A Step-by-Step Guide:
Booth Application Process
Companies who exhibited at WEFTEC 2019 or WEFTEC Connect 2020 (virtual event) are eligible to participate in Second Round Sales. Also, WEFTEC 2021 exhibitors who did not participate in Onsite Sales are eligible to participate in. Companies who are eligible for Second Round Sales were sent an email to the Primary Contact and Secondary Contact (if provided) on December 1st, with their unique application link and a booking code.

Companies who are ineligible for Onsite (Advance) Sales or Second Round Sales periods are eligible for General Sales. General Sales is for companies that exhibited at WEFTEC 2018 or prior or are a new WEFTEC exhibitor.

Link to WEFTEC 2022 Booth Space Application: https://weftec22.exh.mapyourshow.com/6_0/boothsales/
**Step 1 Select Booth Size** – Indicate the booth size you would like to reserve. For Second Round Sales companies, the price will automatically calculate based on your current membership status. For General Sales companies, or companies exhibiting for the first time you will select your membership status (this will be verified by WEF when your booth space is assigned).

The application must be completed within one (1) hour, or the system will time out and your information will not be saved.
Step 2 – Company Information & Booth Preferences – Complete your company information used for billing purposes. Then, provide up to (8) booth preferences.

Exhibitor Booth Sales

Company Information & Booth Preferences

By entering your unique renewal code, we have accessed your account and pre-populated your company information. Please edit and complete company information below. This will be used for billing purposes.

* Exhibiting As
  Water Environment Federation
  WEF

* Official Company Name
  WEF TEST COMPANY

Company Name (Previously Used for Exhibiting)
  Water Environment Federation
  WEF

* Business Address
  501 Wythe Street
  Alexandria
  VA
  22314

* City
  Alexandria
  VA
  22314

* State/Province
  United States

* Zip/Postal Code
  22314

* Country
  United States

* Business Phone
  (703) 684-2400

* Corporate Website
  www.wef.org

* Confirm you are eligible to exhibit at WEFTEC by identifying the products and services you will display (For WEF internal purposes only. This is not your company’s public facing description)

Type brief description here.
Step 2 continued: Booth preferences – Complete your booth preferences. We strongly encourage you to provide (8) preferences. WEF staff will assign exhibit space in priority point order for Second Round Sales. For General Sales, exhibit space is assigned in order of application receipt. 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.
Step 2 continued: Competitors – The competitors you list on this application will be used for WEFTEC 2023 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.

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 2023 booth selection (identify by company name, NOT products displayed).
Step 2 continued: Contacts – Each exhibitor can provide a Primary, Secondary and Billing contact. The primary contact will be the one to receive 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.

On the last question on this step, let us know how you heard about WEFTEC.
Step 3 Packages – WEF Digital Exhibitor Listings. Maximize your digital exhibitor directory listing and receive a 34% discount when you invest during the booth application process. You must select a package to move forward in the application. You must select a package to move forward in the application. Click here to access the media kit.
**Step 4 Items** – Increase your organization’s visibility with the below WEF advertising opportunities.

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.

- **WEFTEC Exhibitor Directory Logo Enhancement $882** (regularly $1,038)
  Increase your company’s listings in the exhibitor directory published in the WEFTEC Program, September issue of *Water Environment & Technology* (WE&T), and on [www.weftec.org](http://www.weftec.org).

- **WEF Buyer’s Guide**: A comprehensive, interactive gateway to products, solutions, and services for leading decision makers worldwide. Profiles are live 12 months, and content can be changed/added throughout the contract period – keeping your offerings fresh and timely.
  - Enhanced Level Profile | $426.70 (regularly $502 for 12 months) | Includes:
    - Company logo
    - Company description
    - Inclusion in 3 product categories (WEFTEC Exhibitor Showcase category is free)
    - Company contacts – unlimited (name, title, headshot image, direct link to email address)
  - Bronze Level Profile | $960.50 (regularly $1,130 for 12 months) | Includes:
    - Products section – unlimited (includes product image, title, description, and hyperlink)
    - Keyword integration (500 characters of keywords and phrases)
    - Live iFrame of company website
    - Company logo
    - Company description
    - Inclusion in 3 product categories (WEFTEC Exhibitor Showcase category is free)
    - Company contacts – unlimited (name, title, headshot image, direct link to email address)
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)

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 2023 booth selection (identify by company name, NOT products displayed).

- 120 Water Audit
- 2S Water Incorporated
- 374 Water
- 374 Water Inc.

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: Erin Kelly
Primary Contact E-Mail: ekelly@wef.org
Primary Contact Office Number: (703) 684-2447
Primary Contact Mobile Number:

Primary Contact Title: Coordinator

Secondary Contact: Copied on all communications to Primary Contact (optional). Complete this only if contact is different from Primary Contact.

Secondary Contact Name: Kate Hawley
Secondary Contact E-mail: khawley@wef.org
Secondary Contact Office Number: (703) 684-2423
Secondary Contact Mobile Number:

Secondary Contact Title: Senior Manager

Billing Contact: Receives all invoices (optional). Complete this only if contact is different from Primary Contact.

Billing Contact Name: Finance
Billing Contact E-mail: WEFTECsales@wef.org
Billing Contact Office Number:
Billing Contact Mobile Number:
Billing Contact Title:

How did you hear about us?: Email
Step 5 Confirm Order (continued)

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Space/Booth Name</th>
<th>Location</th>
<th>Price Type</th>
<th>Price</th>
<th>Qty</th>
<th>Sub Total</th>
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</thead>
<tbody>
<tr>
<td>Space</td>
<td>10 x 10</td>
<td>Corner</td>
<td>Exhibit Hall</td>
<td>Second Round Sales &amp; General Sales - Member</td>
<td>$4,450.00</td>
<td>1</td>
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</table>

**Package**
- **Package Name**: Deluxe Package
- **Price**: $495.00

**Item(s)**
- **Item Name**: Other Opportunities, WEFTEC Exhibitor Directory Logo Enhancement
  - **Price**: $882.00
  - **Qty**: 1
  - **Sub Total**: $882.00
- **Item Name**: Other Opportunities, WEF Buyer's Guide - Enhanced Level Profile
  - **Price**: $426.70
  - **Qty**: 1
  - **Sub Total**: $426.70

**Order Total**: Order Total: $6,253.70

**Terms and Conditions**

Please review the Terms and Conditions.

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Water Environment Federation® Technical Exhibition and Conference (WEFTEC®) License for Exhibit Space and Advertising

The exhibiting company ("Exhibitor") listed in this application applies for contracted exhibit space ("Exhibit Space") at the 2022 Water Environment Federation Technical Exhibition and Conference (WEFTEC®) ("Event"). WEF agrees to review your Exhibit Space Application and to allow or to deny participation in the Event consistent with Event eligibility requirements, policies, and at the discretion of WEF® Exhibitor, by signing this License for Exhibit Space ("License"). agrees to the following provisions:

INTRODUCTION

The annual Water Environment Federation Technical Exhibition and Conference (WEFTEC®) provides its members and public conference registrants with an educational program with an emphasis on cutting edge technological advances in the fields of water and wastewater treatment, collection systems, water quality, water reuse, and pollution control. The WEFTEC 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 WEFTEC. Should WEF determine, in its sole discretion, that an exhibit, demonstration, or advertisement violates 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, dismantle its display, remove the inappropriate content or links, or cease the inappropriate demonstration(s) as deemed necessary.
Step 5 Confirm Order (continued)

Terms and Conditions
Please review the Terms and Conditions

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Signature OK.

*Signature Print Name:
Erin Kelly

*Title:
Coordinator

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.'

Back  Continue

If you have any questions about your WEFTEC exhibit space application, please contact WEF Exhibition Sales at 703-684-2437 or WEFTECSales@wef.org.
**Step 6 Payment** – A 25% deposit for your exhibit space is due with the booth application, and the remaining balance is due by May 31, 2022. Any applications submitted on May 1 or later require a 100% booth deposit to be reviewed/assigned. If an exhibit credit was transferred to WEFTEC 2022, 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: Countersigned contracts will not be returned until a 25% deposit is made and your booth application is received and assigned.

### Exhibitor Booth Sales

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<tr>
<th>Payment</th>
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<tr>
<td>Item Description</td>
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<tr>
<td>Exhibit Hall, 10 x 10 1 Corner</td>
<td>$4,450.00</td>
<td>25% Deposit</td>
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<td>$426.70</td>
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<tr>
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<td>$426.70</td>
<td>Amount Due Now:</td>
</tr>
</tbody>
</table>

A 25% deposit is due with the exhibitor’s signed contract. Booth applications will not be reviewed/assigned without the required deposit. Full payment of the balance is due no later than May 31, 2022.
Step 6 Payment (continued) - For check, wire transfer, ACH or to pay by credit card later, select the Bill Me option. The invoice will contain payment instructions.

If you have any questions about your WEFTEC exhibit space application, please contact WEF Exhibition Sales at 703-684-2437 or WEFTECSales@wef.org.
Step 6 Payment (continued) - 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.

Make Payment

Please select a method of payment to purchase your exhibit space and optional online upgrades.

You have the option to pay by credit card, check, wire transfer, or ACH. Your invoice will be automatically generated and sent to the email you have provided.

* Payment Type: Credit Card
* Name On Card: Erin Kelly
Company Name: WEF TEST COMPANY
* Address: 601 Wythe Street
* City/Town: Alexandria
* State/Province: Virginia
* Zip/Postal: 22334
* Country: United States of America
* Credit Card: Visa
* Credit Card No.: [redacted]
* Verification Code: [redacted]
* Expiration Date: 11/2021
* Payment Amount: $1112.50 ($1,112.50 minimum, Enter in USD, Format: 12345.00)

Process Payment

If you have any questions about your WEFTEC exhibit space application, please contact WEF Exhibition Sales at 703-684-2437 or WEFTECSales@wef.org.
Step 7 Order Complete – After the ‘Process Payment’ or ‘Process Invoice’ button is clicked, the application is complete. Immediately, as least two emails will be sent: 1) email with a copy of your contract, and 2) an email with your invoice.

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