

92ND ANNUAL WATER ENVIRONMENT FEDERATION TECHNICAL EXHIBITION & CONFERENCE
McCORMICK PLACE CHICAGO | CONFERENCE: SEP 21 – 25, 2019 | EXHIBITION: SEP 23 – 25, 2019

COMPANY AND PRIMARY CONTACT INFORMATION		<input type="checkbox"/> Check if address has changed	<input type="checkbox"/> Check if contact name has changed
Company Name			
If the company last exhibited under a different name, what was it?			
Person to receive materials			
Title			
Address (for materials mailing)			
City		State/Province	
Zip/Postal Code		Country	
Business Phone Number		Mobile Phone Number	
E-mail		Website	
Description of product/supply/service to be displayed:			
By providing my e-mail address and signing this form, I consent to receive all communications sent by or on the behalf of the Water Environment Federation.			

DIRECTORY LISTING INFORMATION if different from Primary Contact Information		<i>This information is publicly listed in the WEFTEC Mobile App</i>
Company Name (please print exactly as it should appear in the Exhibitor Directory)		Letter of alphabet company should be listed under:
Sales Contact	E-mail	
Address		
City	State/Province	
Zip/Postal Code	Country	
Business Phone Number		

EXHIBITOR MEMBERSHIP INFORMATION		
<input type="checkbox"/> Current Exhibitor Membership Number	<input type="checkbox"/> New Exhibitor Member	<input type="checkbox"/> Non-member
_____	<input type="checkbox"/> Application & Payment Enclosed	
	<input type="checkbox"/> Date Sent:	

Company Name _____	_____
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SPACE REQUIREMENTS <i>Please view floorplan at www.WEFTEC.org/FloorPlans</i>								
<input type="checkbox"/> Exhibit Hall	<input type="checkbox"/> Stormwater Pavilion (>50% of display must focus on stormwater and wet weather management products.)						<input type="checkbox"/> Innovation Showcase Pavilion	
Size of Space Requested	_____ x _____				<input type="checkbox"/> Check here if a corner booth is more important than location			
Space Choices	1st	2nd	3rd	4th	5th	6th	7th	8th
Hall Choices	<input type="checkbox"/> North <input type="checkbox"/> South							

BOOTH LOCATION <i>Please list competitors that affect your booth location.</i>	
Is booth location more important to your company than being near a competitor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List all known competitors you prefer not to be near. Distance from competitors cannot be guaranteed. <i>(Identify by company name, NOT products displayed)</i>	
1.	_____
2.	_____
3.	_____
4.	_____

PAYMENT INFORMATION <i>Forms received without payment will not be processed</i>		Federal Tax ID #: 53-0225129
A 25% deposit is due with your signed contract. Full payment of the balance is due no later than May 31, 2019. After May 1st, full payment must accompany your signed contract. Exhibitors cancelling or reducing space reservations after January 31st are subject to liquidated damages of 10% of total booth fees of the cancelled space. Cancellations/reductions after May 31st are subject to liquidated damages of 100% of total booth fees.		
<input type="checkbox"/> CHECK	<input type="checkbox"/> CREDIT CARD	
Check # _____ is enclosed in the amount of \$ _____ for our exhibit space reservation. Date check mailed: _____	Submit through https://www.wefnet.org/payments Date submitted: _____ Amount Paid: _____ Select "WEFTEC" from Category Drop Down Menu. Enter "WEFTEC" in the product description field. Order number is not required.	
Mail completed form and payment to: Water Environment Federation P.O. Box 38009 Baltimore, MD 21297-8009		

CONTRACT TERMS AND CONDITIONS	
The parties agree as follows:	
1. Effective Date of Agreement: This agreement shall be made and effective only upon acceptance by both WEF and the Exhibitor. WEF reserves all rights to the Exhibition and may reject any and all proposed agreements or make reassignments as necessary, in WEF's sole discretion.	
2. Exhibit Space: WEF hereby grants the Exhibitor a license to use the assigned space provided all terms and conditions of the contract have been met. Exhibitor certifies that products to be displayed are used in the water quality industry.	
3. Rules, Regulations, and License Agreement: The requirements set forth in the "Water Environment Federation Annual Technical Exhibition and Conference License and Rules for WEFTEC® Exhibitors" (License) are made a part of this reservation and contract by reference. Exhibitor acknowledges that it has had the opportunity to review the License which is available on www.weftec.org/HowToExhibit and Exhibitor agrees to be bound by all terms and provisions of the License.	
4. 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.	

Accepted for Exhibitor by: *(Please sign below. Contract is not valid without signature.)*

Authorized Signature _____

Printed Name _____

Title _____

Company _____

Date _____

Accepted for WEF by:

Sacha Carey, Senior Director, Exhibitions

Date _____

Mail signed Reservation & Contract to: Or E-mail to:
Water Environment Federation scarey@wef.org
PO Box 38009
Baltimore, MD 21297-8008 USA

For Exhibition Management Use		Date Reservation Received	
Booth Number(s) Assigned		Order Number	
Booth Size(s)		MEM#	Exp.
Number of Corners	Hall	Status	
Booth Type: standard inline corner inline perimeter peninsular shared island island		Priority Points	Rate Code