A Step-by-Step Guide:
Booth Application Process
For appointments beyond the 150th company in priority point order (March 15 or later), your application link will open at 8 am ET on day of your appointment. Prior to the application link going live, you will see this below red notification; a booking code is not needed. The application will open at exactly 8:00 am ET the day of your appointment.

To begin your online application: click on your unique link provided to you by the WEF Exhibition Sales Team. The application will open at exactly 8:00 am ET the day of your appointment.
Step 1 Select Booth Size - Indicate the booth size you would like to reserve. The price will automatically calculate based on your membership status. *When viewing the floorplan, please note the ability to filter and view by North Building and South Building in the blue navigation menu at the top.

Exhibitor Booth Sales

Select Booth Size

Click here to view the floorplan. Keep this floorplan open to tell us your booth number preferences on the next step.

Please select the booth size you anticipate reserving. 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 (and corners, if applicable) assigned.

Applications must be completed within one (1) hour.

<table>
<thead>
<tr>
<th>Space</th>
<th>Quantity</th>
<th>Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 x 20 1 Corner</td>
<td>1</td>
<td>$8,150.00</td>
<td>$8,150.00</td>
</tr>
</tbody>
</table>

Grand Total: $8,150.00

Add Space

If you have any questions about exhibit space, please contact WEF Exhibition Sales at 703-684-2423 or weftecsales@wef.org.
Step 2 Company Information & Booth Preferences - Complete your company information used for billing purposes. Then, provide up to (8) booth preferences.
Booth preferences – Complete your booth preferences. We strongly recommend you provide (8) as WEF staff will assign exhibit space in priority point order. Use the comments box to make any notes you want WEF to review when assigning your space. If you would like to be contacted when WEF assigns your booth, select ‘Yes’ as a response to that question.
Competitors – The competitors you list on this application will be used for WEFTEC 2022 booth space selection.

Competitors

List up to four competitors you prefer not be near. Distance from competitors cannot be guaranteed. The competitors you list here will be used for WEFTEC 2022 booth selection (identify by company name, NOT products displayed).

- Competitor #1: Test competitor 1
- Competitor #2: test competitor 2
- Competitor #3: test competitor 3
- Competitor #4: test competitor 4

Is booth location more important to your company than being near a competitor? Yes ✗
Contacts – New this year you have the option to provide us with a Secondary and a Billing contact. The Primary contact will be the one to receive all communications, invoices and listed as the registration "key contact".

**Primary Contact:** Receives all communications, invoices, and is listed as the registration "key contact."
- **Primary Contact Name**: Jane Doe
- **Primary Contact E-Mail**: khawley@wef.org
- **Primary Contact Office Number**: 555-555-1234
- **Primary Contact Mobile Number**: 555-555-5678
- **Primary Contact Title**: Sales

**Secondary Contact:** Copied on all communications to Primary Contact (optional)
- **Secondary Contact Name**
- **Secondary Contact E-mail**
- **Secondary Contact Office Number**
- **Secondary Contact Mobile Number**
- **Secondary Contact Title**

**Billing Contact:** Receives all invoices. Primary Contact is copied on these communications as well. (optional)
- **Billing Contact Name**: Kevin
- **Billing Contact E-mail**: Malone
- **Billing Contact Office Number**: 555-555-9012
- **Billing Contact Mobile Number**
- **Billing Contact Title**: Accountant
**Step 3 Packages** – Map Your Show (MYS) Enhanced Listing Opportunities. These listing opportunities provide your exhibitor directory listing to stand out to attendees. You must select either the Deluxe Package ($495) or Basic Listing (complimentary) to move forward in the application. The Deluxe package is offered at a 15% discount during the application process only.
Here are examples of the show special, virtual business card and collateral included with the Deluxe Package.

**Show Specials**
Attract more customers to your listing by calling attention to special offers, exclusive show discounts and giveaways your company may be offering.

**Virtual Business Cards**
Upload your contact information, headshot, social media links and more to make networking simple. Attendees are able to save your business card to their agenda planner for easy access.

**Collateral**
Upload a variety of attendee resources through your exhibitor portal such as press releases, brochures, white papers, videos and more. To maximize exposure, consider upgrading your package for multiple uploads.
Step 4 Items – Increase your organization’s visibility with WEF advertising opportunities: the WEFTEC Exhibitor Directory Logo Enhancement and the WEF Buyer’s Guide Enhanced Level Profile. Receive a 15% discount on these opportunities when completing your booth application. Be sure to click ‘Add to Cart’ if you would like to add the item.
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 WEF Exhibitor Terms and Conditions 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)

Competitors

List up to four competitors you prefer not to be near. Distance from competitors cannot be guaranteed. Historical competitors will NOT be considered. (Identify by company name, NOT products displayed)

Competitor #1: Pepsi
Competitor #2: Coke
Competitor #3: 
Competitor #4: 

Is booth location more important to your company than being near a competitor?: No

Primary Contact: Receives all communications, invoices, and is listed as the registration "key contact."

  Primary Contact Name: Jane Doe
  Primary Contact E-Mail: khawley@wof.org
  Primary Contact Office Number: 555-555-1234
  Primary Contact Mobile Number: 555-555-5678
  Primary Contact Title: Sales

Secondary Contact: Copied on all communications to Primary Contact (optional)

  Secondary Contact Name: 
  Secondary Contact E-mail: 
  Secondary Contact Office Number: 
  Secondary Contact Mobile Number: 
  Secondary Contact Title: 

Billing Contact: Receives all invoices. Primary Contact is copied on those communications as well. (optional)

  Billing Contact Name: Kevin
  Billing Contact E-mail: Malone
  Billing Contact Office Number: 555-555-9012
  Billing Contact Mobile Number: 
  Billing Contact Title: Accountant
**Step 5 Confirm Order (Continued)**

<table>
<thead>
<tr>
<th>Booth Space</th>
<th>Edit</th>
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<tbody>
<tr>
<td><strong>Item Type</strong></td>
<td><strong>Space/Booth Name</strong></td>
</tr>
<tr>
<td>Space</td>
<td>10 x 20 1 Corner</td>
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</tbody>
</table>

<table>
<thead>
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<th>Package</th>
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<td><strong>Package Name</strong></td>
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<table>
<thead>
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<th>Item(s)</th>
<th>Edit</th>
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<tbody>
<tr>
<td><strong>Item Name</strong></td>
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</tr>
<tr>
<td>Other Opportunities, WEFTEC Exhibitor Directory Logo Enhancement</td>
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</tr>
<tr>
<td>Other Opportunities, WEF Buyer's Guide - Enhanced Level Profile</td>
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</table>

**NOTE:** Fee is non-refundable once service has been activated.

**Order Total**

Order Total: $9,914.95
Step 5 Confirm Order (Continued)

Terms and Conditions

Please review the Terms and Conditions

"CUTTING EDGE TECHNOLOGICAL ADVANCES IN THE FIELDS OF WATER AND WASTEWATER TREATMENT, COLLECTION SYSTEMS, WATER QUALITY, WATER REUSE, AND POLLUTION CONTROL. THE WEFTTEC EXHIBITION IS AN INTEGRAL PART OF THE EDUCATIONAL OFFERINGS, PRODUCTS AND SERVICES DISPLAYED, ADVERTISED, POSTED, LINKED, OR DEMONSTRATED MUST BE RELATED TO THE WATER QUALITY INDUSTRY AND CONTENT MUST BE PRESENTED IN A MANNER THAT ADHERES TO PROFESSIONAL BUSINESS STANDARDS AND CREATES A CONTEXT APPROPRIATE FOR ALL PARTICIPANTS AT WEFTTEC. SHOULD WEF DETERMINE IN ITS SOLE DISCRETION THAT AN EXHIBIT, DEMONSTRATION, OR ADVERTISEMENT VIOLATES THE RULES IN THIS LICENSE, IS INAPPROPRIATE, OR IS NOT IN THE BEST INTERESTS OF THE CONFERENCE, WEF MAY REQUIRE THAT THE EXHIBITOR MAKE CHANGES TO ITS DISPLAY OR ADVERTISEMENT, DEMOUNT ITS DISPLAY, REMOVE THE INAPPROPRIATE CONTENT OR LINKS, OR CEASE THE INAPPROPRIATE DEMONSTRATION(S) AS DEEMED NEEDED.

This license is being granted to the Exhibitor to permit the Exhibitor to exhibit and/or advertise at WEFTTEC. Failure of the Exhibitor to fully comply with all the terms and conditions of this license may result, in the sole discretion of WEF, in the termination of this license to participate in WEFTTEC. To permit the preparation of the Exhibition in a timely manner and to create the appropriate environment for all the participants at WEFTTEC, the policies, regulations, and procedures, including the schedule of certain activities, has been established by the Water Environment Federation. At its sole discretion, the Water Environment Federation, with or without advance notice, reserves the right to unilaterally change, amend, or waive any of these requirements. All exhibitors are required to comply with WEF's contracted online platform Terms of Use and may be required to agree to the Terms of Use of additional third-party platforms in order to take full advantage of all services and events included in WEFTTEC.

LICENSE TERMS

Signature OK:

Signature Print Name:

Jane Doe

Title:

Sales Manager

The person executing this agreement has read and agrees, on behalf of the individual or entity for which it is executed, to be bound by the terms and conditions of the contract, incorporated herein by reference, further warrants that he or she has authority to execute this agreement by electronic signature and full authority to act for the individual or entity entering into this agreement.

WARNING: You will NOT be able to modify your order beyond this point. Please ensure all your information above is correct and click 'Continue.'
Step 6 Payment – A 25% deposit is due with the exhibit application, and the remaining balance is due June 30, 2021. If an exhibit credit was transferred to WEFTEC 2021, you will see this ‘Applied Credits’ notated. 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: Countersigned contracts will not be returned until a 25% deposit is made.

For check, wire transfer, ACH, or to pay by credit card later, select the Bill Me option.
For credit card payments, select Credit Card and enter information.

Payment amount will automatically calculate with what is due for your booth and additional WEF items.
**Step 7 Order Complete** – After the ‘Process Payment’ button is clicked, the application is complete. Immediately, at least two emails will be sent: 1) email with a copy of your contract, 2) an email with your booth invoice, and 3) an email with your MYS Enhanced Listing invoice, if purchased.

Make sure to add WEFTECSales@wef.org and service@mapyourshow.com to your safe sender’s list.

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If you have any questions about exhibit space, please contact WEF Exhibition Sales at 703-684-2423 or wennecesales@wef.org.