENIRS AND SAMPLES

To attract a greater audience in the exhibit hall, exhibitors may donate items to be given away in a daily door prize drawing if one is established by the conference management. Souvenirs or samples which have no resale or negotiable value may also be given away. Any distribution must be conducted within the exhibitor's designated booth space. An exhibitor who **DOES NOT** manufacture, process or distribute food as their normal course of business and would like to distribute food, must purchase their samples from University of Washington at retail prices and no restriction of the size will be applied.

In all cases, exhibitors planning giveaways of any nature should make arrangements well in advance with the show management, which reserves the right to prohibit the distribution of anything which in its opinion, is not in keeping with the character of the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition.

3. DISPLAY REQUIREMENTS AND RESTRICTIONS

All displays or exhibited materials must be fireproof to conform to Federal, State, and City fire laws. Displays must be self-supporting and nails or screws are not permitted in building floors or walls. Displays must be wholly confined within exhibitor's booth and must not obstruct the clear view of nearby exits or other exhibits.

ALL WIRING ON BOOTHS OR DISPLAY FIXTURES MUST CONFORM TO ASSOCIATION OF UNDERWRITERS AND LOCAL FIRE DEPARTMENT REGULATIONS (3-WIRE ONLY).

The side of any display cabinet or structure facing a side aisle, or adjacent exhibitor's booth, must be finished or suitably decorated at the expense of the exhibitor erecting or installing such display.

No exhibit may exceed eight feet high; maximum height of 8 feet may only extend up to 3 feet from rear of booth. Maximum height of the display in the balance of the area is four feet; with the exception of product standing on the floor may extend higher than this limit, but must be positioned as close to the back wall as possible, to avoid blocking the view of adjoining exhibitors. **NOTE PARTICULARLY THAT NO PART OF A SIGN OR SOLID DISPLAY MAY EXTEND HIGHER THAN EIGHT FEET ABOVE THE FLOOR.**

NOTE: ANY DISPLAYS NOT CONFORMING TO THE EXHIBIT SPECIFICATIONS OUTLINED IN THESE RULES MUST BE APPROVED BY THE 13th NORTHWEST ON-SITE WASTEWATER TREATMENT SHORT COURSE AND EQUIPMENT EXHIBITION MANAGEMENT IN WRITING PRIOR TO THE MOVE-IN DATE.

4. BOOTH PERSONNEL & ACTIVITIES

With the exception of convenience help, such as office assistants or professional product demonstrators, all booth personnel must be **REGULAR EMPLOYEES** of the company, or its representatives, who are fully capable of explaining the technical aspects of products or processes on display at the conference.

No exhibitor may advertise or promote any outside activity, such as an open house or separate exhibits wherever located, occurring during the hours the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition exhibits are open, or which detracts from the exhibit or convention operations.

5. LIABILITY AND THEFT

Show and exhibit hall management will not be responsible nor liable for injury to the person or property, nor loss of property of exhibitors, their guests, invitees, employees, or agents. Furthermore, the exhibitor agrees to defend or hold harmless the 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition and University of Washington, its directors, employees, and agents from any liability of personal injury and loss or damage to property. **EXHIBITORS SHOULD INSURE AGAINST SUCH CONTINGENCIES.** Damage to inadequately packed property is exhibitor's own responsibility. If exhibit fails to arrive, exhibitor is, nevertheless, responsible for the booth rental.

Exhibitors should be on hand to supervise during set-up and dismantling of products, projection equipment and other items of high value. A person assigned booth duty should be required to remain with the exhibit until visitors have left the premises at the closing hour each day.

At move-out, specific arrangements should be made to package or place under lock any items of extremely high value and especially items of general interest such as small instruments, walkie-talkies, high fidelity equipment, projectors, etc.

6. SUB-LETTING EXHIBIT SPACE

No exhibitor may assign, sublet or apportion any of the space contracted for by him/her.

7. MATERIALS HANDLING

The handling of exhibitor's material into and out of, and within the exhibit buildings, shall be at exhibitor's expense. Exhibitor's should make arrangements to remove any of their empty crates, boxes and cartons from the show area before the opening time.

8. SECURITY

The doors to the indoor exhibit hall will be locked during non-exhibit hours. **THIS DOES NOT GUARANTEE EXHIBITORS AGAINST LOSS: NEITHER DOES IT IMPLY AN ASSUMPTION OF LIABILITY FOR EXHIBITOR'S PROPERTY BY THE 13th NORTHWEST ON-SITE WASTEWATER TREATMENT SHORT COURSE AND EQUIPMENT EXHIBITION.**

Any equipment to be removed from the exhibit area during the conference must be authorized by the Exhibit Manager.

9. INTERPRETATION OF RULES

The 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition management shall have final authority as to the interpretation of these rules and their applications and shall have the authority to establish penalties in the event of violations.

10. AMENDMENTS TO RULES AND REGULATIONS

The 13th Northwest On-Site Wastewater Treatment Short Course and Equipment Exhibition management reserves the right to amend these rules and regulations or to make additions thereto.

11. BOOTH ASSIGNMENT PRIORITY

In the event of duplicate application for the same space, priorities will be based on the application postmark date.