



O.O.W.A. Annual Conference and Trade Show
Exhibitor Information
Trade Show - January 17, 2012 - 8AM to 6PM
Hyatt Regency Columbus

EXHIBIT BOOTH REGISTRATION INCLUDES

- Exhibit booth 8' deep x 10' wide with background and side drapes
- One 6' skirted table with two folding chairs
- Identification sign
- Carpeted floor
- Electricity available
- Allowance of two representatives per booth; conference registration for one
- Continental breakfast, lunch, and evening refreshments
- Company name and contact information in the Conference Program
- A list of all the registered attendees following the conference

HOTEL

Hyatt Regency Columbus, 350 North High Street, Columbus, Ohio 43215
Phone: (614) 463-1234 Website: www.columbusregency.hyatt.com

Book your room by **December 15** to receive our reduced rate of **\$99** per night! In addition, exhibitors will receive a **\$25 rebate** after the conference from OOWA for each room night booked at the Hyatt Regency Columbus during our conference. The best way to make your reservation is via our custom weblink at <https://resweb.passkey.com/go/OhioOnsiteWasteWaterConference>.

TRADE SHOW AGENDA

Set Up:	Monday, January 16	12:00 Noon to 7:00 PM
Exhibit Hours:	Tuesday, January 17	8:00 AM to 6:00 PM
Refreshments in the Exhibit Area:	Tuesday, January 17	4:00 PM to 6:00 PM
Tear Down:	Tuesday, January 17	6:00 PM to 9:00 PM

REGISTRATION INFORMATION

Completed registration forms may be mailed with payment by check payable to OOWA. No phone-in or fax registrations will be accepted. OOWA reserves the right to remove other materials and to reject a registration for any reason.

SHIPPING

You may ship your booth display items directly to the hotel, to your attention (for easy locating once on-site). Due to limited storage space please do not send them before January 9, 2012.

Sample address label: ATTN: EXHIBITOR NAME
c/o Hyatt Regency Columbus
350 North High Street
Columbus, Ohio 43215
REF: OOWA Conference - Union Room

CANCELLATION POLICY

Trade Show cancellations must be in writing, and are refundable only until December 27, 2011, but will be charged a processing fee of \$25.00. No refunds will be made after December 27, 2011.

LIABILITY

OOWA is not responsible for, and does not carry liability insurance for, the safety of your exhibit materials or equipment against theft, robbery, accidents, damage by fire or any other cause prior to, during, or subsequent to, the conference period. Please check with your insurance carrier regarding conference coverage.

SILENT AUCTION

All day Tuesday and Wednesday morning we will have a Silent Auction at the conference with proceeds going to our Professional Development and Memorial Grant Fund. If you would like to donate an item please send it to the OOWA office or bring it with you to the conference. The winning bids will be announced Wednesday during our awards lunch.

SPONSORSHIP OPTIONS

Sponsor donations are used to underwrite benefits that OOWA conference attendees receive, including meals and reception refreshments.

Bronze Sponsor \$250

- Quarter-page ad in the Conference Program (artwork needed by Dec.20, 2011)
- Listing as a sponsor on the O.O.W.A. website
- Recognition in Conference Program as a Bronze Sponsor

Silver Sponsor \$500

- Half-page ad in the Conference Program (artwork needed by Dec. 20, 2011)
- Listing as a sponsor on the O.O.W.A. website
- Recognition in Conference Program as a Silver Sponsor
- Option to provide promotional items/brochures in attendee packets (needed by Jan. 3, 2012)

Gold Sponsor \$750

- Full-page ad in the Conference Program (artwork needed by Dec. 20, 2011)
- Listing as a sponsor on the O.O.W.A. website
- Recognition in Conference Program as a Gold Sponsor
- Option to provide promotional items/brochures in attendee packets (needed by Jan. 3, 2012)
- \$100 discount off of exhibit booth

CONFERENCE PROGRAM ADVERTISING

The deadline for advertising copy to be submitted to OOWA is December 20, 2011. Please submit electronically as an email attachment to oowa@ohioonsite.org.

Advertising rates for the Conference Program are as follows:

Eighth Page	Business Card	\$100
Quarter Page	3-3/8" x 4-5/8"	\$150
Half Page	7-1/8" x 4-5/8"	\$250
Full Page	7-1/8" x 9-5/8"	\$400