



2025 TRI-STATE SEMINAR  
**Exhibitor  
Prospectus**

## INTRODUCTION

Through our annual three-day seminar, Tri-State Seminar, LLC (TSS) provides affordable, high-quality educational training opportunities 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 technical advances 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).

In a world where treatment, production, and water quality demands are ever increasing, the Exhibit Hall offers the appropriate venue to share technologies and solutions with our attendees.

## REGISTRATION

We heard you, Exhibitors! This year will be launching a new sponsor & exhibitor registration platform and exhibitor portal. This will make it even easier to register, choose your booth(s) from an online layout, register your staff, and more. TSS is also limiting the maximum number of booth spaces that can be purchased to 14 booth spaces.. 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](http://www.tristateseminar.com)) will be updated with a registration link. The TSS Exhibit Hall Committee will review and approve all booth registrations to ensure no duplicate registrations have been

completed by the same company. Once approved an email with a link to choose your booth(s) from an online layout will be sent on a first come, first served basis.

## STANDARD BOOTH

Pipe and drape are used to define the exhibit booth spaces and aisles. A booth is 10' x 10' and priced at \$1,000 per booth. Each booth space will include:

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

## 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. 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 regardless of size will include:
- One (1) 6-foot skirted table
- Two (2) chairs
- 500-watt electricity



## PRIORITY REGISTRATION WITH PREMIUM LEVEL (Platinum, Gold, Silver, And Copper) Sponsorship

Want to guarantee your spot as an Exhibitor? TSS is offering a priority booth registration option for Premium Level Sponsors!

Premium sponsorship priority registration will open at least four (4) weeks prior to general exhibit booth registration. If you select and receive confirmation for a **PLATINUM, GOLD, SILVER, OR COPPER** sponsorship opportunity during this registration period, you will be offered an opportunity to secure your booth registration (i.e. no need to register separately when general exhibit booth registration opens)! Note that each premium sponsorship option includes a set maximum number of booths that are included in the specific option. Through the online portal, you will select your premium sponsorship option and the number of booth space(s) you would like to reserve. The TSS Sponsorship & Exhibit Hall Committees will review and approve all sponsor and booth registrations to ensure no duplicate registrations have been completed by the same company. Once approved an email with a link to choose your booth(s) from an online layout will be sent on a first come, first served basis. You will have 48-hours to complete the activity. If you DO NOT complete the booth space selection activity in 48 hours, your place in the queue will be forfeited and the Exhibit Hall Committee will assign your space from the availability remaining after all Premium Sponsors in the same level as yours have selected their spaces.

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

## GENERAL EXHIBIT BOOTH REGISTRATION

Approximately four (4) weeks after the premium level 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, you will be able to register your booth space(s) and add other items (Big Bend Sponsorship, Golf Tee sponsorship, Golf Tournament) as optional items. Please see the Sponsorship Prospectus for more information and visit our website ([www.tristateseminar.com](http://www.tristateseminar.com)) for more details on our current sponsorship offerings and to download the Sponsorship Prospectus.

## SEMINAR REGISTRATION FOR EXHIBIT PERSONNEL

All personnel attending the event are required to register through the exhibitor 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 3, 2025. Badges purchased on or after August 4, 2025 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 3, 2025**. All exhibitor badges will be available for pickup onsite at the Exhibitor Registration area, which is located outside

## EXHIBIT HALL SCHEDULE

DESCRIPTION	DATE	HOURS (Note new times)
Set Up/Trucks Only	Sunday, August 3, 2025	(by appointment only)
Set Up/Move-In/Exhibitor Registration	Monday, August 4, 2025	10:00 AM – 6:00 PM
Set Up/Move-In	Tuesday, August 5, 2025	8:00 AM – 1:00 PM
Exhibitor Registration	Tuesday, August 5, 2025	8:00 AM – 6:00 PM
Hall Closed for Cleaning	Tuesday, August 5, 2025	1:00 PM – 3:00 PM
Hall Open for Exhibitors	Tuesday, August 5, 2025	3:00 PM
Show Hours	Tuesday, August 5, 2025	3:30 PM – 7:00 PM
Exhibitor Registration	Wednesday, August 6, 2025	12:00 PM – 4:30 PM
Vendor Reception	Wednesday, August 6, 2025	2:30 PM – 3:15 PM
Hall Open for Exhibitors	Wednesday, August 6, 2025	2:30 PM – 3:30 PM
Show Hours	Wednesday, August 6, 2025	3:30 PM – 6:30 PM
Move Out	Wednesday, August 6, 2025	6:30 PM – 11:59 PM



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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!*

## SEMINAR REGISTRATION FOR SPONSORS

Please visit our website ([www.tristateseminar.com](http://www.tristateseminar.com)) for more details on our current sponsorship offerings and to download the Sponsorship Prospectus. Premium sponsorship opportunities (Platinum, Gold, Silver, or Copper) include complimentary registrations depending on sponsorship selected. If the Sponsor is also an Exhibitor, then the complimentary registrations obtained because of sponsorship will be added to the available exhibit booth personnel complimentary badge count. If the premium sponsor IS NOT exhibiting in the hall, the sponsor complimentary registration badge(s) will allow sponsors to attend the seminar sessions, technical tours, and tour the exhibit hall along with general attendees.

## TERMS & CONDITIONS

### 1. PAYMENT.

If full payment for booth space is not received by 5:00 PM (PDT) on Wednesday, April 30, 2025, TSS will consider the exhibit space forfeit and reserves the right to immediately release the selected exhibit space to those on the waitlist.

### 2. CANCELLATIONS.

All booth space cancellations must be received in writing by **5:00pm (PDT) on Friday, May 9, 2025**. Cancellation requests are not effective until received by TSS in writing. Written cancellations must be sent by email to [exhibitors@tristateseminar.com](mailto:exhibitors@tristateseminar.com). Exhibitors who provide written cancellation between **May 9, 2025 and May 31, 2025** will receive a 75 percent refund. Written cancellation requests received after **May 31, 2025** are no longer be eligible for refund.

### 3. REDUCTIONS.

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.

### 4. NO-SHOWS.

Any exhibitor not occupying their booth space(s) by **1:00pm (PDT) on Tuesday, August 5, 2025**, 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.

### 5. CANCELLATION FEES.

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

### 6. CONDUCTING BUSINESS IN YOUR BOOTH SPACE.

Exhibitors must be able to conduct business within the purchased booth space. If conducting your business encroaches into another exhibitors purchased booth space, for whatever reason, you will be given a warning and must direct your clients into your booth space. If the issue occurs a second time, your company and all personnel will be immediately escorted from the floor. You will be allowed back on the floor after the show is complete on Wednesday at 6:30PM to disassemble your booth and exit the show floor.

### 7. AUDIO SYSTEMS.

The use of audio or public announcement (PA) systems in your booth space is **NOT** allowed.

### 8. SUBLEASING.

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.

### 9. EARLY DISMANTLING.

Dismantling your exhibit prior to the Exhibition officially closing on Wednesday, August 6<sup>th</sup> at 6:30pm may result in your company **NOT** being invited back in future years.

### 10. EXHIBIT HALL CLEANING.

The Exhibit Hall must be vacated for cleaning from 1:00pm to 3:00pm on Tuesday – **ALL EXHIBIT PERSONNEL** must exit and leave the Exhibit Hall and Exhibit Hall Arena. Additionally, **ALL EXHIBIT PERSONNEL** must exit and leave the Exhibit Hall and Exhibit Hall Arena by 11:59pm (PDT) on Wednesday, August 6, 2025.

### 11. EVENTS DURING SEMINAR HOURS.

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 2025 are as follows: Monday, August 4th from 2:00pm to 10:00pm; Tuesday, August 5th from 7:30am to 7:00pm; Wednesday, August 6th from 7:30am to 6:30pm; and Thursday, August 7th from 7:30am to 3:50pm.

### 12. SPEAKER, WORKSHOP PRESENTER, ADVERTISER.

Participating in the Tri-State Seminar as a speaker or workshop presenter 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.

## CONTACT INFORMATION

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

### TSS EXHIBIT HALL COMMITTEE

Keli Callahan, James Taylor, or Marcos Tarazon  
[exhibitors@tristateseminar.com](mailto:exhibitors@tristateseminar.com)