

From: Bonnifer Ballard

Sent: Friday, February 2, 2024 3:16 PM

Subject: Exhibiting at Joint Expo & Operator Days: Know Before You Go

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JOINT EXPO

& OPERATOR DAYS

We are just a few days away from the 2024 Joint Expo & Operator Days event in Lansing, Tuesday, Feb 6 and Wednesday, Feb 7, hosted by MWEA and MI-AWWA. Thank you for choosing to exhibit with us this year. We hope you find this information helpful as you prepare to attend.

Where to park: Click here for a map of Downtown Lansing parking options. https://www.mi-wea.org/docs/LansingCenter_ParkingMap.pdf

Overnight accommodations: Hopefully, you have made your own hotel reservations. Hotels nearest to the Lansing Center are sold out. If you need assistance finding a hotel, visit the Lansing area Convention and Visitors Bureau. <https://www.lansing.org/hotels/>

Get your name badge: NEW for 2024, you can go to ANY open registration window, type your name into the tablet, and your badge will print. Our volunteers will then give you any meal tickets you purchased during the registration process. If you did not purchase a meal ticket, a concession stand will be available in the exhibit hall. All exhibitors MUST wear a name badge to gain access to the exhibit hall.

Promotional games in the exhibit hall

If you signed up for either the Scavenger Hunt on Tuesday or the Poker Run on Wednesday, materials for the games will be delivered to your booth before the hall opens that day. These games are offered to attendees to help drive traffic to your booth.

Lead retrieval

You will need to download the conference app to use the lead retrieval feature. This is included with your booth reservation. Search for MI-AWWA Events in Google Play store or the iPhone App store.



Once you have the app installed and have created a password, check out the Lead Retrieval instructions here. <https://www.mi-water.org/joint-expo-exhibitor-portal>

Schedule: Here's a schedule of events for your convenience.

Mon 2/5

4:00pm – 8:00pm Exhibitor move in*

Tue 2/6

6:00am – 9:00 am Exhibitor move in

6:00am – 4:00pm Registration open

7:15am - 12:15pm Operator Days training sessions

9:30am	Expo Hall opens
10:00am	Careers Round Table Scavenger Hunt begins Competitions begin
11:00am – 1:00pm	Buffet Lunch (for those with a meal ticket)
3:30pm	Scavenger Hunt concludes, prizes awarded
4:00pm	Expo Hall closes
4:15pm	Joint Expo Mixer at Lansing Brewing Company

Wed 2/7

7:00am – 2:00pm	Registration open
7:15am - 12:15pm	Operator Days training sessions
7:45am	Exhibitor feedback meeting
8:30am	Expo Hall opens Poker Run begins
11:00am – 1:00pm	Buffet Lunch (for those with a meal ticket)
1:30pm	Poker Run concludes, prizes awarded
2:00pm	Expo Hall closes
2:00pm – 6:00pm	Exhibitor move out

* Please refer to your specific schedule email for time.

Inclement Weather: Joint Expo & Operator Days will take place regardless of inclement weather conditions so please allow yourself appropriate travel time. Refunds will NOT be provided for cancellations and/or no shows regardless of weather conditions.

If you're looking for other information, please visit the exhibitor portal on our website. <https://www.michiganwater.org/joint-expo-exhibitor-portal>

Thank you again and we look forward to seeing you in Lansing!

