



The 16th Annual DOWRA Conference and Exhibition “**Back to the Basics**” is quickly approaching and we are soliciting your knowledge and expertise to help make this event the most educational forum for the wastewater industry. The conference will be held on **Monday, October 15th and Tuesday, October 16th, 2012** at the Dover Downs Hotel and Conference Center, Dover, Delaware.

This annual conference is the premier event in which over 300 local, regional, and national wastewater professionals attend to gain the latest knowledge, education, networking, technology and solutions in the on-site wastewater industry. The conference typically hosts 40+ exhibitors and offers a two-tract presentation schedule that can accommodate up to 20 presenters.

**We are pleased to announce new changes for our vendors to include: picking your own booth space, larger exhibit hall, larger booths, and an opportunity to provide product training to our attendees.**

**We need you and your input, as leaders in the industry, to participate in making this year's Conference and Exhibition even bigger and better than last years.**

See you in October!



### Important Timeline for Presenters

**Registration**      June 15, 2012-Presenters  
                                  August 17, 2012-Exhibitors

**Three Hour Meet and Greet  
 Oct. 15, 2012 from 5-8 pm. Live  
 entertainment, drinks, and light  
 fare!**

### Important Timeline for Exhibitors

**Registration**      August 17, 2012

**Set-Up**              Oct. 14, 2012      5:00~8:00 pm  
                                  Oct. 15, 2012      7:00~10:30 am

<b>Exhibits Open</b>	Oct. 15, 2012	10:30~11:00 am	Oct. 16, 2012	8:00~8:45 am
		12:00~1:30 pm		9:45~10:00 am
		2:30~3:00 pm		11:00~11:30 am
		4:00~4:15 pm		12:00~1:00 pm
		5:00~8:30 pm		2:00~2:30 pm

**Tear Down**      Oct. 16, 2012      2:30~5:00 pm

- *The above times are subject to change*

## Call for Abstracts

The 2012 Conference will feature a daylong program presented by NAWT as the core program on October 14, 2012, with additional programs presented by local and national experts in the onsite industry throughout the conference. This year we will once again present two full days of training and educational programs with a two-track program both days. In addition to the programs already booked, we are reserving several sessions for our members or affiliates to present on topics of their choice.

Several types of abstracts are open for consideration:

- Research based presentations with papers
- Policy and management related topics with papers
- Technical presentations with papers or supporting documentation
- Forums and panel discussions with supporting documentation

All subject matters related to on-site systems are open for submission, including:

- Watershed management issues, including sustainability, permitting & stakeholder collaboration
- Assessment tools or approaches to broader integrated evaluations
- Innovative products, technologies, and solutions for wastewater treatment
- Surface water quality protection
- Sustainable solutions in coastal areas
- Measured success with licensing/certification programs
- Effective management of subsurface and surface discharging on-lot treatment systems
- Technology to provide advanced nitrogen and phosphorus removal
- Successful planning and management strategies to assure performance
- Soil and site evaluation research evaluation tools
- Green Building
- Reuse
- Management issues with business

## Guidelines

- **Abstract Submittal deadline is June 15, 2012**
- Presenters selected by the DOWRA Conference Committee by July 15, 2012
- Confirmations mailed to selected Presenters on **August 1, 2012**
- Includes one day conference attendance for presenter only, badge, lunch and gift
- Be prepared to speak 30 – 45 minutes with a 15 minute question/answer session
- Attach your abstract to the Presenter Registration Form (located on page 3)
- All **presentations** must be submitted on CD by **September 28, 2012**
- A **short biography** that includes education degrees and a description of experience as it relates to the on-site industry must be submitted electronically via email to [ericv@e3onsite.com](mailto:ericv@e3onsite.com) by **September 15, 2012** to appear in the Conference Program



## Call for Exhibitors

### **New for 2012!**

The conference layout has been modified this year to promote more interaction between the attendees and our vendors! The vendor booth area has been relocated to the perimeter of the large ballroom. This room will be the location for all breaks and lunches to allow for attendees to view and visit exhibitors more frequently. In addition, there will be several exhibit booths available in the hallway outside the ballroom and classrooms. Also, vendors will be able to select a specific booth location on a first come, first served basis, so register early!

### **Guidelines**

#### **What Single Booth Rental Includes:**

- Pipe and draping, **an** eight foot (8') table (double booth rental includes two (2) eight foot (8') tables), two (2) chairs (double booth rental includes four (4) chairs), and an exhibitor identification sign.
- Two (2) Badges (one per person)
- Two (2) Lunches/Day (one per day per person)
- Two (2) Gifts (one per person)
- Listing on Conference Program

**Use of Space, Subletting or Sharing:** No exhibitor may assign, sublet, or share the space allotted with another business, firm or individual.

**Exhibitors' Authorized Representative(s) :** PRIOR to **September 15, 2012** exhibitors must submit their representative(s) names. A \$25 administrative fee will be charged to make changes received after September 16, 2011. The exhibitor representative(s) are responsible for all booth activities.

**Exhibitors' Visitors/Guests:** Exhibitors' will be permitted complimentary visitor/guest passes for Monday, October 15, 2012 only. All visitors/guests **must** be pre-registered (no walk-ins will be permitted) via e-mail from the primary contact on the Exhibitor Registration Form to [mks1@aol.com](mailto:mks1@aol.com) by **October 5, 2012**. Visitors/guests will be receiving a name tag permitting access to the Exhibit Hall only. Visitors/guests are not permitted to work as an Exhibitor Authorized Representative, Additional Exhibitor Representative and/or a representative of their own product/service while in the Exhibit Hall. Visitors/guests are not eligible to receive admittance into educational sessions, CETs, gifts, door prizes or lunch.

**Set-up:** Exhibitors may begin to set-up on Sunday, October 14, 2012 from 5:00~8:00 p.m. and/or Tuesday, October 15, 2012 from 7:00~10:30 a.m. All exhibitors must have their exhibit space set up by 10:30 a.m. on October 15, 2012.

**Equipment Must Fit In Space :** Exhibitors should bring no more equipment than what will fit in their assigned eight foot (8') space. Any exhibitor who brings more equipment than will fit in their space will be required to purchase a double booth for \$800.00.

**Care of Building and Equipment :** Exhibitors or their agents/representatives shall not injure or deface any part of the exhibit building, the booths, or booth contents or show equipment and décor including, but not limited to, signs or other articles posted, nailed, taped, stapled, or otherwise affixed to any pillars, doors, walls, or other parts of the building. Back and sidewall drapery and framework is designed for the support of drapery only. The suspension of display materials from the framework or drapery is prohibited.

**Operation of Displays :** DOWRA staff reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exhibition as a whole. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor

October 15 &amp; 16, 2012

is responsible for keeping the aisles un-congested and safe. Displays may not obstruct the view of adjacent booths. Exhibitors may not distribute alcoholic beverages. Exhibits which include the operation of musical instruments, radios, sound projection equipment, public address systems or any noise making machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons.

**Liability and Insurance:** All property of the exhibitor remains under his/her custody and control in transit to and from the Conference areas and while it is in the confines of the Conference areas. Neither DOWRA staff, its service contractors, the management of the Conference facility, nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property or exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason or any damage to or loss of any property of the exhibitor. DOWRA is not responsible for exhibitor booth or property.

**Americans with Disabilities Act:** Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act to make their booths accessible to handicapped persons. Exhibitors shall also indemnify and hold harmless DOWRA staff, service contractors, and the management of the Conference facility against cost, expense, liability or damage which may be incident to arise out of or be caused by the exhibitor's failure to comply.

**Smoke Policy:** Smoking is prohibited in all areas of the DOWRA Conference except outside.

**Tear Down:** No early tear down of exhibits is permitted. Tear down is on Tuesday, October 15, 2012 from 2:30 ~ 5:00 p.m. All exhibitors must have their exhibit equipment and displays removed from the exhibit areas no later than 5:00 p.m. on October 16, 2012.

**Refund Policy:** Should an exhibitor find it necessary to cancel their reservation for booth space, DOWRA will refund the registration fee minus a \$100 administration fee through Sept. 15, 2012. No refunds will be made after Sept. 16, 2011.

## Fee Information

### Exhibitor Registration Fee Includes:

- Pipe and draping, an eight foot (8') table (double booth rental includes two (2) eight foot (8') tables), two (2) chairs (double booth rental includes four (4) chairs), and an exhibitor identification sign
- Two (2) Badges (one per person)
- Two (2) Lunches/Day (one per day per person)
- Two (2) Gifts (one per person)
- Listing on Conference Program

### Booth Fee:

- Single Booth (eight foot (8') space)
  - **\$425.00 – Member of DOWRA and/or NOWRA**
  - **\$500.00 – Non-Member**
- Double Booth (sixteen (16') space)
  - **\$800.00 – Member and Non-Member**

**Out of respect for all Exhibitors we will be strictly enforcing booth space. If your exhibit will not fit in a 8' space, please register for a double booth to receive 16'.**

**Additional Exhibitor Representative(s):** This classification is for exhibitor personnel who will work the booth in addition to the two (2) representatives included with the booth registration fee. This fee includes one (1) badge, a meal on each day registered and one (1) Gift.

- One Day Admission (member and non-member)
  - \$100.00 if postmarked on or before September 15, 2012
  - \$120.00 if postmarked after September 15, 2012
- Two Day Admission
  - \$125.00 for DOWRA/NOWRA member if postmarked on or before September 15, 2012
  - \$145.00 for DOWRA/NOWRA member if postmarked after September 15, 2012
  - \$225.00 for non-member if postmarked on or before September 15, 2012
  - \$245.00 for non-member if postmarked after September 15, 2012

Membership is based on the individual's status as a member and is not based on the company and/or co-worker. To verify membership status please visit: <http://www.dowra.org/MembershipList.pdf> or contact Ken Walsh at 302-436-8822.

**Administrative Fees:** Changes to badges after September 15, 2012, will be made for a \$25.00/badge administration fee payable upon request. Refunds for cancellation will be made until September 15, 2012 minus a \$100.00 administration fee. Late Fee of \$100.00 for registrations postmarked after September 15, 2012.

**Payment Information:** A 50% deposit of the total amount due is required with registration by **August 17, 2012** to reserve the exhibition booth. The balance is required by **September 15, 2012**



### Vendor Booth Designation

Please review the attached vendor booth designation map and identify where you would like your booth to be located. Booth locations will be assigned on a first come, first served basis upon receipt of completed registration form and payment. If the space is taken you will be given the next available space in the same vicinity.

### Vendor Presentation Opportunity

At select times during the conference, vendors will be given the opportunity to provide a 30 minute presentation/show and tell in the **exhibit hall** for CET credits. This is an opportunity for vendors to speak directly to attendees specifically on their products at their booth. These sessions will occur concurrently to the training sessions in the other classrooms. Vendors must note interests on the registration forms and identify the topic of interest that they will be covering. The sections will be monitored for content and time. You will be contacted by September 15, 2012 if chosen to present.



**16th Annual Conference & Exhibition “ Back to the Basics”**

**Exhibitor Registration Form (Page 1 of 2)**

*PLEASE TYPE OR PRINT CLEARLY*

**SECTION #1**

Company Name: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail (for contact above): \_\_\_\_\_

**Booth Number of Choice** (See attached Sheet): \_\_\_\_\_

**SECTION #2** Please note that exhibitors receive conference attendance for two individuals (included with the booth fee). If the primary representative(s) listed below are unable to attend both days of the conference, list the names of the secondary representative(s) that will be attending one day only in lieu of the primary representative.

**Badge #1**

The primary representative listed below will be attending (check one):  both days  10/15 only  10/16 only

Primary Representative \_\_\_\_\_

Secondary (if applicable) \_\_\_\_\_  
(if “both days” is checked, leave Secondary line blank)

**Badge #2**

The primary representative listed below will be attending (check one):  both days  10/15 only  10/16 only

Primary Representative \_\_\_\_\_

Secondary (if applicable) \_\_\_\_\_  
(if “both days” is checked, leave Secondary line blank)

**SECTION #3** Additional Exhibitor Representative(s):

Full Name: \_\_\_\_\_

Full Name: \_\_\_\_\_

Require Electricity \_\_\_\_\_ Yes \_\_\_\_\_ No (if left blank will be assigned location with no electrical access)

**Section #4 Presentation Opportunity**

Identify if you are interested in providing an informal 30 minute presentation to a small group in the exhibit hall. Make sure to include the topic of discussion as well as any needs.

\_\_\_\_\_  
\_\_\_\_\_

**16th Annual Conference & Exhibition**  
**“BACK TO THE BASICS”**

**Exhibitor Registration Form (Page 2 of 2)**

*PLEASE TYPE OR PRINT CLEARLY*

<b>Booth Space</b>	<b>Total Invoice Amount Due</b>
<b>Single Booth (Exhibit not to exceed 6')</b> DOWRA Membership # _____ \$425.00 NOWRA Membership # _____ \$425.00 <i>Membership number required if paying as member.</i> Non-Member \$500.00 <i>Please note that at least one of the two individuals listed in Section #2 on page 6 must be a DOWRA/NOWRA member to receive membership rate. Otherwise non-member rate applies.</i>	\$ _____
<b>Double Booth (Exhibit greater than 8' but not to exceed 16)</b> Member and Non-Member \$800.00	
<b>Additional Exhibitor Representative (cost per person)</b> <i>One Day Admission (member &amp; non-member)</i> <ul style="list-style-type: none"> <li>• Postmarked on or before September 15, 2012 \$100.00</li> <li>• Postmarked after September 15, 2012 \$120.00</li> </ul> <i>Two Day Admission</i> <ul style="list-style-type: none"> <li>• * DOWRA/NOWRA Member               <ul style="list-style-type: none"> <li>• Postmarked on or before September 15, 2012 \$125.00</li> <li>• Postmarked after September 15, 2012 \$145.00</li> </ul> </li> <li>• * Non-Member               <ul style="list-style-type: none"> <li>• Postmarked on or before September 15, 2012 \$225.00</li> <li>• Postmarked after September 15, 2012 \$245.00</li> </ul> </li> </ul> <i>* Based on individual listed in Section #3 on page 6</i>	\$ _____
<b>Other Fees</b> Late Fee (Postmarked after September 15, 2012) \$100.00 Electricity fee \$95.00	\$ _____
<b>Total Invoice Amount Due</b>	

**Payment Information**

***A 50% deposit of the total amount due is required with registration by August 17, 2012 to reserve the exhibition booth. \*Remember, booth location requests are on a first come, first served basis!***

**The balance is required by September 15, 2012.**

All checks must be made payable to DOWRA Inc., P.O. Box 1696, Dover, DE 19903.

*I have read & understand the DOWRA Rules & Policies (DOWRA requires the acknowledgement of our rules to be signed before the registration can be processed.)*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Hotel and Exhibition Information:

Dover Downs Hotel and Casino  
1131 North DuPont Highway  
Dover, DE 19901  
1-800-711-582  
1-302-674-4600  
[www.doverdowns.com](http://www.doverdowns.com)

Room rate of \$145.00 single/double occupancy are net and non-commissionable, subject to an eight percent (8%) state occupancy tax and a \$6.00 per night resort fee. \$25 Free Slot Play for all first time Capital Club members.

### CALL IN WITH GROUP CODE – BUILD ON LINE – GDOW2

When making reservations, please contact the hotel directly and mention **DOWRA** to obtain the discounted rate. The rates are available until September 15, 2012 Check in time is 4 pm.

### Directions:



#### **From Baltimore/Washington D.C.:**

Take US 50/301 across the bridge. Follow US 301 North to Maryland Route 302. Turn right onto Maryland Route 454 at Templeville. Route 454 becomes Route 8 at the Delaware state line. In Dover, turn left onto US 13 North. Dover Downs Hotel is located approximately two miles further on the right. Dover is about 50 miles from the Bay Bridge.

#### **South of the Chesapeake Bay via Chesapeake Bay Bridge :**

Take I-64 West to Richmond, then I-95 North to the Washington Beltway. Take I-495 to Route 50/301. Take route 50/301 East over the Chesapeake Bay Bridge. Follow US 301 North to Maryland Route 302. Turn right onto Maryland Route 454 at Templeville. Route 454 becomes Route 8 at the Delaware state line. In Dover turn left onto US 13 North. Dover Downs is located approximately two miles further on the right.

#### **From Wilmington/Philadelphia:**

Take I-95 South to I 495 South to Exit 1. Follow US 13 south to the split with Route 13 South. Dover Downs Hotel and Casino is located approximately two miles further on the left. Dover is about 70 miles from Center City Philadelphia.

**Don't forget about the three hour Meet and Greet, on Oct. 15, 2012 from 5-8 pm. Live entertainment, drinks, and light fare!**