



EXHIBITOR REPRESENTATIVE REGISTRATION FORM — PAGE 1 OF 3

Exhibitor Registration Information

PLEASE NOTE: Exhibit rental fees must be paid in full before exhibitor booth staff badges can be picked up at Exhibitor Registration at the Washington State Convention Center.

**Exhibiting companies can register their on-site booth staff as one of two categories:
Exhibitor Conference OR Exhibitor Expo Only.**

EXHIBITOR CONFERENCE REGISTRATION

In addition to full access to the exhibit floor this registration category entitles your booth staff to take full advantage of all the PWX education programs, Sunday's Get Acquainted Party, and Monday's Awards Ceremony & Reception and spectator access to the National Rodeo on Monday.

The number of Complimentary Exhibitor Conference Registrations are allocated to each exhibiting company based on size of their booth:
100 – 300 square feet. 4 Exhibitor Conference Registrations
For each additional 100 square feet. 1 Exhibitor Conference Registration
Exhibitor Conference Registrations in excess of complimentary allotment \$500 each

EXHIBITOR EXPO ONLY REGISTRATION

This registration category is good only for the exhibit floor. Exhibiting company can request an unlimited number of these for booth staff.

PROCEDURE

Read this information carefully! This information will insure that all exhibitor booth staff are credentialed correctly. Please Note: Exhibit Rental Fees must be paid in full before Exhibitor Badges can be picked up at the Washington State Convention Center.

1. Complete the information on the general information section on the reverse side, including company name, square footage of booth and contact person. This form is to credential personnel only.
2. Using the exhibitor information as shown above, determine the total number of exhibitor conference badges you are entitled to and how many exhibitor expo only badges you will require
3. Please complete the exhibitor booth staff information section on the reverse side for each representative indicating if they should be given an exhibitor conference badge or an expo only badge.
4. For security and liability purposes, exhibitor badges can only be processed under the name of the contracted exhibiting company. Dealers or representatives working on behalf of the exhibiting company should put the company they are exhibiting for in the 'General Information' portion of the form and their company name in the 'Exhibitor Booth Staff Information' portion of the form.
5. Each person is responsible for picking up his/her own badge and a valid picture ID will be required at check-in.
6. Special event tickets can be purchased onsite.

Turn over for more information...

MAIL completed registration form with payment to:
American Public Works Association
PO Box 843742
Kansas City, MO 64184-3742

OR

FAX credit card payments to:
817-277-7616
Important: if you FAX your registration form please
DO NOT mail a form and risk duplicate billing.

QUESTIONS/

Call APWA's registration company at 817-277-7791, Monday – Friday, 8:00 a.m. – 5 p.m. CST., or e-mail webreg@signup-confirmation.com.



EXHIBITOR REPRESENTATIVE REGISTRATION FORM — PAGE 2 OF 3

1 GENERAL INFORMATION

Exhibiting Company Name _____ Booth Number _____ Contact Name _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Daytime Phone _____ Fax _____ E-mail _____

2 EXHIBITOR BOOTH STAFF INFORMATION

Number of Exhibitor Conference Badges _____ Number of Paid Conference Badges _____ x \$500 = \$ _____

Number of Exhibitor Expo Only Badges _____

CHECK ONE: Exhibitor Conference Badge — Comp
 Exhibitor Conference Badge — Paid
 Exhibitor Expo Only Badge

Last Name _____ First Name _____

Nickname for Badge _____ E-mail Address _____

Title _____

Exhibiting Company _____

City _____ State/Province _____

Emergency Contact (list someone NOT traveling with you) _____

Emergency Contact Phone _____

CHECK ONE: Exhibitor Conference Badge — Comp
 Exhibitor Conference Badge — Paid
 Exhibitor Expo Only Badge

Last Name _____ First Name _____

Nickname for Badge _____ E-mail Address _____

Title _____

Exhibiting Company _____

City _____ State/Province _____

Emergency Contact (list someone NOT traveling with you) _____

Emergency Contact Phone _____

CHECK ONE: Exhibitor Conference Badge — Comp
 Exhibitor Conference Badge — Paid
 Exhibitor Expo Only Badge

Last Name _____ First Name _____

Nickname for Badge _____ E-mail Address _____

Title _____

Exhibiting Company _____

City _____ State/Province _____

Emergency Contact (list someone NOT traveling with you) _____

Emergency Contact Phone _____

CHECK ONE: Exhibitor Conference Badge — Comp
 Exhibitor Conference Badge — Paid
 Exhibitor Expo Only Badge

Last Name _____ First Name _____

Nickname for Badge _____ E-mail Address _____

Title _____

Exhibiting Company _____

City _____ State/Province _____

Emergency Contact (list someone NOT traveling with you) _____

Emergency Contact Phone _____



EXHIBITOR REPRESENTATIVE REGISTRATION FORM — PAGE 3 OF 3

3 PAYMENT

TOTAL FROM PAGE 2: \$ _____ (Fees are in US Funds)

Check # _____ enclosed (Made payable to APWA)

Government Voucher or Purchase Order # _____ (PO MUST be included with registration form)

Credit Card (check one): Visa MasterCard American Express

* All registration fees, including those paid by credit card, will be billed and charged in U.S. Dollars only. Non-U.S. bank card holders please note when paying by credit card, fees are charged in US dollars and may be subject to an exchange rate and/or a foreign transaction fee at the time the payment is processed depending on the terms and conditions outlined in your bank card agreement.

Card Number _____ Expiration Date _____

Print name as it appears on the card _____

Date _____ Signature (required) _____

EMAILED FORMS WITH CREDIT CARD INFORMATION WILL NOT BE ACCEPTED.

ADJUSTMENT: IN THE EVENT THAT THE TOTAL AMOUNT DUE IS MISCALCULATED ON THIS FORM DUE TO ERROR, MEMBERSHIP STATUS, OR OTHER, APWA RESERVES THE RIGHT TO AUDIT OR ADJUST ANY TOTAL CHARGES DUE.

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OR FAX credit card payments to:

American Public Works Association
PO Box 843742
Kansas City, MO 64184-3742

817-277-7616
Important: if you FAX your registration form please
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APWA's
Federal
ID # is
36-220-2880

QUESTIONS?

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Photo and Video Release

I grant to APWA the right to take photographs or video of me in connection with the APWA PWX Conference. I authorize APWA, its assigns and transferees to copyright, use and publish the same in print or electronically. I agree that APWA may use or reproduce such photographs with or without my name or biography and for any lawful purpose, including APWA educational, news or promotional material, whether in print, electronic or other media, including the APWA website.

Special Needs

If you need special services or equipment, pursuant to the Americans with Disabilities Act (ADA) please contact the APWA Meetings Department at 816-472-6100 or pwx@apwa.net

Conference Code of Conduct

General

APWA is dedicated to providing a secure, pleasant and harassment free environment for participants in all of our events and conferences. All Attendees, Presenters and Exhibitors are required to comply with this Code of Conduct and to cooperate with APWA and event/conference staff in implementing and enforcing compliance with this Code.

Acceptable Behavior

Attendees, Presenters and Exhibitors at APWA events are expected to conduct themselves at all times in a courteous, professional and respectful manner, and to refrain from language and behavior that might bring discredit upon themselves, their companies or agencies or APWA.

Unacceptable Behavior

Prohibited conduct includes, but is not limited to, actions disrupting the businesslike atmosphere of a conference, harassment of any kind, discrimination, inappropriate language,

failure to comply with all local, state, and federal laws, activities that endanger self or others, and failure to comply with instructions of convention/APWA staff. Harassment includes the use of abusive, offensive, or degrading language or visual images, intimidation, stalking, bullying behavior, harassing photography or recording, inappropriate physical contact, sexual imagery and unwelcome sexual advances or request for sexual favors.

Consequences of Unacceptable Behavior

Attendees, Presenters and Vendors who do not comply with this code of conduct at any event will be subject to discipline ranging from removal from the event with no refund to being barred from attending future APWA sponsored or co-sponsored events.

What to do if you witness or are the subject of Unacceptable Behavior

If you have any concerns or wish to report violations of this Code of Conduct, please contact a member of the Conference Staff immediately. You may also report concerns by calling 816-595-5242 or emailing dforbes@apwa.net.

Adult/Waiver Release

IN CONSIDERATION OF being allowed to participate in any way in the American Public Works Association (PWX) Public Works Expo Conference, the undersigned acknowledges, appreciates and agrees that:

1. There is risk of injury from the activities involved in this Event, including the potential for permanent paralysis and death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of injury does exist; and
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE APWA OR OTHERS and assume full responsibility for participation and any damage arising out of my participation in the Event;

3. I expressly relieve the APWA from any duty of care, which is or may be owed to me as a result of my participation in the event; and
4. I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and
5. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS the American Public Works Association, its officers, officials, agents, employees, directors, affiliates, partners, successors, predecessors, assigns, and any other person(s) acting on its behalf as well as all other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners, lessors of premises used to conduct the event, and their officers, officials, agents, employees, directors, affiliates, partners, successors, predecessors, assigns, and any other person acting on their behalf (Releasees), with respect to any and all injury, disability, death or loss or damage to personal property caused by participation in the Event, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS, INCLUDING THE RIGHT TO ASSERT A CLAIM OF NEGLIGENCE AGAINST RELEASEES RELATING TO PARTICIPATION IN THE EVENT, BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Attendee Signature _____

Date _____