



July 6, 2009

**Reply to: CPWQA
c/o Richard Heinick
4 W. Schoolside Drive
Mechanicsburg, PA 17055**

To: Suppliers/Providers of Wastewater Treatment and Collection System Equipment, Related Products, and Professional and Construction Services, and those who are seeking an opportunity to market their products/services to Wastewater Treatment and Collection System operators and designers

From: Rich Heinick, CPWQA Trade Fair Committee Chairman

The Central Pennsylvania Water Quality Association will hold its 2009 Trade Fair and Training Exposition on Wednesday, November 4, 2009, at the Sheraton Harrisburg Hershey Hotel, located at 4650 Lindle Road, Harrisburg, PA 17111.

The Trade Fair Committee and the CPWQA Board are well aware of the strain on the “continuing education” funds of our members, and are striving to make the Trade Fair an event that our membership, and others, will prioritize. Please see the attached document titled “*New for 2009*” for a summary of the steps we are taking to increase interest and attendance in the Trade Fair. Note that our membership consists of municipal and industrial wastewater treatment plant and collection system operators, laboratory technicians, and maintenance personnel, as well as municipal management personal, municipal authority members, and design and construction professionals and technicians. This year, CPWQA will also extend invitations to adult and student environmental organizations, as well as other professional and technical organizations whose members have a demonstrated interest in wastewater treatment and collection.

CPWQA invites you to exhibit at the Trade Fair. The \$300.00 exhibitor fee will provide you with an exhibit table in the main exhibition hall, a business card ad in the Trade Fair brochure (distributed to all attendees), a listing of the pre-registered Trade Fair attendees, lunch for your firm’s primary representative, and a chance in a random drawing for a free registration at the 2009 Trade Fair. **At the 2008 Trade Fair, Trudy Johnston of Material Matters LLC was selected to receive free registration at the 2009 Trade Fair.** CPWQA will also offer you the option of purchasing vouchers which you can provide to your customers or clients to cover their registration fee to attend the Trade Fair. Vouchers will be sold for \$20.00, a significant savings over the \$25.00 registration fee; vouchers can be ordered on your exhibitor registration form, and will be custom printed to show that your firm provided the voucher.

If you are interested in exhibiting, please return the enclosed application, **with your business card and exhibit fee**, to CPWQA, c/o Richard Heinick, 4 W. Schoolside Drive, Mechanicsburg, PA 17055. Checks should be made payable to “CPWQA”.

Please remember that our event is titled “Trade Fair and Training Exposition. CPWQA will be arranging DEP-Certified training sessions, but also invite you to consider presenting a seminar on a topic of current interest to the wastewater treatment and collection community. If you are interested in conducting such a seminar, please return the enclosed training seminar application, including a brief description of the content of your seminar. CPWQA’s Trade Fair and Personnel Advancement Committees will evaluate the seminar proposals, and notify you of the accepted proposals as soon as possible.

Should you have any comments or suggestions for improving the Trade Fair, please contact me at rheinick@gfnet.com or 717-805-5498. I look forward to seeing you in November.

Sincerely,

Rich Heinick
Trade Fair Committee Chairman



2009 CPWQA TRADE FAIR AND TRAINING EXPOSITION

NEW FOR 2009

- New location: Sheraton Harrisburg Hershey Hotel, 4650 Lindle Road, Harrisburg, PA, featuring improved unload/load area and easier entrance and exit from the building.
- New lunch program: lunch will be served from stations in and adjacent to the exhibit room; there will be no dining room. All exhibitors will be provided with several chairs so the attendees will be comfortable enjoying their lunch with their favorite exhibitor(s)
- New program to encourage attendees to visit all exhibitors: Because the 2009 Trade Fair will be held on the Wednesday prior to the Penn State – Ohio State football game, on arrival, all attendees will be provided with a list of Penn State-Ohio State football trivia questions. Each exhibitor will be provided with the answer to one of those questions. Attendees who correctly answer 15 questions, and identify the source of their answers, will be entered in a drawing for valuable prizes centering on a tailgate party theme.
- New, expanded invitation database: In addition to all members of CPWQA, certain members of the Eastern Section will also be invited (based on their proximity to the Harrisburg area). Members of other professional and technical societies will also be invited, as will adult and student environmental clubs

2009 CPWQA TRADE FAIR AND TRAINING EXPOSITION EXHIBITOR INFORMATION SHEET

- DATE:** Wednesday, November 4, 2009
- LOCATION:** Sheraton Harrisburg Hershey Hotel
4650 Lindle Road
Harrisburg, PA 17111
- EXHIBIT ROOM HOURS:** 8:30 AM to 2:30 PM. Exhibitors will be allowed to enter the exhibit room at 7:00 AM to set up their displays. Displays should remain in place until 2:45 PM.
- EXHIBITOR FEE:** \$300.00 per table
- To register, complete the **Exhibitor Application** and mail, with a check (payable to CPWQA) and a business card to:
CPWQA
c/o Richard Heinick
4 W. Schoolside Drive
Mechanicsburg, PA 17055
- EXHIBITORS WILL RECEIVE:** A display table in the main exhibition hall (120 volt power available to all tables)
A copy of your business card in the Trade Fair brochure (distributed to all attendees)
Event specific name badges for all registered representatives
A list of the pre-registered attendees
Entry in a random drawing for a free registration for the 2010 Trade Fair
Lunch for your primary representative. One additional lunch can be purchased for \$15.00; additional lunches must be purchased at the full price of \$25.00.
- EXHIBIT LIMITATIONS:** Registrations will be limited to the available space in the exhibit hall (approximately 54 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 locations will be selected by exhibitors, who will be allowed to enter the exhibit room *and select table locations in the order that their registrations were received.*
- CONCURRENT TRAINING ACTIVITIES:** Exhibitors are reminded that CPWQA will also be conducting training sessions concurrent to the time the exhibit hall is open. These training sessions will conclude at 1:45 pm; closing activities will not begin until 2:30 pm.
- ROOM RESERVATIONS:** Room reservations should be made directly with the Sheraton Harrisburg Hershey Hotel (717-565-3325). Discounted room rates are available if you mention that you are with the Central Pennsylvania Water Quality Association Trade Fair, however, **to qualify for the discounted rate, reservations must be made at least six weeks prior to the date of the Trade Fair.**
- RESPONSIBILITY/LIABILITY:** 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.
- DOOR PRIZES:** CPWQA solicits door prizes to be awarded to registered attendees at the close of the Trade Fair. If 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 are gratefully accepted. NOTE: you might wish to incorporate the Penn State-Ohio State football game into your door prizes
- EXHIBITOR PRIZE:** CPWQA will award one exhibitor (selected in a random drawing) a free registration for the 2010 Trade Fair.

QUESTIONS: Contact Rich Heinick (717-805-5498 or rheinick@gfnet.com)

**2009 CPWQA TRADE FAIR AND TRAINING EXPOSITION
TABLETOP EXHIBITOR APPLICATION**

for CPWQA use
date received: _____

Wednesday, November 04, 2009
Sheraton Harrisburg Hershey Hotel

We hereby register to display a tabletop exhibit at the 2009 CPWQA Trade Fair and Training Exposition. By completing this form, we agree to all of the stipulations noted in the exhibitor's information sheet that was distributed with this application.

Company/Organization Name

Street Address/P.O. Box Number

City, State, Zip

Telephone

E-mail

Company Contact Person

We request tables @ \$300.00 per table = \$ - **A**

Primary Representative at the Trade Fair

We understand that the above registration fee includes lunch for one representative. That representative will be:

Second Representative at the Trade Fair

We understand that one additional lunch can be purchased for \$15.00.

We wish to order that additional lunch and have enclosed: \$ **B**

Second Representative's Name:

Additional Representatives at the Trade Fair

We understand that additional lunches can be purchased for \$25.00.

We wish to order lunches and have enclosed: \$ - **C**

These lunches will be used by:

Attendee Vouchers

We understand that vouchers for attendee registration can be pre-purchased for distribution to our clients/customers/employees. The cost of these vouchers is \$20.00. (Regular registration fee is \$25.00). Please send us _____ vouchers, for which we have enclosed:

\$ - **D**

Enclosed is our check for: \$ - **A + B + C + D**

(Make checks payable to: CPWQA)

Please return this application form and fees by August 31, 2009 to:

CPWQA
c/o Richard Heinick
4 W. Schoolside Drive
Mechanicsburg, PA 17055

Attach business card here

2009 CPWQA TRADE FAIR AND TRAINING EXPOSITION

EXHIBITORS – ARE YOU INTERESTED IN CONDUCTING A TRAINING SEMINAR?

Regulations of the PA DEP require licensed operators to complete DEP certified training to renew their licenses. CPWQA will offer three hours of DEP certified training sessions during the 2009 Trade Fair and Training Exposition. However, CPWQA also recognizes that, in many cases, the manufacturers or distributors of wastewater products, equipment, and/or services can provide the most current technical information required by CPWQA's membership, which includes municipal and industrial treatment plant operators, supervisory personnel, maintenance, laboratory and collection system personnel, administrative staff, consulting engineers, and many others. Therefore, CPWQA requests that you consider presenting a seminar on a topic of current interest in the wastewater treatment, collection, or laboratory analysis area.

Seminars should be 30 to 50 minutes in length, and should focus on topics of general interest. Seminars should not be structured to be sales promotions; however, CPWQA recognizes that you will most likely mention your product or service during the course of your presentation.

If you are interested in serving the membership of CPWQA by presenting a seminar, please complete the application below, and return it at your earliest convenience.

TRAINING SEMINAR APPLICATION

I am interested in presenting a seminar at the CPWQA Trade Fair on November 4, 2009:

NAME: _____

COMPANY: _____

ADDRESS: _____

PHONE/e-mail: _____

TOPIC: _____

Please include a brief description and/or outline of your proposed seminar. All proposals will be reviewed by the CPWQA Personnel Advancement Committee and the Trade Fair Committee. You will be notified of the status of your proposal by September 1, 2009. Please return this form by August 15, 2009 to:

CPWQA
c/o Rich Heinick
4 W. Schoolside Drive
Mechanicsburg, PA 17055

Direct questions about seminar topics to: Rich Heinick, 717-805-5498 or rheinick@gfnet.com