Second Advance Sales and General Sales Eligibility

- **Second Advance Sales:** For companies who exhibited at WEFTEC 2022 or WEFTEC 2023 (did not participate in Onsite Sales)
- **General Sales:** For companies who exhibited prior to WEFTEC 2022 or are first-time exhibitors

Click here to access the WEFTEC 2024 Booth Space Application: [https://weftec24.exh.mapyourshow.com/6_0/boothsales/](https://weftec24.exh.mapyourshow.com/6_0/boothsales/)
Complete your company information. This information is used for billing purposes only. Later, you will have the opportunity to enter your public facing directory listing information.
Step 1 (continued) – Booth Location Preferences

Tell us where you would like to exhibit. Select from the drop-down menu if you prefer to be in the General Exhibition or a specialty pavilion. One option is required, and you can select up to (3). Follow instructions to pre-qualify for specialty pavilions.
Complete your booth preferences

- You will be required to list (5) preferences. WEF staff will assign exhibit space in priority point order for Second Advance Sales. For General Sales, applications are reviewed in date receipt order.

- Use the comments box to make notes you want WEF to review when assigning your space.

- Choose if a corner booth is more important than location.

- You can select up to four competitors that you wish not to be near using a drop-down menu. The competitors you list on this application are used for WEFTEC 2024 booth space selection. If you do not see a competitor on this list that you would like to be included, email WEFTECSales@wef.org, and WEF staff will add once your application has been submitted.

- Choose if the booth location is more important than being near a competitor.
Step 1 (continued) – Contact Information

Enter Contact Information

- Each exhibitor can provide a Primary, Secondary and Billing contact.
- The primary contact receives all communications, invoices and listed as the registration “key contact”.
- Secondary contact is copied on all communications sent to Primary contact.
- Billing contact receives a copy of all invoices.
- The Secondary or Billing contact only needs to be completed if different from the Primary.
- Finally, tell us how you heard about WEFTEC.
Step 2 - Select Booth Size and Rate

Select your booth size using the drop-down menu.

Then select your preferred membership status (this will be verified by WEF when your booth space is assigned). Click ‘Continue’ after you have made your selection.

Please Note: The application must be completed within one (1) hour, or the system will time out and your information will not be saved.

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### WEFTEC 2024 Exhibitor Booth Sales

**Select Your Booth Size & Boot Rate**

Please select the booth size you anticipate reserving and the boot rate.

**Choose Your Boot Rate:**
- **Member or Non-Member Rate**
  - WEF Exhibitor Members can access a discounted WEFTEC boot rate, earn one additional priority point, and other benefits by investing in 2024 Exhibitor Membership. Other WEF membership types do not allow access to WEFTEC member boot rate.
  - Please review the membership dues and boot rate detail below before selecting your answer. Once you have selected and submitted your boot application, your boot rate may not be changed unless you choose to upgrade your boot space.

Here's the breakdown of costs:

<table>
<thead>
<tr>
<th>Size</th>
<th>Price Options</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 x 20 Island</td>
<td>Select Price Option</td>
<td>$0.00</td>
</tr>
<tr>
<td>Add Space</td>
<td>Second Advance &amp; General Sales Member</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>- General Sales Non-Member</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Learn more about WEF Exhibitor Membership and its benefits: [www.wef.org/exhibitormembership](http://www.wef.org/exhibitormembership)

Second Advance & General Sales Member Rate = $45 per square foot; plus $250 per corner
Second Advance & General Sales Non-Member Rate = $53 per square foot; plus $250 per corner

By selecting the member rate below, you agree to activate/upgrade your 2024 WEF Exhibitor Membership following completion of this application. Your boot application will not be reviewed/assigned until your 2024 WEF Exhibitor Membership is activated. By selecting the non-member rate below, you are acknowledging you do not wish to invest in Exhibitor Membership for 2024. You are unable to change your WEFTEC booth rate once this application has been submitted.

Your total booth cost will be automatically calculated for you. When WEF approves your booth request, your cost will be adjusted based on the actual booth size reserved (including corner fees, if applicable).

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[Image: Booth selection interface with options and pricing details]
WEFTEC Digital Exhibitor Listings: Maximize your online exhibitor directory listing and receive up to a 33% discount when you invest during the booth application process. You must select a package to move forward in the application.
Step 4 – Items

Increase your organization’s visibility with WEF advertising opportunities.

Receive a 15% discount on these opportunities when completing your booth application.

Click to see examples of current listings.

Be sure to click ‘Add to Cart’ if you would like to add the item.

Click “Continue” when complete
Step 5 – Confirm Order

Review your exhibit application.

- If any changes need to be made, click ‘Edit’ to go back.
- At the bottom of this page, indicate your agreement to the WEFTEC Exhibitor License Agreement by providing a signature, name, and job title of the person completing the application.
- Once the ‘Continue’ button is clicked at the bottom of the page, you WILL NOT be able to go back to change your application.
Step 5 – Confirm Order (continued)

Review your exhibit application.

- If any changes need to be made, click ‘Edit’ to go back.
- At the bottom of this page, indicate your agreement to the WEFTEC Exhibitor License Agreement by providing a signature, name, and job title of the person completing the application.
- Once the ‘Continue’ button is clicked at the bottom of the page, you WILL NOT be able to go back to change your application.
Step 5 – Confirm Order (continued)

Review your exhibit application.

- If any changes need to be made, click ‘Edit’ to go back.

- At the bottom of this page, indicate your agreement to the WEFTEC Exhibitor License Agreement by providing a signature, name, and job title of the person completing the application.

- Once the ‘Continue’ button is clicked at the bottom of the page, you WILL NOT be able to go back to change your application.
Step 5 – Confirm Order (continued)

Review your exhibit application.

• If any changes need to be made, click ‘Edit’ to go back.

• At the bottom of this page, indicate your agreement to the WEFTEC Exhibitor License Agreement by providing a signature, name, and job title of the person completing the application.

• Once the ‘Continue’ button is clicked at the bottom of the page, you WILL NOT be able to go back to change your application.
Step 5 – Confirm Order (continued)

Review your exhibit application.

• If any changes need to be made, click ‘Edit’ to go back.

• At the bottom of this page, indicate your agreement to the WEFTEC Exhibitor License Agreement by providing a signature, name, and job title of the person completing the application.

• Once the ‘Continue’ button is clicked at the bottom of the page, you WILL NOT be able to go back to change your application.
Step 6 – Payment

A 50% deposit for your exhibit space is due with the booth application, and the remaining balance is due by May 31, 2024.

Any applications submitted on April 1 or later require a 100% booth deposit to be reviewed/assigned.

If an exhibit credit was transferred to WEFTEC 2024, you will see “Applied Credits” notated under your total.

In the ‘Payment Type’ dropdown, select ‘Credit Card’ or ‘Bill Me’. By selecting ‘Bill Me’, payment by credit card, check, wire transfer or ACH may be made later.

An invoice will automatically be sent when this option is selected.

Note: Booth assignments will not be made without the required 50% booth deposit.
A 50% deposit for your exhibit space is due with the booth application, and the remaining balance is due by May 31, 2023.

Any applications submitted on April 1 or later require a 100% booth deposit to be reviewed/assigned.

If an exhibit credit was transferred to WEFTEC 2024, you will see “Applied Credits” notated under your total.

In the ‘Payment Type’ dropdown, select ‘Credit Card’ or ‘Bill Me’. By selecting ‘Bill Me’, payment by credit card, check, wire transfer or ACH may be made later.

An invoice will automatically be sent when this option is selected.

Note: Booth assignments will not be made without the required 50% booth deposit.
Step 7 – Complete Order

After the ‘Process Payment’ or ‘Process Invoice’ button is clicked, the application is complete.

Immediately, you will be sent an email with a copy of your completed contract and booth invoice.

Be sure to add WEFTECSales@wef.org and service@mapyourshow.com to your safe senders list.
Questions?

Contact Us

WEFTEC Exhibition Sales

**North America:**
Kate Hawley, Senior Manager, WEFTEC Exhibition Sales
Rachelle Stefanik, Specialist, WEFTEC Exhibition Sales
James Harrison, Specialist, Customer Success
+1.703.684.2437 | WEFTECSales@wef.org

Outside North America
Nic Christy, Director, International Business Development
+44 (0) 789-992-7926 | NChristy@wef.org

Advertising & Sponsorship Sales
Nic Christy, Director, International Business Development
+44 (0) 789-992-7926
NChristy@wef.org

WEF Buyers Guide
Jenny Grigsby, Sales Account Manager
+1.703.684.2451 | JGrigsby@wef.org

WEF Member Services
+1.800.666.0206 | csc@wef.org
www.wef.org/exhibitormembership