

January 13, 2020

Greetings Associate Members and Vendors,

Here are some *very important* details for this year's NYRWA Annual Technical Training Workshop & Exhibition. You have the option to purchase multiple booths at one time, to expedite the registration process and ensure you get booths together. At this time we are pleased to inform you that the online booth registrations will open **Wednesday, February 26, 2020, at 10:00 a.m. (Eastern Time)**.

Here are some instructions on how to register. Multiple booth selections are available for your convenience. Please be sure to have a credit card available before you begin your registration process. We accept Visa, MasterCard and American Express. Please do not use spaces or dashes when entering your credit card number. You may also pay by echeck.

You will also need a brief description of your company's services.

****Please Note: The registration process works best from a computer****

****Do Not click the back button** at any point, or your registration will be **lost** and you will need to start over**

On **Wednesday, February 26, 2020, at 10:00 a.m. (Eastern Time)**. Go to www.nyruralwater.org click the **Annual Conference** tab, **Exhibitors**, and then choose the appropriate link. If you are a member click the **Already an Associate Member? Register for the Conference** link and select your company name from the drop down box. Verify your information, then click Continue to Booth Selection Page.

Those who are non-members and would like to purchase a booth and become a member, click the **Become an Associate Member and Register for Conference** link. You will need to complete the required information, and then click Continue to Booth Selection Page.

Those who are non-members and would like to **Register for Conference ONLY, No Associate Membership**. You will need to complete the required information then click Continue to Booth Selection Page.

This will bring you to the page where you select your booth(s). You will be able to see what booths are available (green), pending (yellow) or reserved (red). Please choose your booth(s) carefully as your **purchase is final**.

Once on the booth selection page, click **once** on the booth(s) you wish to purchase (clicking twice deselects the booth), a blue screen will flash on the **bottom** of the page showing your booth selection(s) and the Register button. Click the **Register** button in the lower right corner. Once you click Register the booth(s) are held for maximum of 20 minutes, if you do not complete the process before 20 minutes is up, the booth(s) become available again and you will need to start the process over.

You will get a pop up that says **"You are registering for Booth #'s Be aware of your competitors location,"** click the **Ok** button to proceed with your booth selections. You will need to have all booth attendee names and a description of services to add to the registration for each booth for our directory. Click Continue to Registration Review. Review the details and Select Payment Method (Credit Card or E-Check **only**), then click Continue to Payment Page. Enter payment details (do not add spaces or dashes to credit card payments), and then click Process Payment. Remember **Do Not click the back button** at any point, as your booth selection(s) will be lost. Once your payment is approved, be sure to print the page as a receipt.

Once a booth is purchased the booth location cannot be changed and the location is final. If a booth is canceled before April 17, 2020 a refund will be granted minus a \$75 service fee, per booth cancelation. A booth cannot be canceled for the purpose of relocating to a new booth space. No Exceptions. There are NO refunds after April 17, 2020.

Please be sure to share this information with the person who handles the registration process for your company.

We look forward to seeing you in May.

Sincerely,

Cheryl Kearns – NYRWA Member Services