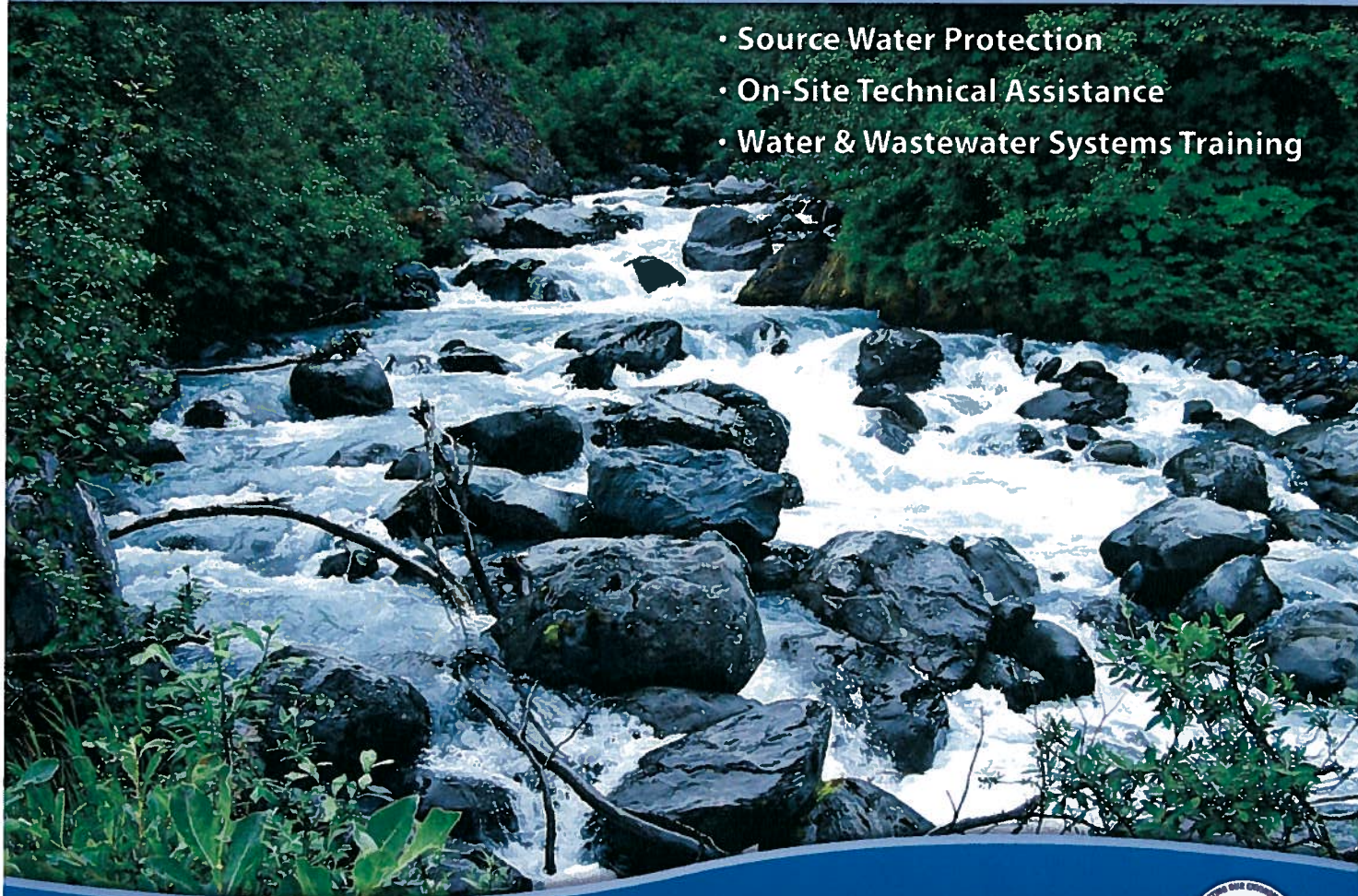




- Source Water Protection
- On-Site Technical Assistance
- Water & Wastewater Systems Training



# 10th Annual Conference

November 3-6th, 2008  
Anchorage Downtown Marriott

March 6, 2008

Dear Potential Vendor,

I would like to thank you for your interest and take this opportunity to explain Alaska Rural Water Association's (ARWA) mission, the benefits that this association has to offer to rural areas of Alaska, and why you should be interested in becoming a vendor at our 10th Annual Water Professionals Conference held in Anchorage Alaska at the Downtown Marriott, November 3-6th, 2008.

First, ARWA is committed to providing the most up-to-date technical assistance and training to the industry professionals throughout rural Alaska. Our mission is to provide water and wastewater systems with quality support services and solutions in a changing world of regulations and finance. ARWA is dedicated to enhancing Alaska's water and wastewater industries by offering professional training, education and technical assistance. As a member-driven association, ARWA maintains financial support through membership dues and federally funded grant opportunities. Membership is open to all organizations and individuals associated with our industries.

The benefits to our members are at an extreme and low cost value to the potential member. Members are able to join up small water systems for as little as \$100.00 and the most expensive membership is only \$300.00. The membership dues allow the member to receive free or drastically reduced training and guidance in understanding regulatory compliance issues. Whether through providing training on how to fill out a consumer confidence report (CCR), free Sanitary Survey's, or intense one on one free training for the water system professional, ARWA is able to provide sound technical assistance.

What this means to you as a potential vendor at our upcoming conference is that you have potential access to our over 100 water system members with their water system professionals. Average attendance in the past has been 150 to 300 system professionals, who visit our conference yearly in order to obtain Continuing Education Units, required for the maintenance of their license. There are many opportunities for you to support the water/wastewater industry through our conference. Vendor booths, vendor sponsored promotional items, meals and events are all options for sponsorship.

This packet has been assembled for your convenience. Here you have all of the information needed to be a vendor and/or speaker at our conference. We have also included sponsorship and donation information. Once completed, please send this information to the address listed. If you have any questions please call our office for assistance.

I look forward to seeing you in November!

Sincerely,



Hilary J Currey  
Executive Director  
Alaska Rural Water Association  
[hilary\\_currey@arwa.org](mailto:hilary_currey@arwa.org)  
Office: (907)357-1155  
Fax: (907)357-1400  
[www.arwa.org](http://www.arwa.org)

## **Vendor Hold Harmless Clause**

I, \_\_\_\_\_,

of \_\_\_\_\_, wish to participate in

**Alaska Water Professionals 10<sup>th</sup> Annual Conference. I will not hold the Anchorage Downtown Marriott and/or ARWA legally responsible for any liability for damage, loss, or bodily harm that could or may occur during the attendance at the conference. I am entering into this event as a distributor of my product and understand that ARWA does not guarantee any sale or distribution of my product. ARWA does not prompt any one product over the other and at times, there is a possibility of overlapping of services or products. In the event that this may happen, ARWA will make every attempt to make reasonable accommodations for the vendor that wishes to move tables. If this is not possible however, the vendor will not hold ARWA responsible for loss of potential sales.**

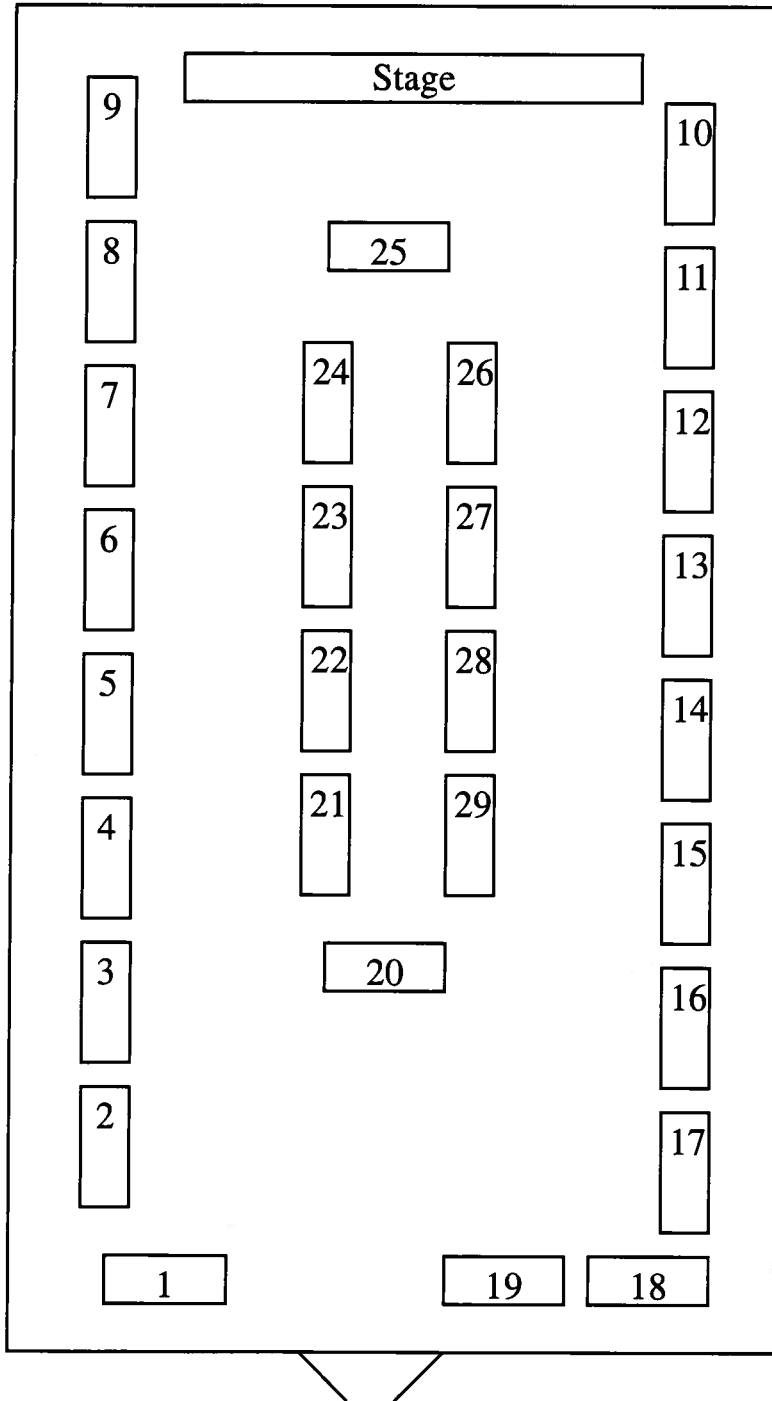
\_\_\_\_\_  
**Signature of representative**

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

***Please mail all completed forms to:  
Alaska Rural Water Association  
1075 Check Street STE 106  
Wasilla AK 99654***



# VENDOR HALL DIAGRAM



## **SPEAKER RESPONSE FORM**

*Please read and complete the following information, and return it and other items requested (indicated below in Italics) to our office, no later than **8/25/08**.*

### **Personal Information**

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

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

*Please attach your curriculum vitae, or a short bio, so that Continuing Education Units can be determined. No later than 09/01/08. Please, contact (907)357-1155 if there are questions regarding this process.*

### **Travel Information**

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

### **Presentation Information**

Title of Presentation \_\_\_\_\_

Room Setup:  Classroom Style  Theatre Style

*Please attach an outline of your presentation.*

### **Audiovisual Information**

*Please indicate below all audiovisual equipment that you will need for your presentation.*

- |  |   |
|--|---|
| <input type="checkbox"/> Overhead Projector      | <input type="checkbox"/> 35mm Slide Projector |
| <input type="checkbox"/> Screen                  | <input type="checkbox"/> VCR w/ Monitor       |
| <input type="checkbox"/> Flipchart or Whiteboard | <input type="checkbox"/> Lavalier Microphone  |
| <input type="checkbox"/> Other: _____            |   |

*Please indicate in the agenda below the times you would prefer your classes to be. The classes will be determined by when we receive this form at our office. You will be notified once you have been put on the final*

		Monday	Tuesday	Wednesday	Thursday
8:00 am – 4:00 pm	E x h i b i t s  O p e n	Registration			
8:30 am – 9:00 am		Opening Ceremonies			
9:15 am – 9:45 pm					
10:00 am – 10:30 pm					
10:45 am – 11:15 pm					
11:30 am – 12:00 pm					
12:00 pm – 1:30 pm		Lunch: Vendor Luncheon TBA (how many days of the Vendor Luncheon will depend on vendor response)			
1:30 pm – 2:00 pm					
2:30 pm – 2:45 pm					
3:00 pm – 3:30 pm					
3:45 pm – 4:15 pm					
4:15 pm – 4:30 pm		Afternoon Break			Equipment Rodeo <i>Sponsored by:</i> NC Machinery of Anchorage
4:30 pm – 5:30 pm					

## **Reservations for Rooms at the Marriott**

**Reservations can be made by calling 1-800-228-9290. When calling, refer to your Mini Hotel Code "ARW" and the name of the conference, "Alaska Rural Water".**

**If you or your guests prefer to book online reservations, please go to [www.marriott.com/ancdt](http://www.marriott.com/ancdt) and follow these steps:**

- 1. Under "Check Rates & Availability" (on the right-hand side of the page) enter the desired arrival and departure dates.**
- 2. Enter your online group code, ARWARWA, in the box that says "Group Code".**
- 3. Select the button "Find".**
- 4. Follow the simple steps outlined to complete the reservations.**

## **Sponsorships/Donations**

***\*To become a sponsor or donate to ARWA please do so on the registration page\****

### **\$100.00- Vendor Sponsored Luncheon**

This is for an opportunity to present 15 minutes on your product during the vendor sponsored luncheon(s) (how many days will depend on vendor response). To ensure fairness to all vendors the minutes are timed and not allowed to run over.

### **\$100.00- Continental Breakfast Sponsorship**

This is an opportunity to have your logo and related items distributed during the daily morning Continental Breakfast.

### **\$200.00- Publication Sponsorship**

This is an opportunity to have your logo published on all of ARWA's Conference schedules, banners, and other related promotional items.

### **\$300.00- Portfolio Sponsorship**

This is an opportunity to have your logo published and your select literature placed into all of ARWA's Conference portfolios that are given to each attendee.

### **\$500.00- Silver Sponsorship**

This is an opportunity to have your logo included on all publications related to the 2008 10th Annual Conference and a 5% discount on a prime booth.

### **\$1000.00- Gold Sponsorship**

This is an opportunity to have your logo included on all publications related to the 2008 10th Annual Conference, a 10 % discount on a prime booth and free 1 year membership to Alaska Rural Water Association.



 Alaska 1075 Check Street, Suite 106  
Wasilla, AK 99654  
Rural Water  
ASSOCIATION