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**CONFERENCES**

**2010 Spring Meeting**  
Cliff House Resort and Spa  
Ogunquit, ME  
June 6-9, 2010

**2011 Annual Conference**  
Boston Marriott Copley Place  
Boston, MA  
January 23-26, 2011

**New England Water Environment Association, Inc.**

10 Tower Office Park, Suite 601  
Woburn, MA 01801  
(781) 939-0908 • Fax (781) 939-0907  
mail@newea.org • www.newea.org

Elizabeth A. Cutone  
Executive Director

July 2, 2010

**RE: ONE-DAY COLLECTION SYSTEMS SPECIALTY SEMINAR & EXHIBIT**  
**Thursday, September 9, 2010**  
**Westford Regency Inn, 219 Littleton Road, Westford, MA**

Dear Exhibitor,

The New England Water Environment Association's Collection Systems Committee will host a Collection Systems Specialty Seminar & Exhibit at the Westford Regency Inn in Westford, Massachusetts on Thursday, September 9, 2010. This one-day seminar will provide a forum for over 150 key individuals, such as operators, managers, engineers and administrators, who are involved in Collections Systems.

The exhibit area will allow the display of the latest products and services that focus on the collection systems industry. The exhibit area will be located in the technical session room and used for registration, all breaks and the luncheon. As shown on the attached floor plan, tabletop displays will be located around the perimeter of the room to provide attendees' access to exhibitors throughout the day.

Attached you will find exhibit terms and an exhibitor registration form. If you would like to exhibit at this event, please complete the appropriate items and return them with your payment of either a check made payable to NEWEA or with a Credit Card (MC, Visa, AMEX, Discover). You may fax the registration forms when paying with Credit Card to (781) 939-0907. Registrations are also accepted on-line.

New England Water Environment Association, Inc.  
10 Tower Office Park, Suite 601  
Woburn, MA 01801

If you require additional information, please contact the NEWEA office at (781) 939-0908. We look forward to seeing you at our 2010 Collection Systems Specialty Seminar & Exhibit.

Sincerely,

*Janice Moran*

Janice Moran  
NEWEA Program Coordinator

cc: Neil Raymond, NEWEA Collection Systems Committee

**COLLECTION SYSTEMS SPECIALTY SEMINAR & EXHIBIT**  
**Thursday, September 9, 2010**  
**Westford Regency Inn - Westford, Massachusetts**

**EXHIBIT TERMS**

***Location of Exhibits***

The NEWEA Collection Systems Specialty Seminar & Exhibit will be held at the Westford Regency Inn, 219 Littleton Road, Westford, Massachusetts. NEWEA reserves the right to make such modifications and changes in tabletop display assignments as may be necessary to adjust the floor plan at any time to meet the needs of the exhibitors and registrants. Tabletop displays will be assigned by date received based on a "first-come, first-served" basis.

***Exhibitors' Representative Admission***

**Only one (1) event registration will be provided for each tabletop display area rented.** Additional company representatives may register at a special rate (see registration form). All breaks and lunch are included in the registration. Badges will be required for admittance.

***Accommodations***

A block of rooms have been reserved at the Westford Regency Inn, 219 Littleton Road, Westford, Massachusetts 01886. The price of rooms is \$115.00 for arrival on Wednesday, September 8 and departure on Thursday, September 9, 2010. All rates are subject to a state/local tax of 9.7%. Reservations must be received by Wednesday, August 18, 2010 to be eligible for the quoted rate. For reservations, call the Westford Regency Inn 978-692-8200 and refer to the **New England Water Environment Association** when making your reservations. ***Group rates are on a space and date availability basis.***

***Table Top Display Equipment and Service Information***

Each tabletop display area rented will include a 6 foot by 2 1/2 foot draped table. All tabletop displays will be located around the perimeter of the room. (Refer to exhibit floor plan). Electricity will be available (110 volt), for an additional charge of \$25.00. **Exhibitors will be responsible for any extension cords or power strips needed.**

***Installation and Removal Time***

Exhibitors may install on Thursday, September 9, 2010 between 6:30 AM and 7:30 AM (conference registration will begin at 7:30 AM). **Please note that since the meeting and exhibits will be held in the same room, vendors will be required to set-up by 8:00 AM on Thursday, September 9.** Dismantling may not begin before 3:00 PM. All exhibits must be removed from the Exhibit area by 5:00 PM on Thursday, September 9, 2010. 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***

The event will be held on September 9, 2010 at the Westford Regency Inn, Westford, Massachusetts . **The tentative schedule of activities in the exhibit area is as follows:**

<b>Thursday, September 9, 2010</b>	
6:30 - 7:30 AM	Exhibitor Set-Up
7:30 AM	Registration/Exhibit Area Opens
10:00 AM	Coffee Break/Exhibit Area
11:30 - 12:30 PM	Lunch/Exhibit Area
1:30 - 2:00 PM	Break/Exhibit Area
3:00 PM	Exhibit Area Breakdown

### ***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 Westford Regency Inn. The Exhibitor shall indemnify and hold harmless the Westford Regency Inn and NEWEA 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 NEWEA except as set forth in this document. The rights of NEWEA under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of NEWEA.

### ***Security and Insurance***

NEWEA will have personnel at the conference registration area during hours when the exhibit area is open (September 9, 2010, 6:30 AM – 3:30 PM). 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 hall. 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 hall. The Exhibitor shall also comply with all reasonable requests of officials of the Westford Regency Inn 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 Specialty Conference and/or the exhibits, due to any cause beyond the direct control of NEWEA including, but not limited to damage to or destruction of the convention and exhibit building, labor strikes, adverse weather conditions, the Exhibitor shall be reimbursed only for actual direct costs not incurred by NEWEA.

### ***Cancellation of Registration***

In the event that an Exhibitor desires to cancel a reservation, a refund will only be granted if NEWEA is able to fill the reserved tabletop with a replacement Exhibitor. **Cancellations must be received in writing by September 3, 2010.**

### ***Exhibit Confirmation***

A letter confirming your exhibit tabletop registration and tabletop assignment will be mailed to you prior to the event. You will also receive a final program for your information.

**COLLECTION SYSTEMS SPECIALTY SEMINAR & EXHIBIT**  
**Thursday, September 9, 2010**  
**Westford Regency Inn - Westford, Massachusetts**

**EXHIBIT SPACE APPLICATION AND REGISTRATION FORM**

Company Name	1st Representative (each tabletop reserved includes one (1) registration)*
Address	Telephone
City, State, Zip	Fax
Email	*Additional representatives must register separately.

**TABLE TOP DISPLAY PREFERENCE** - Please indicate your first three choices below (refer to attached floor plan).

1	2	3
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Tabletop displays are assigned based upon availability and on a first-come, first-served basis as determined by the date of receipt of request and deposit. Every effort is made to accommodate each exhibitor's preferred location. However, the Association reserves the right to assign space to meet the needs of the Association, Exhibitors, and exhibits.

**COST/PAYMENT INFORMATION - Registration Deadline – Friday, September 3, 2010.**

Table Top Display - each includes one (1) registration \_\_\_\_\_ @ \$350.00 = \$ \_\_\_\_\_

Electricity (per table top display) \_\_\_\_\_ @ \$25.00 = \$ \_\_\_\_\_

Note: Limited number of electrical outlets; refer to floor plan. Exhibitors will be responsible for any extension cords or power strips needed.

Additional Company Representative \_\_\_\_\_ @ \$150.00 = \$ \_\_\_\_\_  
Please provide name

Total \$ \_\_\_\_\_

**METHOD OF PAYMENT**

1)  Check Enclosed    Check # \_\_\_\_\_ \$ \_\_\_\_\_  
 Mail to: NEWEA, 10 Tower Office Park, Suite 601, Woburn, MA 01801

2)  Master Card/Visa/AMEX/Discover    Amount to be charged \$ \_\_\_\_\_

Credit Card #	Exp. Date	Authorized Signature
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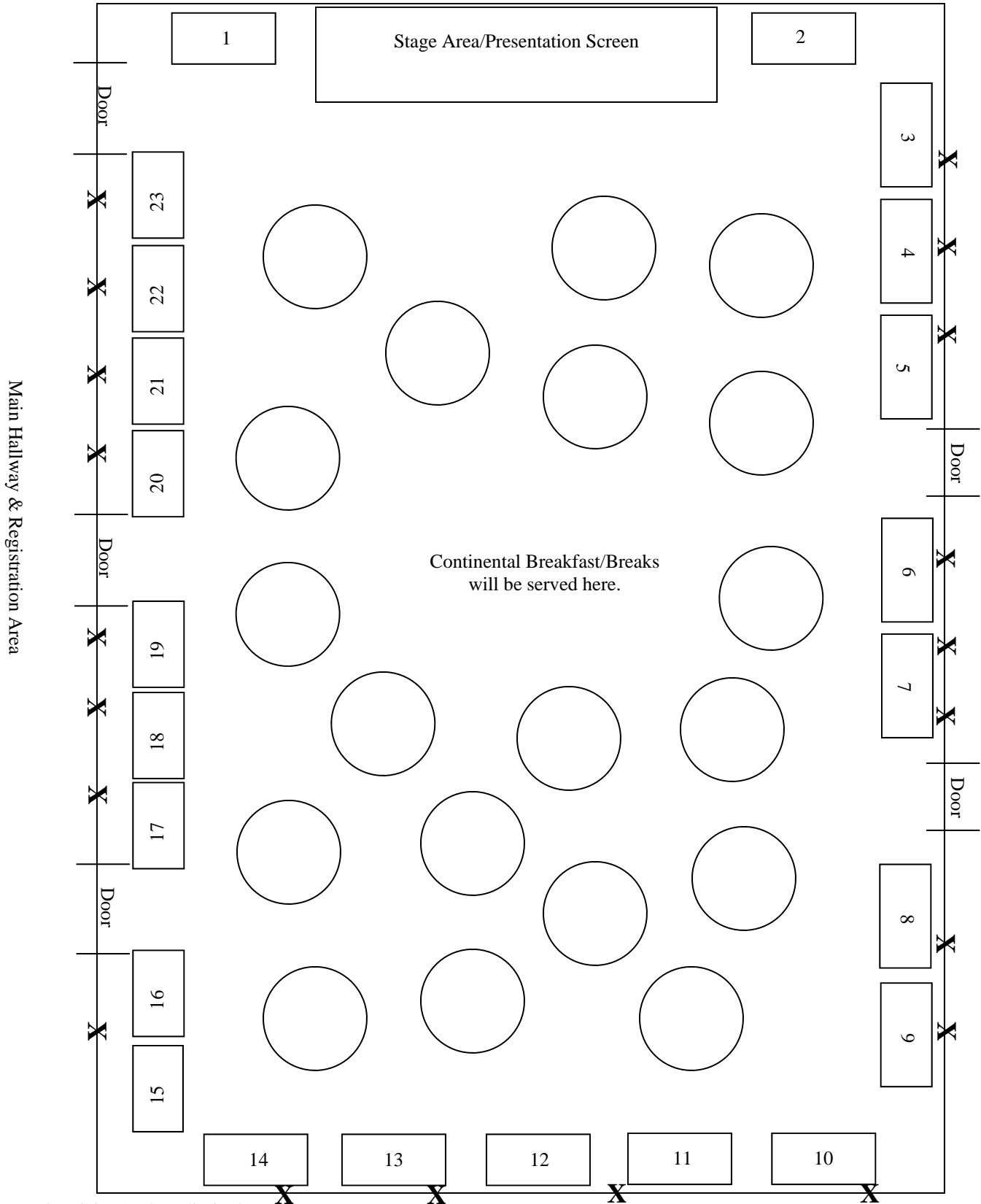
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**SIGNED:** The exhibitor agrees to abide by all terms, conditions and regulations set forth in the "Exhibit Terms" (previous page). In the event that an exhibitor desires to cancel a reservation, a refund will only be granted if NEWEA is able to fill the reserved table top with a replacement Exhibitor. Cancellations must be submitted in writing by Friday, September 3, 2010.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return registration form and payment to:**  
 New England Water Environment Association  
 10 Tower Office Park, Suite 601, Woburn, MA 01801  
 Phone: 781-939-0908 / Fax: 781-939-0907 (when paying with credit card) / Register on-line: [www.newea.org](http://www.newea.org)

## Exhibit Hall Floor Plan



X = Electricity Outlets (limited)

This diagram illustrates the exhibit area for September 9, 2010. The technical session, continental breakfast, all breaks and lunch will be held in this room. The registration area will be located in the hallway. Exhibitor breakdown can only occur after 3:00 PM on Thursday, September 9, 2010. Electricity is available for an additional charge. **Please note that this floorplan is not drawn to scale and modifications may be necessary to meet the needs of the exhibitors and registrants.**

\*\*\*Tabletop displays are strongly encouraged as space is limited.\*\*\*