



Exhibitor Booth Personnel WHAT TO KNOW BEFORE YOU GO

We look forward to seeing you in Chicago! Here is some important information that you need to know as you prepare for your trip and event experience.

WEFTEC 2023

Held in the North and South Buildings at McCormick Place convention center, 2301 S Dr. Martin Luther King Jr. (MLK) Dr, Chicago, Illinois 60616

DRESS CODE

During all move-in/out days: Closed-toed shoes are **required**, and the heat and air conditioning in the Exhibit Hall will not be on. Dress accordingly. The dress code is business casual on exhibition days.

BADGE INFORMATION

Badge Pickup is available at the McCormick Place – South Hall A, and three off-site locations [Hilton Chicago, Hyatt Regency Chicago, and Sheraton Grand Chicago]. No financial transactions or registration modifications are available at off-site Badge Pickup locations. [View full list of hours and locations.](#)

Remember to bring your confirmation email with you to help expedite Badge Pickup.

WHAT IS INCLUDED IN MY EXHIBITOR BOOTH PERSONNEL REGISTRATION

- Technical Sessions (earn PDHs)
- Complete conference proceedings
- Exhibition (earn contact hours)
- Exhibit Hall Networking Reception
- Learning Exchanges, Main Stage events, and presentations in exhibit hall theaters (no credit awarded)
- Access to the exhibit hall to set-up, prepare, and teardown your booth

BEST PRACTICES FOR SUCCESS

WEFTEC Exhibitors play an important role in helping WEF achieve its strategic goal of attracting and creating a diverse water workforce. On the show floor, [creating an inclusive environment](#) for all attendees will contribute to your overall success at WEFTEC, and it makes good business sense.

EXHIBITOR MOVE-IN/OUT

EXHIBITOR badge type is the only badge type allowed during move-in/out. All other types are not permitted, including EXPO ONLY, FULL CONFERENCE, WORKSHOP ONLY.

All times are Central Time

- September 27 – 30 | Move-in 7:30 am – 5:00 pm
- October 1 | Move-in 7:30 am – 4:00 pm **Note: Bears game at 1:00 pm, plan for heavy traffic**
- October 2 – 3 | Exhibit Hall Open 8:30 am – 5:30 pm
- October 4 | Exhibit Hall Open 8:30am – **3:30 pm***
- October 4 | Move-out begins **3:31 pm***
- October 6 | Move-out ends 5:00 pm

Exhibitors are allowed to remain in the exhibit hall after hours during move-in but no reentry after hours is permitted.

On show days (October 2 - 4) doors to the exhibit hall will open at 7:00 am for those with an EXHIBITOR badge type (no other badge types permitted).

NEW in 2023: Exhibitors who break down prior to 3:30 pm, Wednesday October 4 will be penalized with a reduction of 5 (five) Priority Points.

EXHIBITOR SETUP/TEARDOWN

- [Labor Jurisdiction](#)
- [Exhibitor License Agreement](#)
- [Shipping Information](#)
- Carriers often subcontract their shipping. Confirm with your carrier the name of the company who will **physically pick up your materials**. Include **that company name** on the outbound shipping paperwork (material handling agreement - MHA).

TRANSPORTATION

Complimentary shuttle bus transportation is available Sunday – Wednesday, October 1 – 4, between most conference hotels and the convention center in the morning and evening. [View bus times, locations, and routes](#)

Parking is available at the Convention Center for a daily fee (no in-and-out privileges).

[View maps and rates of parking areas](#)

Wi-Fi

Complimentary *basic* wireless internet is available throughout the Convention Center. Select WEFTEC from the list of networks on your device. Open a web browser (if one does not open for you) to accept the terms and conditions. Sponsored by: Grundfos

WEFTEC 2023 MOBILE APP

<https://weftec23.mobile.mapyourshow.com>

Log in to the Mobile App using your email address and Confirmation ID listed on your confirmation email.

BE SAFE

Take care of yourself so you have a happy, healthy, and worry-free time at WEFTEC. [View safety tips and a list of the nearest medical facilities and pharmacies](#)

OMBUDS RESOURCE

The Conference Ombuds serves as a neutral, independent, off-the-record resource available onsite to hear concerns confidentially. The Ombuds can assist with identifying options and resources to address conflicts or issues such as harassment, discrimination, or any violation of WEF's Member Code of Conduct and Conference Code of Conduct. This resource is available to anyone participating in WEFTEC. To learn more or to schedule an appointment with the ombuds, visit www.mwi.org/wef-ombuds.

QUESTIONS

If you have questions or need assistance regarding your registration, please visit Exhibitor Customer Service in South Hall A – Level 3 at McCormick Place during [registration hours](#) or contact the Primary Contact for your company.