



## **MRWS 44<sup>th</sup> Technical Conference & Exhibition**

**March 20 – 22, 2024**

**Heritage Inn Convention Center - Great Falls, MT**

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*Greetings!*

**On behalf of the Montana Rural Water Systems, we are honored to invite you to register for an exhibitor space at the [2024 MRWS Technical Conference & Exhibition](#).** This annual event will occur on March 20 – 22, 2024, in Great Falls, Montana, at the [Heritage Inn Convention Center](#).

With your participation, this event allows professionals to collaborate on developing and implementing the technologies, processes, products, and financing essential to enhancing water quality nationwide. Hosting an exhibitor space allows you to reach your target market with exposure to an average audience of 850 professionals!

### ➤ **Exhibitor Registration Details**

- Generous booth space! 8' wide x 6' long, 6' clothed & skirted table, 2 chairs, and access to electricity.
- Exhibitors should be set up by 11 am Wednesday, March 20<sup>th</sup>, and preferably remain set up through the noon-hour luncheon on Friday, March 22<sup>nd</sup>. The exhibitor hall will open for setup on Tuesday, March 19<sup>th</sup>, from 3 pm to 6 pm and reopen on Wednesday, March 20<sup>th</sup> at 7 am.
- \$40 of the exhibitor fee is applied towards the “Vendor Prizes” pool! To encourage full participation and maximize exhibitor/attendee interaction, attendees must receive stamps from all exhibitors listed on their bingo card and be present at the luncheon to win.
- Exhibitors may give away any additional prizes Friday morning before the luncheon. Exhibitor-specific giveaways and promotional items are a great way to attract attention and interact with the crowd!
- A list of registered attendees will be available to exhibitors prior to the conference.
- Exhibitors may purchase meal tickets separately. See the fee schedule on the registration form.
- Freight may be shipped to: Heritage Inn Convention Center, 1700 Fox Farm Road, Great Falls, MT 59404.
- Suppliers may also show support through various sponsorship opportunities! See registration form for details.

### ➤ **Register Early!**

- Exhibitor space is limited and fills up quickly.
- Associate MRWS members receive priority registration through the Early Bird registration deadline.
- Early Bird registration deadline is January 26<sup>th</sup>, 2024, and is required to secure a previous booth space.
- All registration closes on March 8<sup>th</sup>, 2024.
- Complete and return the Exhibitor Registration Form along with payment. Properly completed forms are eligible to win a FREE booth space next year!

### ➤ **Reach out for assistance!**

- Exhibitor Space Support: Contact Kally Tripp at [kally.tripp@chemicalmontanacompany.com](mailto:kally.tripp@chemicalmontanacompany.com), Ph: (406) 442-8900.
- Conference Support: Contact MRWS at [mtruralwater@mrws.org](mailto:mtruralwater@mrws.org), Ph: (406) 454-1151.
- Visit [www.mrws.org](http://www.mrws.org) for conference updates, forms, membership information, and much more!

Sincerely,

*Kally Tripp, Trevor Peterson, and Jenny Garza*  
Chemical Montana Company, Owners  
MRWS Associate Member Committee, Chairpersons

# Montana Rural Water Systems, Inc.

## **44<sup>th</sup> Technical Conference & Exhibition Show**

**March 20 – 22, 2024**

**Heritage Inn Convention Center - Great Falls, MT.**

**MRWS Associate Members:** Be sure to get your pre-registration in early! Exhibitor space is limited! As we prepare for the Conference, we want to make sure that you have an exhibit space reserved at our 44<sup>th</sup> Technical Conference and Exhibition Show to be held in Great Falls, Montana, March 20<sup>th</sup> – 22<sup>nd</sup>, 2024, at the Heritage Inn. It is essential to pre-register as an exhibitor for several reasons. 1) There is limited space in the exhibitor hall. 2) We need to know if our exhibitors need special arrangements. 3) A space of 8 feet is the size of each exhibitor booth with a 6-foot table. Associate members will get priority over non-members.

The exhibitor hall will be open for set-up on Tuesday, March 19th, from 3 pm to 6 pm and will reopen for set-up on Wednesday, March 20th at 7 am. We would like to have you set up **before** 11:00 am on Wednesday and be available through the luncheon on Friday at noon. **Please do not tear down your booth during the luncheon.** Exhibitors may give away any additional prizes on Friday morning before the luncheon starts.

Exhibitor registration fees include the \$40 Vendor fee for prizes. No meal tickets are included with your booth registration!! To obtain meal tickets, you will need to pay the booth attendee meal fee of \$100, which has one set of meal tickets. You may register guests/spouses at an additional fee of \$75 per person to cover the cost of meals.

### Fees for this year's Conference are as follows:

Early Bird registration deadline is January 26th, 2024. All registration closes March 8th, 2024.

**Early Bird Registration associate member booth - \$ 425.00**

**Early Bird Registration non-member booth - \$800.00**

**Associate member registration after January 27<sup>th</sup>, 2024 - \$525.00**

**Registration non-member after January 27<sup>th</sup>, 2024 -\$1,000.00**

**Booth Attendee Meals per person - \$100.00**

**Professional Pass – Includes all classes and meals, no booth - \$150.00**

MRWS, through the Executive Director, reserves the right to approve or reject exhibitors for any reason and remove any exhibitor if MRWS, in its judgment, determines such removal is appropriate.

**Early Bird Registration is required to secure a previous booth space.**

**Early Bird Deadline is January 26th, 2024**



## Exhibitor Information Sheet

- **Exhibit Hall Hours:**  
March 19, 2024 Set-up 3 PM – 6 PM  
March 20, 2024: Set up after 7 AM  
March 21, 2024, 8 AM – 5 PM  
March 22, 2024, 8 AM – 11:30 AM Tear Down after 1:30 PM
- **Name Badges:** Please wear name badges at all times while in the Exhibit Hall
- **Vendor Blackout Bingo:** We are going to try something different this year. Each attendee will receive a bingo card with 24 exhibitors listed (we are printing 5 different cards so that all exhibitors will be listed). Please use the stamp provided to mark the card and take the opportunity to network with the attendees. Attendees have a chance to win prizes on Friday for completed cards.
- **Membership Directory:** A directory was mailed to each company. Please come to the registration table if you did not receive one or would like another one. There is also a digital version available on our website: [www.mrws.org](http://www.mrws.org). We would like to thank our advertisers. **We Appreciate your Support!**
- **Meet & Greet:** There will be a Meet & Greet on Wednesday, March 21, starting at 5:30 PM in the exhibit hall. Join us for hors d'oeuvres, beverages, and camaraderie. There will be a cash bar in the pool area.
- **Exhibitor Meeting:** We encourage all exhibitors to attend the exhibitor meeting on March 21<sup>st</sup> at 10:45 AM in the back of the Max Sports Bar. This is your chance to voice any questions or suggestions. We will inform you of any possible changes for next year and draw from eligible registrations for 2025's free booth.
- **Shipping Information:** If you need to ship any items for your booth please send it to:  
**Heritage Inn  
C/O (Your Name)  
1700 Fox Farm Rd  
Great Falls, MT 59404**



# MRWS 44<sup>th</sup> Technical Conference & Exhibition

March 20 – 22, 2024  
Heritage Inn Convention Center - Great Falls, MT

## EXHIBITOR REGISTRATION AND SPONSORSHIP FORM

<b>SECTION 1. EXHIBITOR INFORMATION</b>					
COMPANY NAME					
MAILING ADDRESS					
CONTACT PERSON NAME		TITLE			
CONTACT PERSON EMAIL		PH. NO.			
PRODUCT/SERVICE(S) OFFERED					
EXHIBITOR ATTENDEE NAME(S)					
COMMENTS Insert any special accommodations requested, questions, concerns, etc.					
<b>SECTION 2. EXHIBITOR SPACE LOGISTICS</b>					
HEIGHT OF STAND-UP DISPLAYS		NO. OF CHAIRS		ELECTRICITY <input type="checkbox"/> Y <input type="checkbox"/> N	
<b>SECTION 3. EXHIBITOR SPACE FEES</b>					
ASSOCIATE MRWS MEMBER Early Bird Registration by 1/26/2024		No. of Booths		x \$425.00	
ASSOCIATE MRWS MEMBER Registration after 1/27/2024		No. of Booths		x \$525.00	
NON-MEMBER Early Bird Registration by 1/26/2024		No. of Booths		x \$800.00	
NON-MEMBER Registration after 1/27/2024		No. of Booths		x \$1,000	
<b>REGISTRATION CLOSURES 3/8/2024</b>				<b>TOTAL</b>	
<b>SECTION 4. ADDITIONAL CONFERENCE OFFERINGS</b>					
MEAL TICKETS Cost per exhibitor attendee; includes Lunch on Thursday & Friday, and banquet Thursday evening.  Exhibitor attendees may purchase companion meal tickets for \$75 per guest.		No. of Exhibitor Attendee Meal Tickets		x \$100.00	
		No. of Companion Meal Tickets		x \$75.00	
PROFESSIONAL PASS For suppliers who do not have a booth but would like to attend. Includes admission to exhibit hall, classes, and meals.		No. of Passes		x \$150.00	
		<b>TOTAL</b>			
<b>SECTION 5. SPONSORSHIP OPPORTUNITIES</b>					
Expand your presence by becoming a sponsor and receive recognition throughout the event!  Great option for suppliers without an exhibit space that still wish to show support! Optional add-on for exhibitors.		<b>SPONSORSHIP LEVELS</b>			
		DIAMOND		\$1,000 or more	
		PLATINUM		\$550 to \$999	
		GOLD		\$350 to \$549	
		SILVER		\$200 to \$349	
		BRONZE		\$100 to \$199	

REGISTRATION ITEMS		QUANTITY	VALUE	ACKNOWLEDGEMENT		
PENS/PENCILS				Item included in bag given to each conference attendee.  An average 850 professionals attend.		
NOTEPADS						
OTHER (Describe)						
BREAKS		VALUE	ACKNOWLEDGEMENT			
WEDNESDAY AFTERNOON			Signage placed at each serving station with company name.			
THURSDAY MORNING						
THURSDAY AFTERNOON						
FRIDAY MORNING						
MEALS		VALUE	ACKNOWLEDGEMENT			
WEDNESDAY SOCIAL			Signage placed on both ends of buffet line and recognition announcement at beginning of Social Hour.			
THURSDAY LUNCH			Recognition announcement at beginning of meal.			
THURSDAY BANQUET			Signage placed on both ends of service lines and recognition announcement at beginning of meal.			
FRIDAY LUNCH			Recognition announcement at beginning of meal.			
CASH SPONSORSHIP		VALUE	ACKNOWLEDGEMENT			
GENERAL SPONSORSHIP To be applied at discretion of MRWS			DIAMOND			
			PLATINUM			
			GOLD			
			SILVER			
			BRONZE			
					<b>TOTAL</b>	
<b>SECTION 6. PAYMENT</b>						
Payment must be included with registration. MRWS accepts check or card payment.						
COMPANY NAME					TOTAL	
PAYMENT METHOD	<input type="checkbox"/> CHECK	Payable to: Montana Rural Water Systems, Inc. 9 3 <sup>rd</sup> Street North #304 Great Falls, MT 59401				
	<input type="checkbox"/> CARD	Call MRWS at (406) 454-1151				
<b>RESOURCES</b>						
EXHIBITOR SPACE SUPPORT		Kally Tripp <a href="mailto:kally.tripp@chemicalmontanacompany.com">kally.tripp@chemicalmontanacompany.com</a> Ph: (406) 442-8900 Roger Skogen <a href="mailto:rskoger@mrws.org">rskoger@mrws.org</a> , Ph: (406) 788-2089				
CONFERENCE SUPPORT		MRWS <a href="mailto:mtruralwater@mrws.org">mtruralwater@mrws.org</a> , Ph: (406) 454-1151				
MRWS WEBSITE		<a href="http://www.mrws.org">www.mrws.org</a>				
<b>DISCLOSURES</b>						
MRWS, through the Executive Director, reserves the right to approve, deny or remove exhibitors for any reason at any time, if MRWS, in its own judgement determines such removal is appropriate. Refunds will be issued after conference and there will be a \$100.00 refund processing fee.						