



## WEFTEC 2019 Call for IKEstracts - Due January 17

The WEF Program Committee is seeking submissions for our Interactive Knowledge Exchange (IKE) Session until January 17. Read the [Call for IKEstracts](#) for more information and details on how to complete your submission. You can also [view the IKEs on YouTube](#) to get more familiar! **Submissions are due by January 17, 2019** at 11:59 pm Eastern. Please contact [speakers@wef.org](mailto:speakers@wef.org) with any questions.

## WEFTEC 2019 Booth Deposit Payments - Due January 31

Thank you for reserving booth space for WEFTEC 2019! Your counter-signed booth contract and deposit invoice were mailed out in December. **The 25% booth deposit payment is due January 31, 2019.** If you have not yet received your invoice and contract, or if you have any questions, please contact [expoinfo@wef.org](mailto:expoinfo@wef.org), or call 1-703-684-2443.

### How to Make a Booth Payment

For 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)

**EMAIL** – Email the invoice, with credit card or incoming ACH/wire transfer information to: [payments@wef.org](mailto:payments@wef.org)

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

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

**WEF cannot accept payments by phone.**

## Booth Moves and Changes

To request a move or booth size adjustment, review the [WEFTEC 2019 online floor plan](#) to see available booths (marked in light blue). Submit your request to [weftecsales@wef.org](mailto:weftecsales@wef.org) or send a 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), as well as the authorization to move your company within the body of the email.

Changes to your booth reservation, including moves, size changes or cancellations must be received in writing via email 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 December 7 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.

## WEF Exhibition Group Contacts

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1/24/2019

Water Environment Federation

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