

2025 MOWA Convention Registration

February 3-4, 2025



The Minnesota Onsite Wastewater Association (MOWA) presents the 2025 Minnesota Onsite Wastewater Convention on February 3-4, 2025. The Trade Show is a very important part of our convention. **MOWA offers exhibitors the opportunity to contact industry professionals AND show support of MOWA at the only onsite wastewater convention in Minnesota.**

At the 2025 convention, we will offer over 25 booths at The Park Event Center in St. Cloud, Minnesota. We will continue with the two-day convention format and several sponsorship opportunities. Exhibitors will have the choice to attend both days of the convention – including all CEUs, meals and entertainment – for the single price of the booth fee! We'll have games geared toward exhibitor-attendee interaction. The Roe-D-Hoe® event is being planned as well to have contractors test their skills on the backhoe. Opportunities for sponsorship are described under Sponsorships.

None of these accomplishments could have happened without the support and leadership of MOWA members and industry suppliers and manufacturers. "Come grow with us" by exhibiting at our annual convention and talk to the leaders in Minnesota's onsite wastewater industry. **We look forward to seeing you in Duluth on February 3-4, 2025.**

Vendor Information

Booth Registration includes

- 8' (deep) x 10' (wide) space
- Piping and drapes
- Sign for your company name
- 8-foot table and 2 chairs

Details

- Each booth space includes two (2) conference registrations
- Additional vendor representative registrations are available for \$100.

- Electrical Power – Additional Cost.
- Please see the last page of the packet to order electric through The Park Event Center.

Freight Handling Information

Shipping items to the Conference?

Items to be shipped to The Park Event Center for your booth must be addressed as follows:

The Park Event Center

C/O MOWA Convention - February 3-4, 2025

Booth # _____

500 Division Street

Waite Park, MN 56387

Items are received no more than 10 days prior to the convention. NO EXCEPTIONS.

If your items are to be picked up after the convention, you must arrange pickup. The Park Event Center will not do this for you.

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Booth Display Rules

1. Trade Show Set-up/Tear-down Schedule:

- Booth set-up: Sunday, February 2 from 3:00 PM - 6:00 PM & Monday, February 6 from 7:30 AM - 11:00 AM
- Tear-down: Tuesday, February 4 from 7:30 AM - 12:00 PM

2. Booth Display Time

- Trade Show – opens Monday, February 3rd from 12:00 PM – 2:30 PM
- Trade Show – open from 4:10 PM – 6:30 PM on February 3rd
- An evening entertainment event is being planned and more details will be coming.

3. Space

- No portion of the booth area may be sublet or assigned to any other firm or person(s).

4. Space Assignments

- Booth and/or rig space assignments are made on a first come, first serve basis. Indicate your first and second choice for booth space.
- The Exhibitors application form offers you the opportunity to indicate competitors you would prefer to not be placed next to. No private room displays. Hosting Associations reserve the right to alter Trade Show layout and vendor location. (See floor plan for booth space layout at page 3)

5. Fire/Safety Codes

- Each booth operator must comply with all federal, state, local and Resort fire and safety codes.

6. Insurance

- It is agreed that in no case shall MOWA or their officers or directors be responsible for any loss, theft, damage by fire, or injury to any person or article.

7. Liability

- Each booth operator will be responsible for the space leased during the convention and will keep it free from hazards to persons on the premises. MOWA will not be responsible for any injury that may occur to booth operators, their associates or employees.

8. MOWA Scholarship Auction

- All exhibitors are required, as part of their booth fee, to either become a scholarship sponsor or provide an “industry related item” of at least \$50.00 in value to be auctioned off at the convention’s silent auction. All proceeds will benefit the MOWA Scholarship Program.
- All auction items will be collected by MOWA and displayed in a central location in the Exhibit Hall. The exhibitor providing the item will be named on each item. Examples of items for the auction – pumps, safety equipment, filters, control panels. No vendor advertising items, please.
- Exhibitors may elect to pay a \$50.00 donation fee in lieu of the Auction Item. The Convention Committee will then purchase an auction item on your behalf. Fee must be paid at time of booth registration.
- Additional scholarship sponsorship information available on page 4.
- Additional Vendor Sponsorship opportunities are available, see page 4 for additional details.

For additional questions/information about the convention, contact MOWA at:

Phone: 612-361-9629 Email: mowaexec@gmail.com Website: www.mowa-mn.com

Reserve your Hotel Room! Room block available at Hilton Garden Inn and Residence Inn.

[Hilton Garden Inn - St. Cloud Booking Link](#): \$124/night + taxes

[Residence Inn - St Cloud Booking Link](#) - \$134/night + taxes



Overhead Door
Entrance

2025 MOWA Convention

Booth Layout

Image not to scale

All booths are 8x8 feet

Image will be updated with company names as reservations are received.

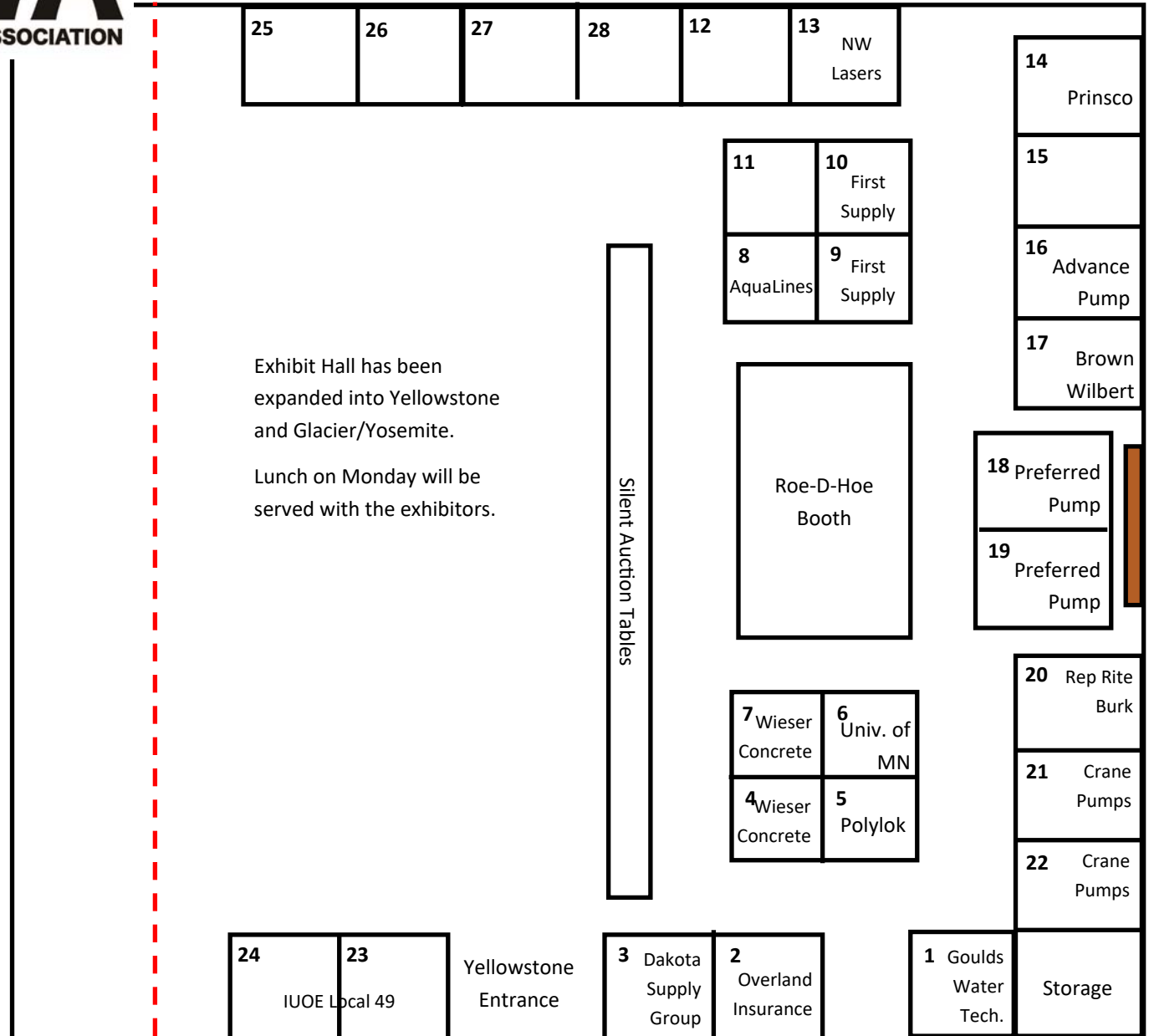
Most up-to-date image will be available on the [MOWA website](#).

Location:

The Park Event Center

500 Division St

Waite Park, MN 56387



Glacier
Entrance

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Vendor Scholarship Sponsor

Historically, MOWA has conducted a live Auction at its convention to support our scholarship efforts. However, with several members and vendors requesting a variety of opportunities to support this endeavor, we have created the following Sponsorship levels! As a bonus, for our generous sponsors, we are providing great advertising opportunities at each level!

- \$100 – Bronze Sponsor: Acknowledgement on Conference Signage
- \$250 – Silver Sponsor: Acknowledgement on Conference Signage and in Conference Packet
- \$500 – Gold Sponsor: Acknowledgement on Conference Signage and in Conference Packet, and on MOWA Website
- \$750 – Platinum Sponsor: Acknowledgement on Conference Signage and in Conference Packet, and on MOWA Website, plus a link to your business website
- *In lieu of cash sponsorship donations, vendors may opt to donate a Silent Auction item of equal or greater value as their sponsorship at their desired level.

Event Sponsorship

Event sponsorship is greatly appreciated, this is an optional convention fee. Sponsors will be acknowledged in the Convention Program and large printed signs.

- \$500.00 – Breaks for both days
- \$500.00 – Continental Breakfast for both days
- \$500.00 – Roe-D-Hoe® - A sign will be posted at the event and your Company Name and logo will be on the waiver form!
- \$750.00 – Evening Entertainment Sponsor

Contact Person for Registration: _____

Company Name: _____ (As it should appear on Exhibitor Sign)

Address: _____ City/State/ZIP: _____

Phone: _____ Email: _____

Booth Representatives: 2 representatives are included with each 10x10 booth purchased

1st Booth: 1. _____ 2. _____

2nd Booth: 1. _____ 2. _____

Additional Booth Representatives: more than 2 per booth = \$100/representative

Name: _____ Name: _____

Preferred Booth(s) Placement:

1st: _____

2nd: _____

Not placed next to:

I agree to indemnify and hold harmless Minnesota Onsite Wastewater Association (MOWA), form any and all liability, loss, damage, or expense from any incident which may arise while attending any portion of the 2025 MOWA Annual Convention. If applies, I authorize any photos taken of me at this event to be published in MOWA's Little Digger and/or other MOWA-related promotional materials.

Signature: _____ Date: _____

2025 MOWA Convention Registration

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Convention Contact Person: _____
 Email: _____ Phone: _____

Exhibitor Conference Fees	Price	Quantity:
MOWA Member - First Booth Space	\$675.00	_____
Non-MOWA Member - First Booth Space *includes new MOWA Membership (\$340)	\$1,015.00	_____
Additional Booth Spaces (price/booth)	\$320.00	_____
Additional Booth Representatives (see page 5)	\$100/person	_____
Required - Silent Auction Donation or Scholarship Sponsorship		
Choose either Silent Auction Item or Scholarship Sponsorship Level		
Silent Auction (\$50 Donation or Item): Please include item description:	\$50.00	_____
Scholarship Sponsorship Levels		
Bronze Sponsor	\$100.00	_____
Silver Sponsor	\$250.00	_____
Gold Sponsor	\$500.00	_____
Platinum Sponsor	\$750.00	_____
Event Sponsorships		
Breaks (both days)	\$500.00	_____
Continental Breakfast (both days)	\$500.00	_____
Roe-D-Hoe	\$500.00	_____
Evening Entertainment Event Sponsorship	\$750.00	_____

LATE FEE: \$100.00 late fee will be charged if received after 12/15/2024. Refund policy: Written notice of cancellation must be received prior to 1/10/2025. 50% refund will be given less a \$25 processing fee.

Total Payment Due: _____
 Must be received by 12/15/2024

Little Digger & Directory Advertising



Little Digger

The MOWA newsletter is sent out to MOWA members by print that request it and available online through our website. Each year we reach our 400+ membership with news and updates about the onsite wastewater industry.

MOWA Annual Directory

The MOWA Directory is published with all active members information. This directory is available by print once a year and year-round through our online searchable directory to members only.

Little Digger Issue	Ad Copy Due Date
April 2025	March 15, 2025
July 2025	June 15, 2025
December 2025	November 5, 2025
Annual Directory	Ad Copy Due Date
2025 Annual Directory	February 25, 2025

Contact Name:
Email:
Phone:

* See Page 12 for ad specifics .

Combination Package: Full year of advertising in both publications! Includes 10% discount in Annual Directory.			Newsletter ONLY Full Year (3 Issues)		Directory ONLY Annual	
Little Digger + Annual Directory Combo Packages						
Ad Size	Price	Selection	Price	Selection	Price	Selection
Full Page	\$1,890.00	_____	\$1,200.00	_____	\$900.00	_____
1/2 Page	\$1,530.00	_____	\$900.00	_____	\$800.00	_____
1/4 Page	\$792.00	_____	\$480.00	_____	\$400.00	_____

2025 MOWA Membership Form

Business Member Form



MOWA Membership Section

List Individual Member below. Company/Business Members use additional pages starting on page 10.

Please note: This membership will start on January 1, 2025. MOWA will activate your membership on our online database in November 2024. Your membership will be good from January 1 - December 31, 2025.

Individual Member Rate	<input checked="" type="checkbox"/>	Business Group/Government Rate	<input checked="" type="checkbox"/>
\$240/year (1 person)		\$340/year (up to 5 people)	
		\$100/person (after 5th person)	

*Additional Members fill out pages 9-10

1st Member: _____ Company Name: _____

Address: _____ City/State/ZIP: _____

Title: _____ Phone: _____ Mobile: _____

Email: _____ Website: _____ County: _____

Information: (check all that apply)

Installer Pumper Designer Inspector Gov't Regulator Educator Service Provider Soil Scientist

Professional Engineer Manufacturer Operator/Maintenance Supplier Other: _____

Publications:

Would you prefer to receive the Little Digger Newsletter via: Regular Mail or Email

The 1st member listed above will be the NOWRA Member. If you are opting for the Business Membership, see page 11 for additional information.

List the counties you work in:

Counties:

2025 MOWA Convention & Advertising Registration Form



Contact Name: _____

Email: _____

Phone: _____

Item	Quantity	Total
Individual MOWA Membership (page 7)	_____	_____
Business/Government MOWA Membership (page 7)	_____	_____
Additional NOWRA Memberships (page 9-10) Only the 1st member is a NOWRA Member, each additional member may be a NOWRA Member for an additional \$40	_____	_____
Additional MOWA Members (page 9-10) Receive 5 members under the Business Membership - \$100 for each person after the 5th	_____	_____
Little Digger/Directory Combo Advertising (Page 6)	_____	_____
Little Digger Only Advertising (Page 6)	_____	_____
Directory Only Advertising (Page 6)	_____	_____
2025 MOWA Convention Registration Total (page 5)	_____	_____
Grand Total	_____	

Payment options:
 Check - I am enclosing a check with my mailed registration for the above selections.
 Invoice - Please send a QuickBooks Invoice to the Conference Registration Contact Person.
 *To speed up the registration process, please email a copy of all registration pages to mowaexec@gmail.com

MOWA has a new mailing address!
 If you require a W9, please email:
mowaexec@gmail.com.
 If you are mailing a check, please send to this address:

Minnesota Onsite Wastewater Association (MOWA)
 5865 Neal Ave N
 PMB #341
 Stillwater, MN 55082

2025 MOWA Membership Form

Business Member Form



Business Membership Additional Information Page

Note: Separate email addresses for each member are required. This is needed when setting each member up in our membership database.

2nd Member: _____ **Company Name:** _____

Address: _____ City/State/ZIP: _____

Title: _____ Phone: _____ Mobile: _____

Email: _____ Website: _____ County: _____

Yes, make me a NOWRA Member for an additional \$40: _____

Information: (check all that apply)

Installer Pumper Designer Inspector Gov't Regulator Educator Service Provider Soil Scientist

Professional Engineer Manufacturer Operator/Maintenance Supplier Other: _____

3rd Member: _____ **Company Name:** _____

Address: _____ City/State/ZIP: _____

Title: _____ Phone: _____ Mobile: _____

Email: _____ Website: _____ County: _____

Yes, make me a NOWRA Member for an additional \$40: _____

Information: (check all that apply)

Installer Pumper Designer Inspector Gov't Regulator Educator Service Provider Soil Scientist

Professional Engineer Manufacturer Operator/Maintenance Supplier Other: _____

4th Member: _____ **Company Name:** _____

Address: _____ City/State/ZIP: _____

Title: _____ Phone: _____ Mobile: _____

Email: _____ Website: _____ County: _____

Yes, make me a NOWRA Member for an additional \$40: _____

Information: (check all that apply)

Installer Pumper Designer Inspector Gov't Regulator Educator Service Provider Soil Scientist

Professional Engineer Manufacturer Operator/Maintenance Supplier Other: _____

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Business Member Form



Business Membership Additional Information Page

Note: Separate email addresses for each member are required. This is needed when setting each member up in our membership database.

5th Member: _____ **Company Name:** _____

Address: _____ City/State/ZIP: _____

Title: _____ Phone: _____ Mobile: _____

Email: _____ Website: _____ County: _____

Yes, make me a NOWRA Member for an additional \$40: _____

Information: (check all that apply)

Installer Pumper Designer Inspector Gov't Regulator Educator Service Provider Soil Scientist

Professional Engineer Manufacturer Operator/Maintenance Supplier Other: _____

More Memberships? Each Member is \$100 after the 5th Member.

6th Member: _____ **Company Name:** _____

Address: _____ City/State/ZIP: _____

Title: _____ Phone: _____ Mobile: _____

Email: _____ Website: _____ County: _____

Yes, make me a NOWRA Member for an additional \$40: _____

Information: (check all that apply)

Installer Pumper Designer Inspector Gov't Regulator Educator Service Provider Soil Scientist

Professional Engineer Manufacturer Operator/Maintenance Supplier Other: _____

7th Member: _____ **Company Name:** _____

Address: _____ City/State/ZIP: _____

Title: _____ Phone: _____ Mobile: _____

Email: _____ Website: _____ County: _____

Yes, make me a NOWRA Member for an additional \$40: _____

Information: (check all that apply)

Installer Pumper Designer Inspector Gov't Regulator Educator Service Provider Soil Scientist

Professional Engineer Manufacturer Operator/Maintenance Supplier Other: _____

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Advertising Copy Criteria

- Ads may be printed as 1-color (black only), 2-color for the Annual Directory and/or Little Digger; or 4-color (CMYK) for the Little Digger only (4-color not available for Directory ads).
- Artwork should be “press ready.” A fee of \$50 per hour will be billed if graphic design work is required.
- Little Digger color ads should be submitted as .pdf files and should be saved in the CMYK “High Quality” or “Press Ready” format. Directory ads are two-color and should be output as .eps files. Please embed all fonts and DO NOT subset fonts. Please make sure images are not RGB or Index color: images within the ads should be in a CMYK format. Art for the ads that are output as .pdfs should have text and images that are 300 dpi for best clarity.
- Black ink only ads should be submitted electronically as grayscale (not RGB, CMYK or Index), .pdf or .eps files. You may also want to place ads on an FTP site for us to retrieve.
- Send ads to mowaexec@gmail.com

Ad Dimensions:

Full Page Ads	-	9.8" (h)	x	7.3" (w)
1/2 Page Ads	-	4.9" (h)	x	7.3" (w)
1/4 Page Ads	-	4.9" (h)	x	3.57" (w)



Name of Show: _____
 Booth # _____
 Event date(s): _____

Company Name: _____

Address: _____

City, State, Zip: _____

Ordered By: (Please Print) _____

Signature: _____

Email Address: _____

Telephone: _____

Electrical Services	Amount Needed	Price	Total
20 AMP 110 Volt		\$70.00 each	\$
30 AMP 110 Volt		\$80.00 each	\$
40 AMP 110 Volt		\$90.00 each	\$
20 AMP 208 Volt		\$70.00 each	\$
30 AMP 208 Volt		\$80.00 each	\$
40 AMP 208 Volt		\$90.00 each	\$
50 AMP 208 Volt		\$100.00	\$
30 Phase		25 percent	\$
Subtotal Note: a 20% surcharge will be applied to all orders not received 10 days prior to show and to orders without full payment.			\$
State, County, & Local Sales tax			\$
Total			\$

❖ All wiring must be in accordance with the local and state electrical cords. All wiring will be performed by an in-house and/or house-appointed electrician.

Table

8 Foot Table with Cloth	Tables needed _____
6 Foot Table with Cloth	Tables needed _____