

62nd Annual

Environmental Engineering Conference

April 18, 2012

University of Kansas Union, Lawrence, Kansas

EXHIBIT INFORMATION

About the conference

The 62nd Annual Environmental Engineering Conference is sponsored by the Department of Civil, Environmental, and Architectural Engineering and Continuing Education at the University of Kansas. The conference goal is to provide the latest information on relevant topics and projects in environmental engineering. The conference will begin with a plenary session covering important issues of general interest. Concurrent sessions will consist of technical presentations on energy, water/wastewater; and air and waste management.

Last year we had more than 350 participants from all over the region. These participants represented business, industry and government agencies. We generally have around 18 exhibitors.

Location and Lodging

The conference will be held on the 5th floor of the **Kansas Union on the University of Kansas campus**. Exhibit booths will be in the Big 12, Jayhawk and Parlor rooms. *We have room for 20 booths*. Since we do not know the number of potential exhibitors, and since all spaces are equally configured, availability will be on a first-come, first-served basis. Please see the enclosed floor plan for booth locations.

If you need overnight accommodations, rooms will be available at the Holiday Inn Holidome, 200 McDonald Dr. Lawrence, Kansas. More detailed information will be sent with your confirmation letter after registering for the conference.

Benefits of Exhibiting

- Name and company logo on web site.
- Name and company logo in program book.
- Exhibit space and exposure to all participants at the conference—preconference continental breakfast and all refreshment breaks will be in exhibit hall.
- One full registration to the conference which includes all sessions and lunch.
- Sponsorships get extra recognition through signage.

Booth space and amenities

Each booth space is 10' wide by 8' deep. Please do not exceed space limits. Each booth will be provided with a 6' covered and skirted table, two chairs and electricity (you bring the extension cord).

Registration and Fees

Please see the attached registration form for details. Your signature on the registration form indicates your acceptance of our rules and regulations as explained in this document.

Break/Lunch Sponsorship

Preconference continental breakfast and all of the coffee breaks will be in the center of the Big 12 and Jayhawk rooms with one station in each half of the exhibit area. The lunch function will be just down the hallway in the Ballroom.

Because this conference operates on a tight budget, we are soliciting sponsorships from our exhibitors for the two breaks and the lunch. Companies interested in sponsoring either an entire break or joining a group of other exhibitors to sponsor a break or the luncheon can indicate this information on the registration form. To acknowledge the sponsorships, we will provide adequate signage at the breaks recognizing the sponsor(s). Sponsors will also be mentioned in the program and on the Web site.

Set-up Time

Exhibitors will be allowed to set up the evening before the conference, beginning at 7:00 p.m. in the Jayhawk room only, due to another event being held at the Union. There will be no security or conference staff available. Exhibitors can also set up starting at 6:30 a.m. the morning of the conference but booths should be up and in place by 7:30 a.m. The floor in the exhibit rooms will be clearly marked with tape prior to your arrival to indicate a booth space. We ask your cooperation is staying within the allotted space. If exhibitors overreach the boundaries, conference staff will ask you to move your display the morning of the conference.

Loading and Unloading at the Kansas Union

There are two ways to unload at the Kansas Union. The first is through the front doors of the Union (fourth level) on Jayhawk Blvd. There is limited space available to unload due to several bus stops in front of the Union. Take your display through the front doors to the elevators at the end of the main corridor. Go up one floor to the 5th floor.

The other alternative is to park in the parking garage to the north of the building. It is self-pay parking and you may park anywhere that is not reserved. There is a covered bridge on the fourth level of the parking garage that leads to the Union that takes you to an elevator. Take the elevator to the 5th floor.

Shipping Information

- The sponsoring group is responsible for the arrangements and expenses involved in shipping materials, merchandise, exhibits, and any other items the group arranges to move to and/or from the Union. The Union must be notified in advance of shipping arrangements to ensure proper acceptance of items upon arrival at the Union. Call the **Kansas Union Business Office at 785-864-4651**. The Union is not responsible for lost or stolen items.
- No COD packages will be accepted.
- For large single shipments, special arrangements must be made by contacting the **Kansas Union Business Office at 785-864-4651**.
- Shipments should not arrive more than **3 days** before the event.
- Please address all packages to:

**Kansas Union, Room 476
Attn: Environmental Engineering Conference/Lisa Kring
1301 Jayhawk Blvd.
Lawrence, KS 66045**

Dismantling

Exhibitors should plan on staying throughout the program day. The conference will be over at 4:30p.m. and displays can be dismantled at that time.

Rules and Regulations

All of the rules and regulations below are to be construed as part of the space rental contract. KUCE staff reserve the right to interpret them as well as make final decisions on points these rules do not cover.

- **Use of Space:** Reassignment, sub-letting or sharing any part of the allotted booth space is prohibited. Solicitations and distribution of printed advertising must be confined to the booth space only. Operation of objectionable material and sound devices will not be allowed. Aisles must be kept clear.
- **Loss or Damage**
In connection with this exhibit, the exhibitor agrees to hold harmless the Department of Civil, Environmental and Architectural Engineering and KU Continuing Education 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 exhibitor or any person thereon with the consent of the exhibitor and that the exhibitor will indemnify and hold harmless the sponsoring societies from all liability whatsoever, on account of such damage or injury, whether or not caused by negligence of or breach of an obligation by the exhibitor or its employees or representatives.
- **Cautions**
Exhibitors must use materials that will pass local fire inspection regulations. Drapes and curtains must be flameproof. Volatile liquids, gases or combustible substances may NOT be present.

Refund & Cancellation Policy

We encourage you to send a substitute if you cannot attend. A full refund of registration fees, less a \$15 administrative fee, or a voucher to apply to future seminars will be available if requested in writing and received seven days before the conference date. No refunds will be made after that date, but you may transfer your registration to another seminar. A \$30 fee will also be charged for returned checks. KU Continuing Education reserves the right to cancel the

conference and return all fees in the event of insufficient registration. The liability of the University of Kansas is limited to the registration fee. The University of Kansas will not be responsible for any losses incurred by registrants, including but not limited to airline cancellation charges or hotel deposits.

Program Accessibility

We accommodate persons with disabilities. Please call 785-864-5823 or mark the space on the registration form, and a KU Continuing Education representative will contact you to discuss your needs. To ensure accommodation, please register at least two weeks before the start of the conference.

The University of Kansas is committed to providing programs and activities to all persons, regardless of race, religion, color, national origin, ancestry, sex, age disability, and veteran status. In addition, university policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.

Privacy Policy

KU Continuing Education does not share, sell or rent its mailing lists. You have our assurance that any information you provide will be held in confidence by KU Continuing Education.

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Wednesday•April 18, 2012

University of Kansas

Kansas Union

Lawrence, Kansas

Sponsorship & Exhibit Opportunities

Gain easy access to 350 environmental engineering professionals.

Increase Your Exposure to Key Customers

By sponsoring an event at the Environmental Engineering Conference, you demonstrate your support for the environmental engineering industry while receiving benefits and enhancing your reputation among the participants.

In addition, exhibiting at the Environmental Engineering Conference puts your products and services within easy grasp of 350 professionals authorized to purchase those goods and services.

Sponsorship Opportunities

Exclusive: Lunch for conference participants--name and logo on Web site and printed in conference program plus on-site signage \$1000

Exclusive: Special Opportunity to support the 62nd anniversary of this conference:

Give-away item printed with name and logo (amount to be determined by your choice of product)

Sole: (two opportunities): Refreshment break --name and logo on Web site and printed in conference program plus on-site signage \$500

Joint: Refreshment break—name and logo along with other companies on Web site and printed in conference program plus on-site signage \$100

Benefits of Sponsorship

- Your company's name and logo on Website and program if received by **March 14**
- Access to 350 environmental engineering professionals
- Special signage recognizing your sponsorship throughout the conference
- A listing on the conference Web page

Exhibiting Opportunities

Standard 8x10-foot exhibit space--includes one 6-foot table w/cloth and skirting, two chairs, electrical access, and one registration to the conference, including continental breakfast, refreshments, lunch and access to all sessions. (Exhibit space is limited. Available on a first-come, first-served basis.) \$375

Benefits of Exhibiting

- Your company's name and logo printed in conference program if received by **March 14**
- Access to 350 environmental engineering professionals
- Exhibit in the conference meeting room area
- One conference registration, including refreshments, lunch and access to all sessions
- Listing on the conference Web page

For more information about sponsoring an event or exhibiting at the conference, please contact, Barbara Solberg, program manager, 785-864-7859, bsolberg@ku.edu , or visit our Web site at <http://www.ContinuingEd.ku.edu/programs/environmental>

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University of Kansas Union, Lawrence, Kansas

AA123020

Application and Contract for Exhibit Space

Company Name: _____

Web site Address: _____

Address: _____

City _____ State _____ Zip _____

Primary Trade: _____

Exhibitor's Name: _____ email _____

Title: _____ Phone # _____

Telephone: _____ Fax # _____

Authorized Company Signature: _____ Date _____

Print name _____

| Booth Rates: | FEE | Total |
|--|---------------|-------|
| ___ Standard exhibit space - includes one 6' table w/cloth and skirting, two chairs, electrical access (bring own extension cord), one full registration to the conference, (includes refreshments and lunch) Name of person in booth _____ | \$375 | _____ |
| ___ Additional helpers for the booth (one registration per helper) by April 4 | _____ @ \$135 | _____ |
| ___ Additional helpers for the booth (one registration per helper) after April 4 | _____ @ \$160 | _____ |
| Name of additional attendees: _____ | | |

| Additional Promotional Opportunities | | |
|--|--------|----------|
| ___ My company would like to sponsor a commemorative item for The 62nd anniversary of the conference. (amount to be determined by your choice of item) | | _____ |
| ___ My company would like to sponsor the conference luncheon Only your company name will be prominently displayed for the luncheon and printed in program & Website | \$1000 | _____ |
| ___ My company would like to sponsor an entire refreshment break (Only your company name will be prominently displayed at the break areas) | \$500 | _____ |
| ___ My company would like to join other companies in sponsoring a refreshment break or lunch (along with other companies donating, your company name will be prominently displayed at the break areas) | \$100 | _____ |
| | TOTAL | \$ _____ |

| Payment Options: |
|---|
| ___ Mail or fax (785-864-4871) this form with credit card authorization Charge to: Credit card company _____ Card # _____ Expiration Date _____ Signature: _____ |
| ___ Payment enclosed. Mail form and check payable to the University of Kansas, to: The University of Kansas Continuing Education Attn: Barbara Solberg 1515 St. Andrews Dr. Lawrence, KS 66047-1625 |