



**April 23-25, 2019**  
**Billings Hotel & Convention Center • Billings, MT**  
**EXHIBITOR REGISTRATION INVITATION**

The Montana Section of AWWA and the Montana Water Environment Association would like to invite you to participate in the 2019 Joint Conference to be held in Billings, MT at the Billings Hotel & Convention Center. The Preconference, sponsored this year by MWEA, will begin on Tuesday, April 23rd at 8 a.m. The Joint Conference will begin on Wednesday, April 24th at 8 a.m. and will run through lunch on Thursday, April 25th.

Once again, K&J Convention Services will be handling the set up of booths complete with pipe and drape. You will receive additional information directly from K&J Convention Services closer to the time of the conference and you will be able to contact them directly with special needs you may have.

**Exhibitor set-up begins at 2 pm on Tuesday April 23rd and must be completed by 5 pm.** Exhibitors are asked to remain on-site through the Exhibitor-sponsored social on Wednesday evening April 24th, but are free to tear down after that if you so choose.

Immediately following set-up on Tuesday, there will be an Ice Breaker held in the Exhibitor area from 5 pm to 6:30 pm. This Ice Breaker will include hosted beer and wine as well as heavy appetizers. Breaks are scheduled in the Exhibitor area on Wednesday and Thursday morning. An additional social hour takes place in the Exhibitor area on Wednesday evening from 5:30 to 6:30 pm with hosted beer and wine. Lunch on Wednesday will be served in the Exhibitor area. It will be buffet style, with tables dispersed throughout the Exhibitor area. **The breaks, social events and lunch on Wednesday are scheduled in the Exhibitor area specifically to provide opportunity to interact with attendees.**

Registered exhibitors will be allowed to select their booth space on a first come-first served basis. There is a booth map available showing numbered tables in the exhibitor area. You may request a specific table with your paid registration. Please indicate your first 4 space choices on the registration form. If all 4 of your choices are taken, you will be contacted for another selection. Please contact Robin Matthews-Barnes with questions regarding booth space and availability. Any display items that need to be shipped to the hotel can arrive no sooner than 3 days prior to the event. Each item must be clearly marked with the organization's name (MSAWWA-MWEA Joint Conference), name of event planner (Robin Matthews-Barnes), and date of event (April 23-25, 2019). Please advise the hotel or K&J Convention Services of any special requirements concerning your materials. Please note that the booth layout may be altered at the planner's discretion at anytime prior to the conference, but you will be notified of any changes made.

**Please reserve hotel rooms by calling the Billings Hotel & Convention Center at 406-248-7151 (refer to MSAWWA-MWEA Conference), or by registering online at [www.billingshotelmt.com](http://www.billingshotelmt.com) (enter Group Code STM19). Rooms must be reserved by April 7, 2019 in order to receive the group discounted rate. Room rates are \$93.00 per night plus tax.**

Sponsorship opportunities for the Tuesday Evening Ice Breaker, the Wednesday Evening Social Hour, lunches, and the banquet are again being offered to registered exhibitors for increased exposure. Sponsorship levels for these events at the 2019 Conference are: Bronze—\$250; Silver—\$500; and Gold—\$1000. More detail is included on the registration form.

If you have any questions, please contact Robin Matthews-Barnes (Exec. Secretary MSAWWA/Exec. Director MWEA) by phone at 406-546-5496 or by email at: [Info@montanawater.org](mailto:Info@montanawater.org).

**Thank you for supporting the 2019 Joint Conference!**  
**~The MSAWWA & MWEA Boards of Directors~**