

Indiana Convention Center | Indianapolis, IN | Conference: June 4-7 | Exhibition: June 5-6

### Exhibitor Contact Information

Company or Organization	
Contact Person	Title
Address	
City	State/Province
ZIP/Postal Code	Country
Work Number	Mobile Number
Email Address*	
Company Website	
Description of product/supply/service to be displayed:	

### Deadline

To receive maximum exhibitor benefits, the Exhibit Space Reservation and Contract form should be received at WEF Headquarters no later than Monday, March 4, 2019. For all forms received after March 4, WEF cannot guarantee company listing in the onsite conference program; companies may instead be listed in an addendum.

Directory Listing Information can be found in the Exhibitor Service Manual at [www.wef.org/CollectionExhibition](http://www.wef.org/CollectionExhibition)

### Payment Information

Check    Check # \_\_\_\_\_ is enclosed in the amount of \$ \_\_\_\_\_ for our exhibit space reservation. Date check mailed: \_\_\_\_\_

#### If paying by check, mail to:

Water Environment Federation  
P.O. Box 38009 | Baltimore, MD 21297-8009

#### If paying by credit card, submit through:

<https://www.wefnet.org/payments> | Date submitted: \_\_\_\_\_  
*For category, use drop down for miscellaneous. Include conference name in the product description field.*

### Exhibitor Member Information

<input type="checkbox"/> Exhibitor Member Rate (\$2300 per 10' x 10' + \$75 per corner)	<input type="checkbox"/> Non-Member Rate (\$2900 per 10' x 10' + \$75 per corner)	<input type="checkbox"/> <b>NEW</b> Exhibitor Member
Exhibitor Member Name:	Exhibitor Member #:	Expiration Date:

### Cancellations and Refunds

Cancellations received on or before March 4 will receive a 75% refund. Those received after March 4 will not receive a refund.

### Space Requirements

<b>Requested Booth Size</b> _____ x _____	<b>Booth Separation:</b> Is location more important than being near a competitor? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Requested Booth Spaces</b> 1st _____ 2nd _____ 3rd _____ 4th _____	<b>List all competitors in show. Identify by company name, not by products displayed.</b> <b>Booth separation is not guaranteed.</b>
	1. _____ 2. _____ 3. _____ 4. _____

This agreement is between the Water Environment Federation (WEF) and the person or entity (Exhibitor) listed above. The parties agree as follows:

- Effective Date of Agreement: This agreement shall be made and effective only upon acceptance by WEF. WEF reserves the right to the Exhibition and may reject any and all proposed agreements or make any reassignments as necessary.
- Exhibit Space: WEF hereby grants the Exhibitor the right to use the assigned display space, provided all terms and conditions of the contract have been met.
- Rules and Regulations: The requirements set forth in the "WEF Collection Systems 2018 License for Exhibitors" (License) are made part of this Reservation and Contract by reference. Exhibitor acknowledges that it has had the opportunity to review the License that is available on [www.wef.org/collections-howto-exhibit](http://www.wef.org/collections-howto-exhibit)-sponsor, and Exhibitor agrees to be bound by all terms and provisions in the License.
- Certify that the products to be displayed are used in the water and wastewater industry. The on-site sale and/or delivery of goods ("cash and carry") is not permitted. Any violation of this requirement will result in the termination of the existing contract for exhibit space.

Exhibiting Company Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

### FOR EXHIBITION MANAGEMENT USE ONLY

<b>Exhibitor ID#</b>	_____
<b>Date Application and Payment Received</b>	_____
<b>Order Number:</b>	_____
<b>Space Number Assigned</b>	_____
<b>Space Size</b>	_____
<b>Total Space Cost (in U.S. funds)</b>	\$ _____
<b>Booth Payment Received (in U.S. funds)</b>	\$ _____
<b>Balance Due (in U.S. funds)</b>	\$ _____
Accepted for the Water Environment Federation by: _____	Date: _____
2821-002	

**Return signed contract to Sarah Evans Moretti, Exhibition Sales, [smoretti@wef.org](mailto:smoretti@wef.org)**

\*By providing e-mail address and signing this form, I consent to receive all communications sent by or on the behalf of the Water Environment Federation. An email address is required to receive exhibitor updates and attendee lists from WEF.