



**RICWA**

**P.O. Box 8805**

**Cranston, RI 02920**

**ricwa.org**

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**RE: Exhibitor Prospectus  
2024 RICWA Trade Show & Luncheon  
September 13, 2024  
Crowne Plaza, Warwick, Rhode Island**

Dear Exhibitor:

The Rhode Island Clean Water Association will be holding its Annual Exhibition and Luncheon on Friday, September 13, 2024, at the Crowne Plaza, 801 Greenwich Ave, Warwick, RI 02886. The Exhibit area will host a limited number of tabletop and outside exhibits. To hold your spot, please respond with the enclosed contract and payment by **Wednesday, August 30, 2024**.

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 & Luncheon Coordinator

**RICWA is also pleased to offer additional sponsorship opportunities this year including the Ops Challenge Competition, Breakfast Coffee & Danish and Training Session Sponsors!!**

If you wish to e-mail the exhibit terms and registration form, please e-mail a PDF to Kim Sandbach at [ricwa@ricwa.org](mailto:ricwa@ricwa.org) and you may pay via credit card by going onto our web site at <https://ricwa.org/event/annual-trade-show-luncheon/>.

If you require additional information, please contact me via email at [tracy.santoro@xylem.com](mailto:tracy.santoro@xylem.com) or by cell phone at (401) 895-1411.

Sincerely,

Tracy Santoro  
Chairperson  
Trade Show & Luncheon

## **EXHIBIT TERMS**

### **Location of Exhibits**

The 2024 Exhibition will be held at Crowne Plaza, 801 Greenwich Ave, Warwick, RI 02886. 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 \$500.00 per 6-foot box table, which includes two (2) lunch tickets.

### **Booth Equipment and Service Information**

Cost of one (1) individual booth will be \$500.00. 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 Crowne Plaza and exhibitors will be notified upon their arrival of booth location. The facility has outside exhibition space available which can be substituted for a booth upon request.

### **Installation and Removal Time**

Exhibitors must install on Friday, September 13, 2024, between 8:00 AM and 9:00 AM. **All exhibits must be removed from the Exhibit area by 4:00 PM on Friday, September 13, 2024.** 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 (Tabletop Exhibits)**

The Annual Trade Show Luncheon will be held on Friday, September 13, 2024, from 9:00 AM to 3:00 PM at the Crowne Plaza located at 801 Greenwich Ave, Warwick, RI 02886. The Luncheon will begin at 1:00 PM.

### **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 Crowne Plaza. The Exhibitor shall indemnify and hold harmless the Crowne Plaza and RICWA and their agents, servants, and employees from 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

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801 Greenwich Ave, Warwick, RI 02886**

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 Crowne Plaza 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**

If 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 Tuesday, September 10, 2024.

**Exhibit Confirmation**

Confirmation of your exhibit booth registration and booth assignment will be e-mailed to you prior to the event.

**Hotel Reservation**

The Crowne Plaza will provide a 15% discount on hotel bookings for any traveler wanting to stay over on **September 12, 2024**. You can reserve a room at the Crowne Plaza, 801 Greenwich Avenue, Warwick, RI 02886 using the following link:  
[https://www.ihg.com/crowneplaza/hotels/us/en/warwick/wrwrri/hoteldetail?cm\\_mmc=YextLocal-CP-US-WRWRI](https://www.ihg.com/crowneplaza/hotels/us/en/warwick/wrwrri/hoteldetail?cm_mmc=YextLocal-CP-US-WRWRI)

**Sponsorships**

RICWA is proud to announce new sponsorship opportunities for the Ops Challenge Competition, Training Sessions, Breakfast Coffee & Danish and Soda. Each sponsorship includes recognition via signs at the applicable stations and recognition during lunchtime. We appreciate your support and the sponsorships go a long way to help support event costs and improve the membership experience!

Please sign below to indicate that you agree with the above “Exhibit Terms”.

\_\_\_\_\_  
Exhibitor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

## EXHIBIT SPACE APPLICATION AND REGISTRATION FORM

**Note:** Signing up as soon as possible is strongly encouraged by RICWA. This event offers a limited number of booths. Booth registration is first come first serve and once all spaces have been reserved, registration will be closed.

\_\_\_\_\_  
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, September 6, 2024**

Booth: One (1) 6ft. Boxed Table & Two (2) Chairs

Two (2) Luncheon Tickets

Cost: \$500.00 per Booth

Power Needed: Yes  No

Outside Booth: Yes  No

No. of Booths \_\_\_\_\_ @ \$500.00 = \_\_\_\_\_

Would you like to donate a Raffle Prize: Yes  (Please attached a business card to each prize)

Additional Luncheon Ticket(s) \_\_\_\_\_ @ \$35.00 = \_\_\_\_\_

Gluten Free Lunch Option: Yes  Quantity \_\_\_\_\_

Sponsorship Option (includes advertisement with logo, please send logos to [ricwa@ricwa.org](mailto:ricwa@ricwa.org)):

Training Sessions  @ \$200.00 = \_\_\_\_\_


Breakfast Coffee & Danish  @ \$200.00 = \_\_\_\_\_

Ops Challenge Competition  @ \$200.00 = \_\_\_\_\_

Soda  @ \$200.00 = \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

CHECK ENCLOSED  CHECK NO. \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

**Mail to: RICWA - PO Box 8805 - Cranston, RI 02920 OR if you wish to pay by credit card, please log onto [www.ricwa.org](http://www.ricwa.org) - visit the event page and pay via  PayPal .**

### **IT'S AMORE BUFFET**

- New England Clam Chowder
- Caesar Style Salad
- Tomato & Mozzarella Salad with Fresh Basil Vinaigrette
- Grilled Italian Sausage with Broccoli Rabe
- Chicken Francaise
- Penne Marinara, Fresh Tomato Sauce & Garlic
- Meatballs in Tomato Sauce
- Over Fresh Garlic Bread
- Hand Crafted Mini Pastry Bites