



39th Annual Tri-State Seminar

August 5 - 8, 2024

South Point Hotel & Casino, Las Vegas, NV

EXHIBITOR PROSPECTUS

INTRODUCTION

Through our annual three-day seminar, Tri-State Seminar, LLC (TSS) provides affordable, high-quality education to water and wastewater professionals from across the United States. The technical sessions and workshops hosted at the seminar are designed to provide continuing education, professional development, and technology transfer to support the mission and vision of our Member Associations: AZ Water Association (AZ Water), California Water Environment Association (CWEA), and the Nevada Water Environment Association (NWEA).

EXHIBIT SPACE

In 2024, we are excited to welcome you back to the South Point Hotel and Casino located in fabulous Las Vegas, Nevada! We have single and multiple Standard Booth options, and a variety of Rolling Stock Booth options. Rolling Stock Booths are intended for heavy equipment that requires driving or towing into the Exhibit Hall. Exhibit Booth Registration and Exhibit Booth Personnel Registration is conducted through an online portal, and booth assignments are made on a first-come, first-served basis. For priority access to booth registration, see the *Priority Registration with Premium Sponsorship* section below.

TSS continues to make improvements to the registration process, and once general Exhibit Booth registration opens, our website (www.tristateseminar.com) will be updated with a registration link, and an email will be sent to past registrants. Exhibit Booth Registration and Exhibit Booth Personnel Registration will be processed through two (2) separate portals. Exhibitors will use the Exhibit Booth Registration portal to register for booth space(s). When you register for a booth, you will have options to add exhibit hall drink tickets and golf registrations, including golf tee sponsorship. Remember - you can add these optional items at a later date by modifying your registration (using the booth registration email and confirmation number). We strongly suggest you register for your booth, then add optional items later. The TSS Exhibit Hall Committee will review and approve booth registrations. Once approved and confirmed for inclusion in the show, you will be sent a link to register your booth personnel through the Exhibit Booth Personnel Registration portal.

STANDARD BOOTH

Pipe and drape are used to define the exhibit booth spaces and aisles. Neither exhibits nor advertising material will be permitted to protrude into the aisles.

A booth is 10' x 10' and priced at \$1,000 per booth. Each Standard Booth space will include:

- One (1) 6-foot skirted table
- Two (2) chairs
- 500-watt electricity



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ROLLING STOCK BOOTH

Rolling Stock Booths are intended for heavy equipment that requires driving or towing into the Exhibit Hall. Trucks/trailers cannot be placed side by side. Displays of two (2) or more trucks/trailers must be inline or offset from each other within the booth space. Exhibitors must be able to conduct business within the purchased booth space.

Rolling Stock Booths are 20 feet wide (equivalent to 2 Standard Booth spaces) and come in lengths of 30 feet to 70 feet' (the equivalent of 3 to 7 Standard Booths). Pricing for Rolling Stock Booth space varies with the total dimensions of the space. For example, a Rolling Stock Booth space of 20 feet x 40 feet is equivalent to 8 booth spaces and priced at \$8,000.

Each Rolling Stock Booth space will include:

- One (1) 6-foot skirted table
- Two (2) chairs
- 500-watt electricity

PRIORITY REGISTRATION WITH PREMIUM LEVEL (PLATINUM, GOLD, and SILVER) SPONSORSHIP

Want to guarantee your spot as an Exhibitor? TSS is offering a priority booth registration option for Premium Level (Platinum, Gold, and Silver) Sponsors!

Premium Sponsorship Priority Registration will open at least three (3) weeks prior to general Exhibit Booth registration. If you select and receive confirmation for a **PLATINUM, GOLD, or SILVER** Sponsorship opportunity during this registration period, you will be offered an opportunity to secure your booth registration and select your booth space in the Exhibit Hall (i.e. no need to register separately when general Exhibit Registration opens)!! TSS Exhibit Hall Committee members will call you personally so you can select your booth spot(s).

Assignment of Exhibit Space is contingent upon confirmation of payment for Sponsorship and Booth Space(s).

Note: Booth Space payment is **not** included in sponsorship pricing - sponsors must also pay for Booth Space(s).

GENERAL EXHIBIT BOOTH REGISTRATION

A few weeks after the Premium Level (Platinum, Gold, and Silver) Sponsorship Priority Registration period, General Exhibit Booth registration will open, with first-come, first-served offerings, as in prior years. During the General Exhibit Booth registration period, if you would like to Sponsor and Exhibit, please note that each registration type must be affiliated with a unique email address. You should consider using a co-worker's email address for one of the registrations. Please see the Sponsorship section below for more information and visit our website (www.tristateseminar.com) for more details on our current sponsorship offerings and to download the Sponsorship Prospectus.



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EXHIBIT HALL SCHEDULE

DESCRIPTION	DATE	HOURS (Note New Times)
Set Up/Trucks Only	Sunday, August 4, 2024	(by appointment only)
Set Up/Move-In/Exhibitor Registration	Monday, August 5, 2024	10:00 AM – 6:00 PM
Set Up/Move-In	Tuesday, August 6, 2024	8:00 AM – 1:00 PM
Exhibitor Registration	Tuesday, August 6, 2024	8:00 AM – 6:00 PM
Hall Closed for Cleaning	Tuesday, August 6, 2024	1:00 PM – 3:00 PM
Hall Open for Exhibitors	Tuesday, August 6, 2024	3:00 PM
Show Hours	Tuesday, August 6, 2024	3:30 PM – 7:00 PM
Exhibitor Registration	Wednesday, August 7, 2024	12:00 PM – 4:30 PM
Vendor Reception	Wednesday, August 7, 2024	2:30 PM – 3:15 PM
Hall Open for Exhibitors	Wednesday, August 7, 2024	3:15 PM – 3:30 PM
Show Hours	Wednesday, August 7, 2024	3:30 PM – 6:30 PM
Move Out	Wednesday, August 7, 2024	6:30 PM – 11:59 PM

SEMINAR REGISTRATION

To simplify the registration process, the email address used to secure booth space purchases will not be automatically assigned as one of the complimentary booth personnel registrations. All personnel attending the event are required to register through the Exhibit Booth Personnel Registration portal. Two (2) Complimentary Exhibit Booth Personnel Registrations (badges) are included with each 10' x 10' booth space. Additional Exhibit Booth Personnel registrations are \$98 per person/badge if purchased before August 4, 2024. Badges purchased on or after August 5, 2024 will be charged \$248 per person/badge. Additionally, if a badge needs to be reprinted at the event because it is lost or forgotten, a charge of \$248 per badge will be assessed even if it is a Complimentary Badge. Lastly, if badge requests are emailed, mailed, hand delivered, faxed, or phoned in to TSS Exhibit Hall Committee members, the cost for registration will be \$248 per badge.

All Exhibit Booth Personnel **must** be registered. Booth registrants will **receive a separate email** to register all booth personnel before the deadline of **August 4, 2024**. All Exhibitor Badges will be available for pickup at the Exhibitor Registration area, which is located outside the Exhibit Hall, near the Arena. Exhibitors will use the available kiosks in the Exhibit Hall Registration area for printing badges and making simple modifications to existing registrations. Guest badges for Exhibitors are not permitted. **Note: Exhibitor Registration closes at 6:00pm on August 6th and 4:30pm on August 7th!**

SPONSORSHIP

If you would like to register as both an Exhibitor and a Sponsor, you will need to register twice, and each registration must be affiliated with a unique email address. You should consider using a co-worker's email address for one of the registrations. Please visit our website (www.tristateseminar.com) for more details on our current sponsorship offerings and to download the Sponsorship Prospectus.



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PAYMENT

Assignment of Exhibit Hall Space is contingent upon receipt of payment at the time of booth space assignment. If full payment for Booth Space is not received by **5:00 PM (PDT) on Friday, March 29, 2024**, TSS will consider the Exhibit Space forfeit and reserves the right to immediately release the selected Exhibit Space.

CANCELLATIONS / REDUCTIONS / NO-SHOWS & REFUNDS

Assignment of Exhibit Space is contingent upon receipt of payment. All booth space cancellations must be received in writing by **5:00pm (PDT) on Friday, March 29, 2024**. Cancellation requests are not effective until received by TSS in writing. Written cancellations must be sent by email to exhibitors@tristateseminar.com. Exhibitors who provide written cancellation between **March 29, 2024, and May 31, 2024** will receive a 75 percent refund. Written cancellation requests received after **May 31, 2024** are no longer eligible for refund.

If an Exhibitor reduces the reserved Exhibit Space, cancellations fees will apply to the portion of Exhibit Space cancelled based on the cancellation schedule. TSS cannot guarantee the originally assigned space if the Exhibitor reduces the originally reserved Exhibit Space. TSS reserves the right to reassign the Exhibitor as necessary to maintain the integrity of the floor plan.

Any Exhibitor not occupying their booth space(s) by **1:00pm (PDT) on Tuesday, August 6, 2024**, will be regarded as a “no show” and will forfeit the space(s) and are not eligible for a refund. Tri-State Seminar, LLC reserves the right to resell the space(s) with no compensation to the original booth purchaser.

Exhibitors who paid fees by credit card may not challenge cancellation fees charged to such credit card as set forth in this provision.

CONTACT INFORMATION

If you have questions or concerns regarding reserving booth space(s) for the Tri-State Seminar, we can be contacted at:

Keli Callahan and Gene Dahle
(702) 720-6262
exhibitors@tristateseminar.com



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OTHER ITEMS TO NOTE

- TSS has planned the Exhibition at the Tri-State Seminar for the benefit of our attendees. Exhibitors are **PROHIBITED** from conducting events (dinners, hospitality suites, tours, etc.) during seminar hours. These actions compromise the integrity of the Tri-State Seminar, and we appreciate your cooperation in respecting the attendee schedule for the seminar. Conducting events during seminar hours will result in your company **NOT** being invited back in future years. Tri-State Seminar hours for 2024 are as follows: Monday, August 5th from 2:00pm to 10:00pm; Tuesday, August 6th from 7:30am to 7:00pm; Wednesday, August 7th from 7:30am to 6:30pm; and Thursday, August 8th from 7:30am to 3:50pm.
- Subleasing of booth space is **PROHIBITED**, except for companies that are manufacturer's representatives. Subleasing of booth space may result in your company **NOT** being invited back in future years.
- Dismantling your exhibit prior to the Exhibition officially closing on Wednesday, August 7th at 6:30pm may result in your company **NOT** being invited back in future years.
- Participating in the Tri-State Seminar as a Speaker, or purchasing advertising space in the Tri-State Seminar magazine(s), or the *Show Guide and Directory*, does **NOT** guarantee booth space in the Exhibit Hall. Except for Premium Level (Platinum, Gold, and Silver) Sponsorship Priority Registration, there is no way to guarantee booth space in the Exhibit Hall. The only way to register for booth space is to complete the Exhibitor Registration through the online portal, once available.
- Participating in the Tri-State Seminar as a Workshop Presenter / Vendor does **NOT** guarantee booth space in the Exhibit Hall. Except for Premium Level (Platinum, Gold, and Silver) Sponsorship Priority Registration, there is no way to guarantee a booth space in the Exhibit Hall. The only way to register for booth space is to complete the Exhibitor Registration through the online portal, once available.
- The Exhibit Hall must be vacated for cleaning and **ALL EXHIBIT PERSONNEL** must exit and leave the Exhibit Hall floor by 11:59pm (PDT) on Wednesday, August 7, 2024.