

**2007 CPWQA TRADE FAIR AND TRAINING EXPOSITION  
EXHIBITOR'S INFORMATION SHEET**

- DATE:** Wednesday, October 31, 2007
- LOCATION:** Four Points by Sheraton  
800 East Park Drive  
Harrisburg, PA 17111
- EXHIBIT ROOM HOURS:** 8:30 AM to 3:00 PM. Exhibitors will be allowed to enter the exhibit room at 7:00 AM to set up their plays. Displays should remain in place until 3:15 PM.
- EXHIBITOR'S FEE:** \$250.00 per table – see “Exhibitor Benefits” below for a detailed description of what is covered by the Exhibitor's Fee.
- To register, complete the Table-Top Exhibitor's Application and mail, with a check (payable to CPWQA), to:
- CPWQA  
P.O. Box 505  
Mechanicsburg, PA 17055  
Attention: Ginny Summers
- EXHIBITOR BENEFITS:**
- ❖ A 3'x8' table in the main exhibition hall (120 volt power available to all tables)
  - ❖ A business card ad in the Trade Fair brochure (distributed to all attendees)
  - ❖ A listing of the Trade Fair attendees
  - ❖ A chance at free registration for the 2008 Trade Fair
  - ❖ One lunch. One additional exhibitor lunch can be purchased for \$15.00; additional lunches must be purchased at the full price of \$25.00.
  - ❖ A list of registered exhibitors, with links to the exhibitor websites, will be maintained on the CPWQA website
  - ❖ To stimulate traffic in the exhibit area, CPWQA will purchase two door prizes of significant value; to qualify to win these door prizes, members will be required to collect business cards from the exhibitors (the more business cards collected, the more chances for these door prizes)
  - ❖ Subsequent to the Trade Fair, a photo of each exhibit will be inserted to the list of exhibitors on the CPWQA website. This photo, and the link to the exhibitor's website, will remain on the CPWQA website until September 1, 2008.
- EXHIBIT LIMITATIONS:** Registrations will be limited to the available space in the exhibit hall. (approximately 72 tables). Displays must be suitable for tabletop mounting (*available space precludes floor mounted displays/exhibits*). Space can be made available in a parking lot near the exhibit hall for items not suitable for indoor display. Contact Rich Heinick (717-805-5498) with your requirements for outdoor display space.
- TABLE ASSIGNMENTS:** Table location assignments will be made beginning at 7:00am on the day of the Trade Fair, *in the order that registrations were received*.
- CONCURRENT TRAINING ACTIVITIES:** As the event name indicates, CPWQA will be conducting training sessions concurrent to the time that the exhibit hall is open. These training sessions, which will conclude at 1:45 p.m. Trade Fair closing activities will not begin until 2:30p.m.
- ROOM RESERVATIONS:** Make room reservations directly with the Four Points by Sheraton, 800 East Park Drive, Harrisburg, PA at 717-561-2800. Discounted room rates are available if you mention that you are with the Central Pennsylvania Water Quality Association, however, the rooms must reserved at least two weeks prior to the date of the Trade Fair.
- RESPONSIBILITY CLAUSE:** In registering for the Trade Fair, the exhibitor agrees to assume the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment or other property.
- EXHIBITOR EQUIPMENT:** The Four Points by Sheraton will accept exhibitor's equipment deliveries within two days prior to the Trade Fair. Maximum weight limit is 100 pounds. Contact the Four Points by Sheraton at 717-561-2800 prior to shipping to confirm the availability of space.
- DOOR PRIZES:** CPWQA solicits door prizes to be awarded at the close of the Trade Fair. Should you wish to contribute, please bring the prizes to the Trade Fair. (Typical door prizes include caps, pens/pencils, mugs, calculators, golf balls, tee shirts, etc.). All door prize contributions will be gratefully accepted.
- EXHIBITOR PRIZE:** CPWQA will award one exhibitor a free registration for the 2008 Trade Fair (by random drawing).

**QUESTIONS: Contact Rich Heinick at 717-805-5498 or [rheinick@gfnet.com](mailto:rheinick@gfnet.com)**