

2020 OCEAN STATE Construction & Equipment Show

Sponsored by



Exhibitor Registration

Wednesday, May 27, 2020

Crowne Plaza Warwick

801 Greenwich Avenue, Warwick, RI

9:00 a.m. - 3:00 p.m.

Each exhibitor will receive 25 complimentary tickets to distribute to customers before the show. We encourage vendors to put their information on the tickets so that potential customers can locate them at the show.

Company: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Text: _____

(text for important updates on this show only, messaging rates apply)

Email/s: _____

Website: _____

Electricity and/or Wi-Fi for your indoor booth can be ordered, for an additional charge, by contacting the Crowne Plaza's sales department at 401-732-6000

Indoor Booth 10'x 10' \$750.00

Booth preference #1 _____, #2 _____, #3 _____

Indoor booths will be located in the grand foyer as well as inside the grand ballroom. All indoor booths are assigned on a first come, first served basis when registration **with payment** is received. Up to date booth map will be online. Indoor booths include 1 table and 2 chairs. All participants will be considered 2020 RIPWA members. Please refer to rules and regulations page for important information.

Outdoor Booth small 18'x18' \$750.00

large 26'x36' \$950.00

extra large 35'x36' \$1200.00

Booth preference (include letter s, l or xl) #1 _____, #2 _____, #3 _____

Outdoor booths will be located across from the grand foyer entrance (left side of hotel). All outdoor booths will be assigned on a first come, first served basis when registration **with payment** is received. Up to date booth map will be online. Tables, chairs & electricity will NOT be provided for outdoor spaces. All participants will be considered 2020 RIPWA members. Please refer to rules and regulations page for important information.

Signature: _____ **Date:** _____ **Print name:** _____

By signing above, exhibitor agrees to be bound by all terms under this exhibitor application as well as to follow the rules and regulations listed on Exhibitor Rules & Regulations page for this show.

For RIPWA use only:

- Payment _____
- Certificate of liability
- R.I. sales tax permit or signature for no sales at show
(on rules and regulations page)

Payment Terms:

Booth space is reserved once payment is received.

Cancellation:

In the event the exhibitor cancels all or part of the exhibit space contracted herein, refunds will not be given. Event will be held rain or shine.

Payments:

Checks can be made payable to RIPWA
Please mail payment, registration, certificate of liability & copy of RI sales tax permit to:

RIPWA 2020 Show
20 Burlingame Drive
Charlestown, RI 02813

Credit Cards & registration also accepted on our website for an additional charge to cover bank fees.

Questions? Contact Erin Gingerella at erin@ripwa.org or 401-364-8722

2020 OCEAN STATE Construction & Equipment Show

Sponsored by



Rules & Regulations



All Vendors Must Provide:

- A copy of your Rhode Island Sales Tax Permit when registering. Temporary permits can be purchased for \$10 in advance. If you will be selling products at the show you **must** have a permit visible. If you will NOT be selling product at the show please sign here and return _____
- Exhibitors are also required to carry their own liability insurance. A copy of your certificate of liability insurance should also be included when sending registration.



Indoor Booths: Include a table and 2 chairs as well as complimentary tickets to pass out to your customers. Lunch is included. We encourage vendors to put their own information on the ticket before passing out to customers and potential customers.

- Electrical service and WiFi can be purchased for an additional fee by calling the sales department at the Crowne Plaza: 401-732-6000.
- Equipment brought indoors may not contain hazardous materials.
- No large equipment or machinery will be permitted inside.



Outdoor Booths: Include the space and complimentary tickets to pass out to your customers. Tables, chairs & electricity will NOT be provided for outdoor spaces. Lunch is included. We encourage vendors to put their own information on the ticket before passing out to customers and potential customers. Booths will be assigned on a first come, first serve basis to those who have pre-paid and registered. Up to date booth maps will be located on our website.



Set up: Outdoor booths: 11:00 a.m. - 5:00 p.m., May 26th
*All large equipment must be set up on May 26th.
Indoor booths: 6:00 a.m. - 9:00 a.m., May 27th
There will be space to store trailers on site. If we become aware of earlier indoor set up opportunities, we will email registered exhibitors.



Take down: 3:00 p.m. - 5:00 p.m., May 29th
All booths are required to stay set up until 3:00 p.m. All equipment must be removed from the premises at the end of the show.



Exhibitors are not permitted to serve food or drink.

Delivery or storage of any materials must be arranged through the Crowne Plaza sales office in advance at 401-732-6000.

RIPWA reserves the right to require modification of questionable exhibits including but not limited to sound or lighting disturbances.

RIPWA reserves the right to relocate booths that are not set up within the specified time.

Exhibitors must follow ADA requirements and exhibits must be accessible to persons with disabilities, and agree that the exhibitor is solely responsible for assuring that its display complies with the ADA and its responsibilities to the physically, visually, or hearing impaired.

Do not leave your belongings unattended. RIPWA and the Crowne Plaza will not be held liable for any lost or stolen equipment or materials.



Lodging:

A limited number of Crowne Plaza hotel rooms will be available at a special rate. Be sure to ask for the Rhode Island Public Works Association block of rooms during booking. For online reservations use group code: PWA



Seminars:

If you are interested in speaking on a related topic please email Erin Gingerella, erin@ripwa.org



Questions or Special Provisions:

If special provisions are required please contact Erin: erin@ripwa.org or 401-364-8722



Membership with RIPWA:

The Rhode Island Public Works Association is a non profit organization that supports high quality training and educational opportunities for the Public Works community in Rhode Island. Some benefits include advertising opportunities in our newsletter and a listing on our website.