



EXHIBITOR SERVICE MANUAL

CLEAN WATERWAYS 2021 | September 14-15, 2021

The Galt House
140 N Fourth St | Louisville, KY 40202

General Show Information

Event Dates:	September 14-15, 2021
Location:	The Galt House 140 N Fourth St Louisville, KY 40202
Sponsor Display Room:	Grand Ballroom A
Event Goals:	The goal of this event is to serve the spill response industry by hosting a forum that facilitates an open exchange of ideas, case studies and best practices for stakeholders from industry, government, environmental, emergency planning and response industries throughout maritime, facilities, rail and pipeline. Further, to improve working relationships between industry and agencies prior to an incident occurring
Who Should Attend:	Anyone involved in spill prevention and response along inland river systems will benefit from attending CLEAN WATERWAYS. The conference content will cover all spill prevention and response issues along inland rivers and extended to facilities, pipeline, rail and barges/tankers.
Show Management:	Access Intelligence, LLC. 11000 Richmond Ave, Ste. 690 Houston, TX, 77042
Website:	www.cleanwaterwaysevent.org
Conference Dress Code:	Business Casual
Show Colors:	Green and Black
General Service Contractor:	FERN Expositions
FERN Discount Deadline:	Friday, August 27, 2021

Show Management Contact Information	
Kayla Sparks, Show Director	ksparks@accessintel.com
Renie Mayfield, Sales Manager	rmayfield@accessintel.com
Ashlyn Geoffrey, Operations Manager	ageoffrey@accessintel.com
Carey Buchholtz, Marketing Director	cbuchholtz@accessintel.com
Cassie Davie, Sr. Conference Manager	cdavie@accessintel.com
Jill Dean, Group Attendance Sales Manager	jidean@accessintel.com
Customer Service	register@cleanwaterwaysevent.org

EXHIBITOR IMPORTANT INFORMATION

- Booth Equipment Info:** Each 8' x 10' Booth Includes:
8' high background green drapery
3' high side division green drapery
Two (2) Side chairs
One (1) 6' table draped black
One (1) ID sign
- Move In:** Monday, September 13, 2021 1:00 PM – 6:00 PM
- Key Networking Hours:**
- Monday, September 13, 2021
5:30 PM – 7:30 PM Welcome Reception
- Tuesday, September 14, 2021
8:00 AM – 9:00 AM Welcome Breakfast in the Exhibit Hall
10:30 AM – 11:00 AM Networking Break in the Exhibit Hall
12:30 PM – 1:30 PM Networking Lunch in the Exhibit Hall
3:00 PM – 3:30 PM Networking Break in the Exhibit Hall
5:00 PM – 6:30 PM Reception
- Wednesday, September 15, 2021
8:00 AM – 8:30 AM Coffee Break in the Exhibit Hall
10:00 AM – 10:30 AM Networking Break in the Exhibit Hall
12:00 PM – 12:30 PM Grab-n-Go Sendoff Break
- Move Out:** Wednesday, September 15, 2021 12:00 PM – 6:00 PM
- Shipping:** Exhibitors are encouraged to send materials to the Fern Warehouse and will be responsible for covering their own shipping/receiving fees (official rates are available from the Shipping and Material Handling tab on Fern's OneView). The warehouse will begin accepting shipments on **Monday, August 16** through **Friday, September 10**. Fern will NOT refuse late shipments but any materials arriving after **August 11** will be charged a late fee. CLEAN WATERWAYS will not be responsible for any materials delivered directly to the hotel.
- Shipping Labels:** **Advanced Warehouse:**
TO: CLEAN WATERWAYS 2021
C/O: FERN EXPO
3752 CRITTENDEN DRIVE
LOUISVILLE, KY 40209
COMPANY NAME - BOOTH #
- Safety & Hygiene Protocols:** In an effort to maintain the health and well-being of all at our events, we are committed to following the state and local guidelines as well as those put in place by the [CDC](#) and the [U.S. Travel Association](#). To find the most up to date safety & hygiene protocols that will be implemented at the event, please visit our [website](#).

HOTEL & TRAVEL INFORMATION



Book by **Friday, August 13** to receive the exclusive, discounted rate!

[The Galt House](#)

140 N Fourth Street

Louisville, KY 40202

Phone: (502) 589-5200

Hotel Accommodations:

A block of rooms has been secured for CLEAN WATERWAYS attendees at The Galt House. As both the location of our conference and exhibit hall, this property will be the most convenient place to stay for our 2021 event.

Rooms are available at the discounted rate of \$179 until Friday, August 13, 2021.

Standard hotel room – \$179 + Book [here](#).

Government hotel room – \$131 + Book [here](#).

Parking:

Valet parking, fee: \$32 daily

On-site parking, fee: \$12 daily

Transportation:

Getting around Louisville is easy. While downtown is very walkable, Louisville also offers a variety of options to explore further, including Louvelo bike share and scooters. Visit our [transportation page](#) for maps and other transportation-related resources.

Airline Information:

If you are flying into town, the [Louisville Muhammad Ali International Airport](#) follows health and safety guidelines provided by public health officials at the federal, state, and local levels. You can find a full list of preventative measures [here](#). The airport is also conveniently located just 7 miles from downtown and they offer taxi, ride-share and car rental services.

Airline Discounts:

Delta Air Lines

Delta Air Lines is pleased to offer special discounts for CLEAN WATERWAYS. Please [click here](#) to book your flights! You may also call Delta Meeting Network® at 1.800.328.1111* Monday–Friday, 7:00 a.m. – 7:30 p.m. (CT) and refer to Meeting Event Code **NMUKX**

**Please note there is not a service fee for reservations booked and ticketed via our reservation 800 number.*

United Airlines

We are pleased to partner with United Airlines for air travel to our upcoming event. To make flight reservations online please click on discount code [ZJUR933791](#). MileagePlus members earn Premier Qualifying Dollars and miles for their travel. You may also call United Meeting Reservation Desk at (800) 426 – 1122.

Monday – Friday 8:00 a.m. – 10:00 p.m. Eastern Time

Saturday – Sunday 8:00 a.m. – 6:00 p.m. Eastern Time

Booking fees are waived for Meeting reservations. International customers may contact their local United Reservation Desk.

Restaurants:

One of Louisville’s greatest assets is the city’s eclectic and diverse dining options, many of which are independent and locally owned. From curbside takeout and outdoor dining to the new indoor modifications, Louisville’s restaurants are still cooking up culinary greatness.

Use this [curated list](#) of currently available restaurant options to plan your Bourbon City dining experiences. We suggest calling ahead for current hours and reservations.

Onsite Dining:

Louisville’s Only Waterfront Hotel®, The Galt House features [seven restaurants](#) and lounges in for delicious dining and cocktails. Whether you need to entertain clients, want to kick back in a relaxed pub atmosphere or need a late-night snack, Galt House Hotel’s inviting restaurants are exactly what you’re craving. Our talented culinary team proudly uses organic Kentucky home-grown products year-round.

Attractions:

As Kentucky continues to move through stages of reopening, Louisville’s 120 attractions are also operating in various forms of serving customers. With 85% of the city’s attractions open, reference this Louisville Tourism [list](#) to plan out your extra time.

Not sure where to start? [See](#) which spots typically top the list of Louisville’s authentic attractions. Some attractions require reservations – we suggest calling ahead to find out how to book.

Weather in Louisville:

Be prepared for the [weather forecast](#) during your stay.

Registration Instructions

Signing up for an exhibit display *does not* register your personnel for the conference.

As an exhibitor, you receive one (1) complimentary conference pass, plus deep discounts on additional passes. You can access the exhibitor registration portal [here](#).

To register for your complimentary pass:

1. Enter the email address of the person who will be using the free pass
(there will be a CC email field on the next page if you would like to copy yourself on the registration confirmation)
2. Enter your VIP code provided in your Exhibitor Welcome email, subject: Welcome CLEAN WATERWAYS 2021 Exhibitors!
3. Select the Exhibitor Conference Pass category, and enter password: **CWEXH21**
4. Click continue and complete registration contact information and demographic questions

Once you utilize your allotted complimentary pass, you can **register for additional discounted passes** for the rest of your team:

1. Enter the email address of the registrant
(there will be a CC email field on the next page if you would like to copy yourself on the registration confirmation)
2. Select the Exhibitor Conference Pass category, and enter password: **CWEXH21**
3. Click continue and complete registration contact information and demographic questions

If you need assistance registering, please contact (301) 354-2101 or register@cleanwaterwaysevent.org

Registration includes:

- Access to all conference sessions
- Entrance to exhibit display area
- Breakfast and lunch on both days
- Networking reception and break activities
- Online access to the conference archives

Cancellation Policy: All sales for CLEAN WATERWAYS are final. Non-payment or failure to show up onsite or access online materials does not constitute cancellation and said registrants are not entitled to a credit or refund of any kind.

Substitution Policy: Substitutions can be made. Notice of substitution must be made in writing and sent to: register@cleanwaterwaysevent.org.

Age Policy: No one under the age of 18 is permitted to register, attend, or join at any time under any circumstance during CLEAN WATERWAYS. There are no exceptions.

CLEAN WATERWAYS 2021 SPONSOR & EXHIBITOR RULES AND REGULATIONS

Clean Waterways • September 14-15, 2021

Clean Waterways 2021 is produced and presented by Access Intelligence.

Access Intelligence and the presenting association are hereinafter referred to as "Show Management"

TERMS AND CONDITIONS

- 1. Contract for Space:** The contract for space, the formal notification of space assignment and full payment of fees together constitute a contract between the exhibiting organization, hereinafter known as the Exhibitor, and Access Intelligence, hereinafter known as Show Management, for the right to use space for the Show. The contract is based upon the plan of exhibit rates shown thereon and general information contained in the exposition prospectus and sales kit, all of which are to be considered along with details on all pages of this form as part of the contract. All measurements shown on the floor plan are approximate and Show Management reserves the right to make such modifications as may be deemed to be necessary, making equitable adjustment with any exhibitor or exhibitors thereby affected. Show Management also reserves the right to adjust the floor plan to meet the needs of the exposition.
- 2. Minors and Children:** Persons under 18 years of age will not be permitted in the conference area.
- 3. Sharing/Subletting Space:** No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, or have representatives, equipment, or materials from other than their own firm in the said space. Show Management policy prohibits subcontracting of exhibit space. Should an exhibitor decide to cancel, exhibit space reverts back to Show Management.
- 4. Contractors Services:** Exhibition services of shipping, electric, and internet will be provided by the Galt House hotel and affiliated providers. Order forms can be found within this manual. Forms should be carefully prepared and returned by the deadlines noted to avoid late charges. Independent Contractors: Notification to use an independent contractor to install/dismantle exhibits must be received forty-five (45) days prior to the first day of the show. If an exhibitor elects to use any contractor other than the official contractors designated by show management, show management is not in a position to intercede in disputes on behalf of the exhibitor. See rules in Exhibitor Service Manual for other requirements. Notification to use independent contractor(s) must go to both show management and the Official Exhibit Services Contractor.
- 5. Character of Literature Tables:** It is the desire of Show Management that each sponsor design and create a table-top display of an attractive nature which will enhance the overall appearance of the conference and be a credit to the industry. Table-top Displays must be in good taste as determined by Show Management. It is the Sponsor's responsibility to create an attractive display area. Show Management reserves the unilateral right to correct any unsightly literature table and the Sponsor agrees to pay Show Management for expenses incurred in making the necessary alterations.
- 6. Gadgets, Gimmicks, Demonstrations, Music and Sound:** Side show tactics, scantily clad individuals or other undignified promotional methods will not be permitted. Sponsors are asked to observe the "good neighbor" policy at all times. Table-top Displays should be conducted in a manner not to be objectionable or offensive to neighboring tables. The use of photographers, musicians, entertainers, loud speakers, sound system equipment and noise-making devices are not permitted. Show Management reserves the right to determine when such items become objectionable. Balloons, horns, and odors are not permitted. Give-away, demonstrations and/or entertaining the attendees at Table-top Displays is permitted, so long as neighboring tables are not blocked. The operation of equipment indoors will not be permitted on a continuous basis. Operation of equipment may be approved for demonstration purposes for short periods (approximately one to five minutes), provided Show Management is notified in writing (30) days prior to the first day of the show. Exhibitors may take photos or videos of their table, however, they are not permitted to directly take pictures of any other display, or instruct others to take such pictures, without written permission by Show Management and the exhibitor whose display is being photographed. Sponsors must respect the privacy of other sponsors and not intrude or disrupt another sponsor while they are conducting business.
- 7. Other Exhibits:** The Sponsor agrees that not they, their agents nor their distributors will distribute publications or conduct any other display or exhibit any equipment bearing their trademark within a three mile radius of the exposition covered by this contract or its officially designated hotel properties during the dates of said exposition. This limitation does not apply to participation in other trade association exhibitions which may coincidentally be ongoing in the same city, or to exhibitor's regular place of business or show room. Violation of this provision by a Sponsor will constitute a breach of the contract and Show Management may, in its sole discretion, cancel this contract and sponsor will remove their display and any equipment contained in the Sponsor Foyer and forfeit all payments to Access Intelligence pursuant to this contract.
- 8. Soliciting – Access to Lists, Samples & Prizes:** No exhibiting firm, organization or trade publication, regardless of its product or service, is permitted to sell product off the show floor. No exhibiting firm, organization or trade publication, regardless of its product or service, is permitted to engage in direct selling in the Sponsor Foyer area. No soliciting of registrants shall be permitted. Samples, catalogues, pamphlets, publications, souvenirs, etc., may be distributed by exhibitors and their representatives (including hosts and hostesses) only at their own table. No sponsor will be permitted to conduct any prize drawings, awards for signing of names and addresses, etc., without prior written approval of Show Management. Signs showing the price of it must not be displayed. Access Intelligence reserves the right to limit access to attendee, sponsor and any other list or information gathered by Access Intelligence, or its contractors. Sponsors that publish industry publications may distribute their publications outside their booths only to the other sponsors and only during show hours. Show sponsors that produce industry publications may distribute their publications to other sponsors at times designated by show management.
- 9. Flammable Materials:** Flammable fluids, substances, or material of any nature are prohibited in the Sponsor Table Foyer and in the storage area behind the table. All decorative materials must be flame proofed before being taken into the Foyer, and must comply with local fire regulations. Transferring of flammable liquids while in the Sponsor Foyer is expressly prohibited. There will be no electrical equipment and wiring permitted.
- 10. Beverages and Foods:** Food and/or beverages may be supplied by the exhibitor, with the prior written consent of Show Management and the Facility. Alcoholic beverages may not be served in the Sponsor Foyer. Note: Corkage fees to the Facility may be required.
- 11. Liability:** Show Management will not be responsible for the safety or property of exhibitors from theft, strikes, damage by fire, water, storm or vandalism or other causes. Show Management will take reasonable precautions with the Hotel to protect Sponsor Tables from such loss. All property of the Sponsor is understood to remain in the sponsor's custody and control in transit to or from or within the confines of the Sponsor Foyer and subject to the rules and regulations for the conference. Note: Sponsors are advised to carry insurance to cover sponsor materials if the feel necessary against damage and loss and public liability insurance against injury to the person and property of others. Sponsor must comply with all federal, state, local and exposition facilities' safety regulations. Exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure to distribute the placement of his exhibit material to conform with the floor loading specifications. Indemnity: Exhibitor agrees to indemnify, defend, and hold harmless Show Management, its officers, employees, and agents from and against any and all third party claims and other liabilities (including reasonable attorney's fees) that are caused by, arise from, or grow out of the negligent acts or omissions of the Sponsor, its agents, officers, employees, representatives, servants, invitees, patrons, or guests. The sponsor is charged with knowledge of all local laws, ordinances and regulations pertaining to business licenses, health, fire prevention and public safety affecting his participation in the conference. Compliance with such laws is mandatory for all sponsors and is the sole responsibility of the sponsor. If unusual equipment is to be installed, the exhibitor must communicate with Show Management for information concerning the facility or applicable regulations. Show Management will not be liable for the fulfillment of this contract as to the delivery of space if non-delivery is due to any of the following causes: By reason of the building being destroyed or substantially damaged by fire; act of God; public enemy; strikes; authority of law; or any other cause beyond the control of Show Management. In the event of not being able to hold the exposition for any of these reasons, Show Management will refund to each Sponsor the amount they paid for their space less a prorated share of all the expenses incurred for the exposition up to the date of required cancellation.
- 12. Damage:** Sponsors will be liable for any damage caused by fastening fixtures to the floors, walls, columns or ceilings of the hotel and for any damage to equipment furnished by Show Management or service suppliers designated by them.
- 13. Violation:** The interpretation and application of these rules and regulations are the responsibility of Show Management. Any violation by the sponsor of any of the terms or conditions herein shall subject exhibitor to cancellation of its contract to occupy booth space and to forfeiture of any monies paid on account thereof. Upon written notice of such cancellation, Show Management shall have the right to take possession of the sponsor's space, remove all persons and properties of the exhibitor and hold the sponsor accountable for all risks and expenses incurred in such removal.
- 14. Social Functions/Special Events:** Any social function or special event during the Show in the host city is reserved for sponsoring companies and must be approved by Show Management.
- 15. Show Rules:** In the event that unforeseen events make it necessary, Show Management will have the right to amend these rules and regulations or make additions thereto, and all such amendments or additions shall be made known promptly to each exhibitor. Show rules are promulgated separately and are tailored to the individual exhibit hall.
- 16. Good Standing with Sponsor Publications:** If exhibitor is also an advertiser with Access Intelligence, the presenting publication of the show, their advertising account balance must be current or within 30 days of billing date to retain their space.