



RICWA

P.O. Box 8805
Cranston, RI 02920
ricwa.org

RE: **Exhibitor Prospectus**
2021 RICWA Trade Show & Luncheon
September 2, 2021
Harbor Lights, Warwick, Rhode Island

Dear Exhibitor:

The Rhode Island Clean Water Association will be holding its Annual Exhibition and Luncheon on Thursday, September 2, 2021 at the Harbor Lights Events Dining Golf & Marina located at 150 Gray St, Warwick, RI 02889. The Exhibit area will host a limited number of tabletop exhibits. To hold your spot, please respond with the enclosed contract and payment by **August 27, 2021**.

The Trade Show's exhibit area will be open starting at 9:00 AM. Exhibitors will have an opportunity to showcase their latest products and services to approximately 200 attendees who are currently involved in the water and wastewater industry.

Enclosed please find the exhibit terms and exhibitor registration form. **Space is limited, so please act early.** If you would like to participate in this year's RICWA Tradeshow, please complete the enclosed forms and return them with your payment (make check payable to RICWA). Send payment and registration to:

Rhode Island Clean Water Association
P.O. Box 8805
Cranston, RI 02920
Attn.: Annual Exhibition & Clam Bake Coordinator

If you require additional information, please contact me at (508) 726-8716.

Sincerely,

Chris Campo

Chris Campo
Chairperson
Trade Show & Luncheon

**Rhode Island Clean Water Association
2021 Trade Show & Luncheon
Thursday, September 2, 2021
150 Gray St, Warwick, RI 02889**

EXHIBIT TERMS

Location of Exhibits

The 2021 Exhibition will be held at Harbor Lights Events Dining Golf & Marina located at 150 Gray St, Warwick, RI 02889. RICWA reserves the right to make such modifications and changes in booth assignments as may be necessary to adjust the floor plan at any time to meet the needs of the Exhibitors and registrants. Space is limited, booths will be assigned by date received based on a “first come-first served” basis.

Exhibitors’ Representative Admission

Unlimited exhibitors’ representatives will be allowed, providing the registration fee has been paid, for each booth. Booth will consist of one (1) 6-foot box table. The cost is \$450.00 per 6-foot box table, which includes two (2) lunch tickets.

Booth Equipment and Service Information

Cost of one (1) individual booth will be \$450.00. Booth consists of one (1) 6-foot boxed table and two chairs. Exhibitors will be responsible for any extension cords or power strips needed. Please note that this year’s exhibit area will be located inside the Harbor Lights Banquet Facility and exhibitors will be notified upon their arrival of booth location. The facility has extremely limited outside exhibition space available which can be substituted for a booth upon request.

Installation and Removal Time

Exhibitors must install on Thursday, September 2, 2021, between 8:00 AM and 9:00 AM. **All exhibits must be removed from the Exhibit area by 4:00 PM on Thursday, September 2, 2021.** Material not removed by this time will be removed and put in storage at the Exhibitor’s expense. There is no space available for storage of empty cartons, crates, etc.

Exhibit Hours (Table Top Exhibits)

The Annual Trade Show Luncheon will be held on Thursday, September 2nd, 2021, from 9:00 AM to 3:00 PM at the Harbor Lights Events Dining Golf & Marina at Harbor Lights Events Dining Golf & Marina located at 150 Gray St, Warwick, RI 02889.

Exhibit Facility

The Exhibitor assumes responsibility and liability for losses, damages and claims arriving out of injury or damage to the Exhibitors’ displays, equipment and other property brought upon the premises of the Harbor Lights facilities. The Exhibitor shall indemnify and hold harmless the Harbor Lights Facility and RICWA and their agents, servants, and employees from any and all such losses, damages and claims.

There is not another agreement or warranty between the Exhibitor and RICWA except as set forth in this document. The rights of RICWA under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of RICWA.

Security and Insurance

The Exhibitor is solely and fully responsible for its own exhibit material and should insure its exhibit against loss or damage from any causes whatsoever. All property of the Exhibitor is understood to remain in its care, custody, and control in transit to or from or within the confines of the facility.

Care of Building and Equipment

Exhibitors or Agents must not injure or deface the walls or floors of the building, the tables, or the equipment of the booths. When such damage appears, the Exhibitor is liable to the owner of the property so damaged. All materials used in exhibits must be flameproof. Combustible material or explosives are not permitted in the exhibit area. All electrical wiring included in the display must conform to electrical code safety rules and all applicable fire laws, electrical codes and other laws, which are in effect at the exhibit area. The exhibitor shall also comply with all reasonable requests of officials of the Twelve Acres Countryside Banquet House with respect to installation, conduct and disassembly of its exhibit.

Cancellation of Event

In the event that it is necessary to cancel a portion of or all of the Annual Exhibition and/or the exhibits, due to any cause beyond the direct control of RICWA including, but not limited to damage to or destruction of the convention and exhibit building, labor strikes, and adverse weather conditions, the Exhibitor shall be reimbursed only for actual direct costs not incurred by RICWA.

Cancellation of Registration

In the event that an Exhibitor desires to cancel a reservation, a refund will only be granted if RICWA is able to fill the reserved booth with a replacement Exhibitor. Cancellations must be received in writing by Monday, August 30, 2021.

Exhibit Confirmation

A letter or email confirming your exhibit booth registration and your booth assignment will be mailed to you prior to the event.

Please sign below to indicate that you are in agreement with the above "Exhibit Terms".

Exhibitor's Signature

Date

Company Name

RETURN CHECK LIST

_____ Signed Exhibit Terms Agreement (this page)

_____ Exhibit Space Application and Registration Form

_____ Payment

Rhode Island Clean Water Association
P.O. Box 8805
Cranston, RI 02920

**Rhode Island Clean Water Association
2021 Trade Show & Luncheon
Thursday, September 2nd, 2021
150 Gray St, Warwick, RI 02889**

EXHIBIT SPACE APPLICATION AND REGISTRATION FROM

Company Name	Representative
Address	Telephone
City, State, Zip	Fax

Email address (please print clearly)

Booths are assigned based upon availability and on a first come first serve basis as determined by the date of receipt of request and deposit. Every effort is made to accommodate each exhibitor's preferred location. However, RICWA reserves the right to assign space to meet the needs of the Association, Exhibitors, and exhibits.

COST/PAYMENT INFORMATION

Registration Deadline – Friday, August 30, 2019

Booth: One (1) 6ft. Boxed Table & Two (2) Chairs
Two (2) Luncheon Tickets
Cost: \$450.00 per Booth
➤ Additional Luncheon Ticket(s) @ \$35.00 ea.

No. of Booths _____ @ \$450.00 = _____
Additional Luncheon Ticket(s) _____ @ \$35.00 = _____
Total: \$ _____

CHECK ENCLOSED _____ CHECK NO. _____ TOTAL \$ _____

If you wish to pay by credit card, please visit www.ricwa.org and visit events page.



Mail to:

**RICWA
PO Box 8805
Cranston, RI 02920**

Down the Shore Lunch Buffet

New England Clam Chowder with Parsley Soup
Toasts
Grilled Corn and Tomato Salad with Cider-
Maple Vinaigrette
My Mother's Potato Salad
Grilled Chicken Breast with Lemon and Herbs
House-smoked Pulled Pork with Rum BBQ
Truly Baked Beans
Farm Fresh Vegetables, Lightly Sauteed
Warm Seasonal Fruit Crisp with Vanilla Bean
Ice Cream
Freshly Brewed Regular, Decaffeinated Coffee
and Assorted Tea

In the event that an exhibitor desires to cancel a reservation, a refund will only be granted if RICWA is able to fill the reserved booth with a replacement Exhibitor. Cancellations must be submitted in writing by Monday August 30, 2021.