



96TH ANNUAL WATER ENVIRONMENT FEDERATION  
TECHNICAL EXHIBITION AND CONFERENCE  
McCormick Place | Chicago, Illinois USA  
Conference: September 30–October 4, 2023  
Exhibition: October 2–4, 2023

# MAY BULLETIN

## EXHIBITOR SERVICE MANUAL

### **Available in May**

Exhibitors will be able to access the Exhibitor Service Manual in May in the [Exhibitor Dashboard](#). Once the manual is available, an email will be sent to the primary and secondary contacts.

Exhibitor ID:

Password:

## FINAL BOOTH PAYMENTS

### **Due May 31**

Your final WEFTEC booth balance is due no later than May 31. Companies with an outstanding balance may have their exhibit space cancelled and removed from the WEFTEC Print Program. Payments can be made using Download Contract/Submit Payments via the [Exhibitor Dashboard](#).

## SPEAKING OPPORTUNITIES

Position your company as an expert in the water industry by [submitting content for the WEFTEC program](#). A variety of opportunities are available:

### Technology Spotlights

#### **Due May 15 at 9am ET**

Allow WEF to bring attendees to your booth for technical and educational presentations by exhibitor experts.

### Pavilion and Theater Abstracts

#### **Due June 1 at 9am ET**

##### *SDG Theater*

Centered around the United Nation's Sustainable Development Goals (SDG). Located in the Drinking Water Pavilion.

##### *Innovation Pavilion*

Focused on newest trends, opportunities, technologies, and implementations in the water industry.

##### *Global Center*

Features sessions and networking from over a dozen countries every year. Sessions include topics of global relevance, including those related to stormwater.

Note: All submissions must be educational or informative and not focused on company promotion.

## [UPGRADE YOUR DIGITAL LISTING](#)

### **Gain more exposure for your Booth**

Promote your WEFTEC exhibiting participation and upgrade your Digital Listing on the [Exhibitor Dashboard](#).

## [WEFTEC HOUSING](#)

### **Open Now**

WEFTEC Housing is now open to all Exhibitors. Information on hotels, maps, and locations can be found in WEFTEC Housing (CMR) via the [Exhibitor Dashboard](#).

## [TRAVEL TIP](#)

### **Move-In**

Sunday, October 1, is the last day for exhibitor move-in and entry into the exhibit hall will end at 4:00pm. Exhibitors who are in the hall **before 4:00pm** will be permitted to stay and continue set up.

### **Move-out**

Wednesday, October 4 the exhibit hall will close **at 3:30pm**. Exhibitors that tear down prior to the hall closing will be penalized with the reduction of 5 priority points.

Plan your travel accordingly.

## [WEF EXHIBITOR MEMBERSHIP](#)

### **Join or Renew Your WEF Exhibitor Membership**

WEF is a partner in equipping water professionals, suppliers, and service providers with access to the platforms and information to do business more effectively. Though WEF offers a variety of memberships, active WEF Exhibitor Membership is required to receive the WEFTEC member booth rate. [WEF Membership Information](#)

## [BOOTH CONTACT REMINDER](#)

If the primary, secondary, or billing contact for your booth has changed, it can be updated accessing the Update Company Information tile via the [Exhibitor Dashboard](#).

## [CONTACT US](#)

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

1.703.684.2443

[expinfo@wef.org](mailto:expinfo@wef.org)

**WEFTEC Exhibition Sales** (booth invoice, contract, etc.)

1.703.684.2437

[WEFTECSales@wef.org](mailto:WEFTECSales@wef.org)