



August Exhibitor Bulletin

EXHIBITOR WEBINARS

Upcoming webinars:

7 Keys to Standing Out and Succeeding at WEFTEC for Small Booths

August 2 at 12:00 pm noon ET

Register:

BOOTH BRUSH-UP: How to Stand Out, Sell More, and Have Fun on Your WEFTEC Exhibit Floor

August 22 at 12:00 pm noon ET

Previously recorded webinars, including the WEFTEC 2024 Advanced Sales webinar, are posted in the Exhibitor Training tile on the [Exhibitor Dashboard](#).

Exhibitor ID: [Exhibitor ID]

Password: [Password]

TRAVEL TIP FOR MOVE-IN AND OUT

Exhibitor move-in ends Sunday, October 1, at 4:00pm CT. Entry into the exhibit hall ends at 4:00pm CT. Exhibitors who are in the hall by 4:00pm CT will be permitted to continue set up but will not be allowed to reenter if you leave.

NOTE: Sunday, October 1, the Chicago Bears (American football) have a 1:00pm CT game at Soldier Field which is 1 mile from the Convention Center. Expect significant traffic and travel time to and from the Airport, Convention Center, and Hotels.

Move-out begins at 3:31pm CT, on Wednesday, October 4. **Exhibitors that tear down prior to the hall closing at 3:30pm CT will be penalized with the reduction of 5 priority points.**

Plan your travel accordingly.

SHIPPING TO WEFTEC

August 28: Advanced Warehouse begins accepting deliveries.

Shipping labels can be downloaded from FreemanOnline using the Helpful Information tile in the [Exhibitor Dashboard](#).

REQUIRED EXHIBITOR INSURANCE

September 2: ALL Exhibitors must submit proof of insurance to expoinfo@wef.org as outlined in [Exhibiting Information](#) on weftec.org.

UPCOMING DEADLINES

August 11: Rooming list deadline for room blocks of 10 or more rooms.

August 14: Deadline for exhibitors with special requests, including tents, line of sight variances, and vehicle displays, to submit a request for approval with relevant information to the [Director of Exhibition Operations](#).

August 25: Floral discount ends.

August 28: Advanced Warehouse begins accepting deliveries.

August 30: Last day to receive a discount on FreemanOnline for Freeman services.

September 1: Catering orders due; Deadline to ship Booth Personnel Badges.

September 2: ALL Exhibitors must submit proof of insurance to expinfo@wef.org as outlined in [Exhibiting Information](#).

WEFTEC 2024 ADVANCED SALES

On July 31, an email was sent to your booth's primary and secondary contact from service@mapyourshow.com with a customized link to your WEFTEC 2024 booth application. Submit your application by August 11 to lock in your 2024 rebooking appointment.

WEFTEC 2024 floorplan and appointment schedule with priority points will be posted on September 1.

If you have any questions regarding your application email WEFTECSales@wef.org

CONTACT US

WEFTEC Exhibit Operations (Booth services, carpet, electrical, catering, signage etc.)

1.703.684.2443

expinfo@wef.org

WEFTEC Exhibition Sales (Booth invoice, contract, etc.)

1.703.684.2437

WEFTECSales@wef.org