

WEAU Committee Charters

COMMITTEE:	ANNUAL MEETING EXHIBITS
MEETING SIZE:	Open
MEMBERSHIP:	Chairperson, Co-Chairperson, and members as appointed by the President.
CHARGE:	<p>The Committee shall:</p> <ol style="list-style-type: none">1) Plan and carry out all features and programs associated with equipment and service displays at the Annual Meeting;2) Or at other Association activities when requested by the President.3) Exhibits shall be educational and include a variety of equipment and services available in the water quality control industry.4) Work with the website committee to update Exhibitor information page on the website, send exhibit emails, collect money, and get exhibitor enrollment sheets;5) Coordinate priority booth registration in the Exhibit Hall based on sponsorship level. First priority in selecting booths will be given to Platinum sponsors, followed by Gold sponsors, and finally Silver sponsors. After sponsors have selected their booth locations, vendor booth registration will open to all6) Sponsorship renewals shall be completed Dec 31 of each year. Vendor booth registration for the annual conference will open approximately Feb 1 of each year7) Submit information for the fall and winter issues for the Digested News;8) Shall send exhibit booth assignments;9) Shall attend the Annual Conference and help check in exhibitors at the registration desk;10) Keep an up-to-date list of past and present exhibitors;11) Assist with Dixie Center staff to ensure a smooth check-in and check-out experience.
REPORT:	A written report should be submitted to the President not more than two weeks after the Annual Meeting. This report should include a detailed financial report, summary of the exhibit program and recommendations for the coming year, including member recommendations.
EXHIBITOR INFORMATION:	<ol style="list-style-type: none">1) Exhibit hall cost are for the exhibit hall only, it does not cover conference or banquet attendance;2) Each 10x10 booth includes two name badges, additional exhibit hall attendees must purchase are \$50 each.3) WEAU pays for the power-buy-out for vendor spaces;4) DWQ receives a booth only but must pay for meals or full conference registration and banquet cost.5) Attendee list will NOT be provided to vendors.

Sample email and website information is below

Email:

Hello WEAU Exhibitors,



WEAU Committee Charters

Happy New Year and welcome to 2023. WEAU is very excited to announce the return of the Water Environment Association of Utah annual conference to the Dixie Center in St. George, Utah from April 25th to April 28th. Registration for the exhibit hall officially opens on XX/XX/XXXX at YY:YY AM, and will remain open until XX/XX/XXXX or until all exhibit spaces are sold. Each single booth registration includes two attendees / name badges. Each additional attendee per booth will be a \$50 / each and will include meals for the conference.

Exhibit hours and setup are as follows:

SETUP: Tuesday, April 25th from 9 AM – 5 PM

EXHIBIT HOURS: Wednesday, April 26th from 8 AM – 4:40 PM

EXHIBIT HOURS: Thursday, April 27th from 8 AM – 3:45 PM

The link to the exhibitor registration page can be found below, all registrations must be through the website (The link will be active on XX/XX/XXXX at YY:YY AM):

INSERT LINK HERE

Additional Info:

- We will hold the same Booths as last year for participants during the first week of registration. After the first week booths are available on a first come first served basis, although preference will be given to past participants. Please pick your #1, #2, #3 choices.
- Please note, just like the industry we work in, due to significant increases in the cost of the Dixie Center space, booth prices have increased by approximately 15% for 2023.
- Any cancellations received on or before March 30th will receive a 75% refund. Any cancellations after this will not receive a refund.

Let me know if you have any questions. I look forward to seeing you all in April!

Website:

HELLO EXHIBITORS!

Welcome to the registration page for the 2023 Water Environment Association of Utah Annual Conference. The exhibit hall will be set up similar to last year in an attempt to provide you with numerous opportunities to make contacts with our water quality professionals. Some of these opportunities include lunch in the exhibit hall, providing you, the exhibitors, with the raffle tickets to pass out to those who visit your booth, opening the exhibit hall early for setup so that you may attend the golf tournament, and reminding attendees that exhibitors are available all day.

EXHIBIT HOURS

Wednesday April 26: 8am to 4:40 pm

Thursday April 27: 8 am to 3:45 pm

INSTALLATION/DISMANTLING OF EXHIBITS

Booths are 10' x 10'. There are also (6) truck/large vehicle booths 40' x 20' available.

Exhibitors may begin set up on Tuesday April 25 @ 9 AM.

Set-up must be completed no later than 5:00 p.m. on Tuesday April 25.

No packing of exhibits or materials may begin prior to 3:45 p.m., Thursday April 27.

All materials must be removed no later than 6:00 p.m. on Thursday April 27

BOOTH RATE INCLUDES



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6' draped table, one chair, two name badges

Two lunches, coffee/juice/donuts both mornings (Additional exhibit hall attendees for the 3rd, 4th, etc. representatives are \$50.)

Power and WiFi internet

A portion of your fee will go towards raffle prizes. We will be located in Exhibit Hall "C" in the Dixie Center. We will hold the same Booths as last year for participants during the first week of registration. After the first week booths are available on a first come first served basis, although preference will be given to past participants. Please pick your #1, #2, #3 choices.

TICKETS

\$695.00 One 10' x 10' Booth

\$1,330.00 Two 10' x 10' Booths (includes 2 sets of everything)

\$1,905.00 Three 10' x 10' booths (includes 3 sets of everything)

\$2,490.00 Four 10' x 10' booth (includes 4 sets of everything)

\$3,110.00 Five 10' x 10' booths (includes 5 sets of everything)

\$3,735.00 Six 10' x 10' Booths (includes 6 sets of everything)

\$1,445 One 40' x 20' Large Equipment Booth

\$2,660 Two 40' x 20' Large Equipment Booths

\$50.00 Additional exhibit hall attendees (per attendee)

\$70.00 Individual Golf Registration

\$275.00 Foursome Golf Registration

CANCELLATIONS/REFUNDS

Cancellations received on or before March 30th will receive a 75% refund. Those received after March 30th will not receive a refund. Cancellations must be sent to Mike Chambers at the email address below.

QUESTIONS

Please contact Mike Chambers with any questions: mchambers@halengineers.com

Due to the large number of participants, online registration for booths is required.

Updated January 2026