

November 9, 2007

Re: The 3rd Northeast Onsite Wastewater Treatment Short Course and Equipment Exhibition

Dear Onsite Wastewater Treatment Manufacturer/Representative:

It may seem hard to believe, but it is almost that time again: the **3rd Northeast Onsite Wastewater Treatment Short Course and Equipment Exposition** is now just a little more than six months away. This eagerly anticipated triennial event is scheduled for **March 11-13, 2008**, at the Mystic Marriott Hotel & Spa in Groton, Connecticut. The theme of the conference is "*Onsite Wastewater Management: Planning for the Future.*"

In the 2005 edition of the conference, we had over 300 attendees and 47 exhibitors. We hope to surpass those amounts in 2008. Once again, the conference will feature nationally recognized speakers, the latest in onsite/decentralized technology, optional field trips, and wastewater management solutions for the protection of our water resources. Our keynote speaker is Richard Otis, Ph.D., who is well respected in the field and who will bring a national perspective to the event. New items for 2008 include a concurrent session offering of NOWRA's A-to-Z course, a Cyber Café, and an Installers/Service Providers Day on the afternoon of March 11.

As an influential member of the onsite wastewater industry, you are cordially invited to play an important role in the conference by representing your company as an exhibitor. The exhibit cost is \$950 for a 10' x 8' pipe and drape booth. This fee includes one complimentary FULL conference registration (which includes breaks, lunches, admittance to general sessions, and conference CD proceedings) and one Trade Show ONLY registration. Confirmation requires completion of the enclosed Exhibitor Registration Form and full payment. Additional FULL conference registrations can be purchased for \$395; additional trade show ONLY registrations cost \$125.

In keeping with our Short Course tradition, we once again are planning optional field trips. You may visit the University of Rhode Island's New England Onsite Wastewater Training Center, take a tour of commercial systems in the area, or participate in our inspection tour. The three field trips are scheduled for Thursday, March 13, 2008, at an additional charge of \$125 per person. (This charge is not included in the full registration package.) You may register for a field trip now or at a later date when more details are available. We urge you, however, to register as soon as possible because the trips fill up quickly.

We have contracted with SER Exposition Services for this event. They will handle the exhibit hall setup as well as any special needs, including shipping. The Exhibit Hall will be open for the two main days of the conference – March 11 and 12. Setup will begin at 7:00 a.m. on March 11 with the official Exhibit Hall opening at 10 a.m. Breakdown of the hall will occur during the afternoon of March 12. There will be a reception in the Exhibit Hall on the evening of March 11 (tentatively scheduled from 5 to 7 p.m.). Electricity

Exhibitor Invitation – 3rd Northeast Onsite Short Course
September 5, 2007
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will be provided for all booths at no additional charge, but Internet connections, data ports, and other special needs are only available upon request at an additional cost and must be arranged directly through the Mystic Marriott Hotel.

When you place your reservation, you also receive the option of selecting your exhibit space location. The enclosed diagram depicts the layout of the exhibit room with booth numbers. When registering, please indicate your top five booth number preferences or call us directly to secure your location. Space is available on a first come, first served basis, so we advise you to reserve a spot soon if you have a special preference. The hotel and expo company will follow the enclosed floor plan as closely as possible, but final locations may shift slightly due to the number of exhibitors.

We also once again plan to offer valuable opportunities for corporate sponsorships of breaks, lunches, receptions, spa appointments, program giveaways (i.e., trade show bag), and hospitality suites. Please refer to our Sponsorship Information Sheet enclosed with this mailing. If you are interested, please indicate so on the enclosed registration form, and we will contact you.

To secure your registration and preferred exhibit space, please complete and submit the attached registration form by February 1, 2008 with your payment. Exhibit space registration will be conducted on a space-available basis; once all spots are filled, no additional space will be added. A confirmation letter with additional conference details and an exposition prospectus will be sent to you upon registration.

Regarding lodging, a block of rooms has been reserved at the Mystic Marriott Hotel & Spa at the conference rate of \$119 per night under the name “New England Water Pollution.” The reservation code for the conference is **“newnewa.”** Reservations may be made by calling the hotel at (866) 449-7390 or visiting its website at www.MysticMarriott.com.

If you need additional information, please contact me at (978) 323-7929 ext. 255 or by email at jmurphy@neiwpcc.org. I look forward to seeing you in Groton in the spring!

Sincerely,

John J. Murphy
Environmental Engineer
NEIWPCC

Enclosures: Exhibitor Registration Form
 Exhibition Hall Layout
 Draft Conference Agenda
 Conference Sponsorship Opportunities

cc: Short Course Planning Committee



Third Northeast Onsite Wastewater Treatment

SHORT COURSE AND EQUIPMENT EXHIBITION

“Onsite Wastewater Management: Planning for the Future”

DRAFT AGENDA (September 07)

**Mystic Marriott Hotel & Spa
Groton, Connecticut
March 11-13, 2008**

Tuesday, March 11, 2008

- 7:00-10:00 a.m. Exhibit Hall Set-up
- 7:30 a.m. Conference Registration
- 8:30 a.m. Welcoming Remarks
Gina McCarthy, CT DEP Commissioner
- Opening Remarks
Robert W. Varney, Regional Administrator,
U.S. EPA-New England
- Keynote Address
Richard Otis, Ph. D., Otis Environmental
Consultants, LLC
- 10:00 a.m. Break and Exhibit Hall Opening
- 10:30 a.m. Technology Session
- 10:30 a.m.-5:00 p.m. “NOWRA A to Z”
(concurrent session)
- 12:00 p.m. Lunch
- 1:00 p.m. Technology Session
- 3:00 p.m. Afternoon break
in the Exhibit Area
- 3:30 p.m. Management Session
- 5:00 p.m. Adjourn First Day
- 5:00-7:00 p.m. **Reception**
in the Exhibit Area

Wednesday, March 12, 2008

- 8:30 a.m.-4:30 p.m. “NOWRA A to Z”
(concurrent session)
- 8:30 a.m. Management Session
- 10:30 a.m. Morning break
in the Exhibit Area
- 11:00 a.m. Pollutant Removal Session
- 12:00 p.m. Lunch
- 1:00 p.m. Emerging Issues Session
- 3:00 p.m. Afternoon break
in the Exhibit Area (exhibit area breakdown)
- 3:30 p.m. Emerging Issues Session
- 4:30 p.m. End of Conference

Thursday, March 13, 2008

Optional Field Trips

- 8:00 a.m. **Registration**
- 9:00 a.m. **Depart for Field Trip Sites**
- 9:30 a.m.-3:00 p.m. **Field Trip**
- Field Trip Options:**
- 1) URI Training Center and Demo Sites
- 2) Connecticut Commercial Systems Tour
- 3) Connecticut System Inspection Tour
- 4:00 p.m. Return to Hotel

**Times are subject to change.
Draft agenda subject to change.**



3rd Northeast Onsite Wastewater Short Course and Equipment Exhibition

March 11 & 12, 2008

Mystic Marriott Hotel & Spa, Groton, CT

Exhibitor Registration Form

Contact Name(s): _____ Title: _____

Company: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email: _____ Web Site: _____

All booths provided with electricity, 6' table, 2 chairs, 1 wastebasket, and one 7"x 44" ID sign.

Check here if you do not require a table or chairs: (explain) _____

If interested in optional Internet access or other items at an additional cost (check here):

(Please specify needs) _____

Preferred Exhibit Booth Location (indicate space numbers, in order of preference):

First Choice: ___ Second: ___ Third: ___ Fourth: ___ Fifth: ___

Exhibition Costs:

Number of Booths: _____ @ \$950 = \$ _____
(Includes 1 FULL Conference registration and one Trade Show ONLY if received **after** October 31, 2007)

Additional FULL Conference registrations @ \$395 per person = \$ _____
(FULL Conference registration includes breaks, lunches, admittance to general sessions, and proceedings CD)

Additional Trade Show only registrations @ \$125 per person = \$ _____
(Trade Show ONLY registration includes breaks, lunches, and Exhibit Hall – not general sessions)

OPTIONAL Field Trip registrations @ \$125 per person = \$ _____
(Includes field trip attendance, bus transportation, materials, breaks, and lunch for March 13)

Field trip preference (check one): URI, Commercial, Inspection

TOTAL EXHIBITOR COST = \$ _____

AMOUNT ENCLOSED: \$ _____

Form of Payment: (Make checks payable to NEIWPPCC)

Check No. _____ or Credit Card : _____ (indicate VISA, MC, or Discover)

Credit Card #: _____

Expiration Date: _____ Name on Card: _____

Signature: _____

(over)

3rd Northeast Exhibitor Registration Form (continued)

Company Name: _____ Date: _____

List conference registrants, if available: (Use additional sheet if needed. Substitutions accepted.)

Name	Type of Registration (i.e., full, trade show)	Field Trip (Y or N)

Are you interested in sponsorship opportunities (i.e., breaks, reception, etc.)? _____

If so, whom should we contact? _____

Additional Requests: _____

Limited security will be provided in the exhibit area when it is closed to visitors. Exhibitors are solely and fully responsible for their own exhibit items and should insure them against loss or damage. Each exhibitor's property is understood to remain in the exhibitor's care, custody, and control in transit to and within the confines of the exhibit area.

By signing and dating this form in the space provided below, the Exhibitor agrees to the following terms and conditions:

1. The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel's premises and will indemnify, defend, and hold harmless NEIWPCC, Conference Sponsors, the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees (*hereafter known as "the Organizers and the Hotel"*) from any and all such losses, damages, and claims.
2. The Organizers and the Hotel will not be responsible or liable for any loss, damage, or claims arising out of Exhibitor's activities on the Hotel's premises except for any claims, loss, or damages arising directly from the Organizer's or Hotel's own negligence.
3. The Exhibitor will use the appropriate loading dock entrance, which is located in the back of the hotel either by the loading dock area or the banquet loading area. No Exhibitors will be allowed to use the front of the hotel to load such materials.
4. Upon registration the Exhibitor will receive Exhibitor Policies and Procedures for the 3rd Northeast Onsite Wastewater Short Course. The Exhibitor will comply with those policies and procedures unless he/she notifies NEIWPCC of any issues or concerns by February 29, 2008.

Exhibitor Signature

Date

A completed and signed registration form and payment must be received by NEIWPCC in order to secure exhibit space. All forms must be received by February 1, 2008. In all cases, space is available on a first come, first served basis. Requests for refunds will only be honored for cancellations received by February 1, 2008.

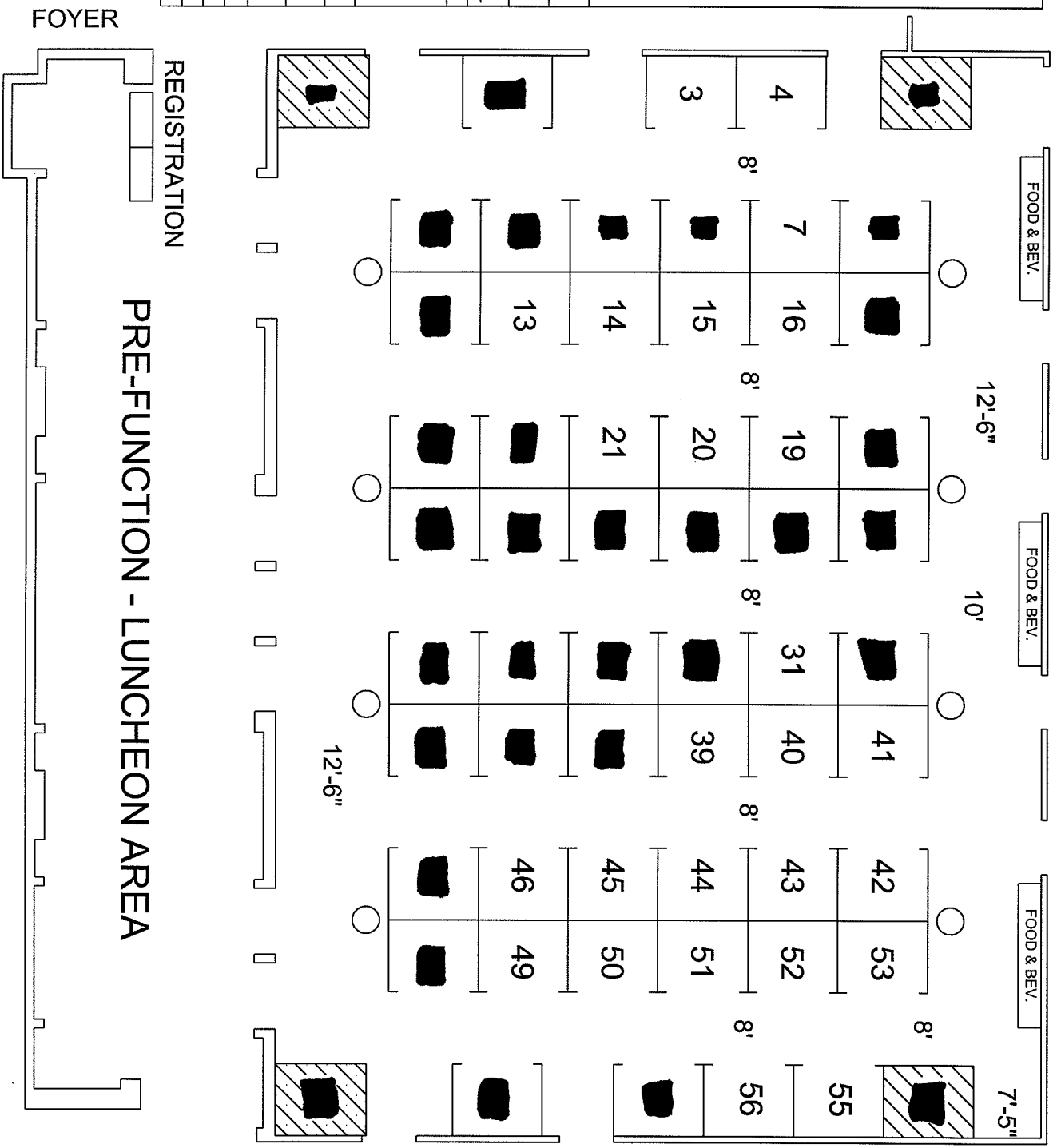
Return completed and signed exhibitor registration form to:

NEIWPCC
116 John Street
Lowell, MA 01852
Attention: 2008 NE Onsite Short Course
Tel: (978) 323-7929 Fax: (978)-323-7919
(Original must be received via U.S. mail)

**3RD ANNUAL NORTHEAST ONSITE WASTEWATER TREATMENT
SHORT COURSE AND EQUIPMENT EXPO
MARCH 11-12, 2008**

LOCATION MYSTIC MARRIOTT GROTON, CT	
ROOM MARRIOTT BALLROOM	
SPECIAL EVENT RENTALS INC. 1-800-527-2175	
SITE DIR: Marriott-Mystic	
SHOW CODE: NEOnsiteWastewater	
BOOTH COUNT: 59	
BOOTH SIZE: 10'X8'	
EXCEPTIONS: 8 Scattered Cocktail Rounds 3 Food & Beverage Tables	
DATE DRAWN	5/15/07
CAD OPER. LM	
REVISIONS	
8/28/07	

 = RESERVED FOR SHOW MANAGEMENT





Third Northeast Onsite Wastewater Treatment

SHORT COURSE AND EQUIPMENT EXHIBITION

“Onsite Wastewater Management: Planning for the Future”

Mystic Marriott Hotel & Spa, Groton, Connecticut
 March 11-13, 2008

Daily Sponsorships

Tuesday, March 11, 2008

- All Day Breaks \$ 1,250
 - Continental breakfast \$ 1,000
 - Coffee break refresh \$ 250
 - Afternoon break..... \$ 500
 - Cocktail reception..... \$ 2,000
- Multiple partial sponsorships*

Wednesday, March 12, 2008

- All Day Breaks \$ 1,250
- Continental breakfast \$ 1,000
- Coffee break refresh \$ 250
- Afternoon break..... \$ 500

Thursday, March 13, 2008

Field trip box lunches

- for all..... \$ 1,500
- or per trip..... \$ 500

(NOTE: All sponsorships can also be partial sponsors in multiples of \$500 — or \$250 for a.m. break)

Other Sponsorships

- Logo on Conference Tote bag \$ 1,500
- Internet and email stations \$1,000
at the Cyber Café located in Pre-function area

For more details on these opportunities, contact John Murphy at (978) 323-7929, ext. 255.

Sponsorship Opportunities through the Mystic Marriott Hotel & Spa

Host a Spa Appointment
 Contact: Megan Martino
 (860) 446-2500, ext. 399

Host a Hospitality Suite
 Contact: Kimberly Jeffers (860) 326-0324

Host a King Suite
 Contact: Jennifer Brown (860) 326-0332

Host a Meeting
 Contact: Kimberly Jeffers (860) 326-0324

All conference sponsors and sponsored events will have a sign prepared acknowledging corporate sponsor and acknowledgment on all conference programs and web site received prior to the final program brochure mailing will be listed on the brochure.

