



## Submit an IKE Abstract by January 21

There's still time to submit an abstract for the WEFEC 2020 Interactive Knowledge Exchange (IKE). IKEs are video presentations that range between 30 seconds and 5 minutes in length and utilize combinations of sound and visual imagery to convey a concentrated message. Read the [Call for IKE Abstracts](#) for more details on how to complete your submission. You can also [view the IKEs](#) on YouTube to get more familiar!

**\*NEW for 2020** – you will have the option to speak and engage with the audience during your IKE video presentation!

**Submissions are due by January 21, 2020 at 8 a.m. EST.**

[Learn More and Submit Your Abstract Now!](#)

Please contact [speakers@wef.org](mailto:speakers@wef.org) with any questions.

## WEFTEC 2020 Booth Deposit Payments Due January 31

Booth contracts and invoice packets were sent out in December. If you have not yet received these copies, please contact [expoinfo@wef.org](mailto:expoinfo@wef.org), or call 1-703-684-2443. **The 25% booth deposit payment is due January 31, 2020.**

### How to Make a Booth Payment

With all payments, include the Exhibitor ID Number (or Customer Number) provided on your invoice to expedite processing.

**PAY ONLINE** – Choose “WEFTEC” from the drop-down menu. A receipt will be provided following payment: [www.wefnet.org/payments](http://www.wefnet.org/payments)

**MAIL** – Mail invoice and check payment to:

*Water Environment Federation  
PO Box 38009  
Baltimore, MD 21297-8009*

**WEF cannot accept payments by phone.**

### **Booth and Cancellation Fees**

<b>January 31, 2020</b>	25% deposit due for exhibitors who booked at Onsite Sales
<b>February 1, 2020</b>	10% cancellation/reduction fee in effect until May 31; Booth sales open to new exhibitors
<b>May 1, 2020</b>	All new booth contracts must include 100% payment
<b>May 31, 2020</b>	Final 75% payment due for all exhibitors; 100% cancellation/reduction fee in effect after May 31

## **Booth Moves and Changes**

If you are interested in changing the size of your booth or moving to a different location, review the [WEFTEC 2020 online floor plan](#) to see available booths (shown in yellow). Send your request to [weftecsales@wef.org](mailto:weftecsales@wef.org) or fax to 1-703-684-2482. Please include "Booth Move Request" in the email subject line and provide the possible booth number(s) and size(s), along with the authorization to move your company.

Changes to your booth reservation, including moves, size changes or cancellations must be received in writing at [weftecsales@wef.org](mailto:weftecsales@wef.org), or by fax at 1-703-684-2482.

## **Advance Exhibitor Housing Assignments**

Companies that submitted advance exhibitor hotel block requests prior to the December 6 deadline will receive assignments and agreements from CMR ([weftecsupport@cmrus.com](mailto:weftecsupport@cmrus.com)) soon.

Exhibitors that missed the advance deadline last month are welcome to [submit a room block request online](#). Requests received after the advance deadline will be held and assigned after the advance priority point assignments are complete.

If you have housing questions or concerns, download and review the [Room Block Policies and Procedures document](#) available on the [Advance Exhibitor Housing webpage](#), which includes CMR & WEF contact information, and a timeline with important upcoming housing deadlines.

## **WEFTEC 2020 Innovative Technology Awards – Apply Now!**

The Innovative Technology Awards recognize WEF Exhibitor Members who have introduced new innovative products or services within our industry. The 2019 award winner was Flygt Concertor – Xylem. Winners are announced prior to WEFTEC and then

recognized onsite in the Innovation Pavilion and Showcase and during the WEFTEC Awards celebration. **Nominations are due by April 1, 2020.** Applicants must be WEF Exhibitor Members.

[Submit your Innovative Technology Award Nomination](#)

Questions – contact Kelsey Hurst at [khurst@wef.org](mailto:khurst@wef.org) or by phone at 703-684-2477.

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