

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.

Exhibitor Booth Sales

Your application can not be submitted at this time, please return on 03/15/2021 at 8:00 AM EST. Please contact WEF Exhibition Sales at 703-684-2423 or weftecsales@wef.org for more information.

Renew My Booth

*Please enter your Booking Code
in the form below.*

Submit

Can't find your code? Contact WEF
Exhibition Sales at
weftecsales@wef.org for more
information.

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

STEP 1
Select Booth Size

STEP 2
Company Information & Booth Preferences

STEP 3
Packages

STEP 4
Items

STEP 5
Confirm Order

STEP 6
Payment

STEP 7
Complete

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.

Space	Quantity	Price	Subtotal
<input type="checkbox"/> 10 x 20 1 Corner	1	\$8,150.00	\$8,150.00
Grand Total:			\$8,150.00

Add Space

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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.

Exhibitor Booth Sales

STEP 1 <i>Select Booth Size</i>	STEP 2 <i>Company Information & Booth Preferences</i>	STEP 3 <i>Packages</i>	STEP 4 <i>Items</i>	STEP 5 <i>Confirm Order</i>	STEP 6 <i>Payment</i>	STEP 7 <i>Complete</i>
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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.



* Company Name	WEF TEST COMPANY
Company Name (If different from last exhibited)	
* Business Address	601 Wythe Street
City	Alexandria
State/Province	VA
* Zip/Postal Code	22314
* Country	United States ▼
Business Phone	703-684-2400
Fax	333-333-1234
Corporate Web Site	www.weftec.org/exhibit2021
* Confirm you are eligible to exhibit at WEFTEC by identifying the products and services you will display	<div>Type brief description here. 28 Characters</div> <div>(This will not be published in the online directory)</div>

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.

Booth Preferences

Booth preferences are not guaranteed. Exhibit space is assigned in priority point order. Please select your preferences accordingly. If your selections are not available at your company's turn to be assigned, the best available exhibit space that is most similar to your preferences will be assigned.

Click [here](#) to view the floor plan. Keep this floorplan open for selecting booth location preferences.

	* Booth Preference #1	<input type="text" value="6913"/>
	* Booth Preference #2	<input type="text" value="6915"/>
	* Booth Preference #3	<input type="text" value="6418"/>
	Booth Preference #4	<input type="text" value="6318"/>
	Booth Preference #5	<input type="text" value="6422"/>
	Booth Preference #6	<input type="text" value="6322"/>
	Booth Preference #7	<input type="text"/>
	Booth Preference #8	<input type="text"/>



Comments

Prefer to be on aisle and in North Hall.

Please note any special requests related to your booth space preferences

Is a corner booth more important than location?
I would like to be contacted when WEF reviews my booth application



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	<input type="text" value="Test competitor 1"/>
Competitor #2	<input type="text" value="test competitor 2"/>
Competitor #3	<input type="text" value="test competitor 3"/>
Competitor #4	<input type="text" value="test competitor 4"/>

Is booth location more Important to your company than being near a competitor?	<input type="button" value="Yes ▼"/>
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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

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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.

Exhibitor Booth Sales

STEP 1
Select Booth Size

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MYS Enhanced Listing Opportunity

An Online Marketing Option must be selected.

Attendees are researching exhibitors online. Will your listing stand out? Purchase the Deluxe Package today at a 15% discount!

DELUXE PACKAGE

SELECT

Includes:

- Company and Contact information
- Booth number w/ active link to floorplan
- Website
- Description
- Product Categories
- Access to leads
- Logo upload
- Ability to upload one (1) show special offer
- Two (2) virtual business cards w/ live chat
- Upload of two (2) product brochures and/or press releases

Sample Company

1234 Valley Ave.
Channahon, IL 61028
P: (815) 555-5555
http://www.sampleco.com

View on Floor Plan:
Booth: 1001 - 1002

Add to My Show

ABOUT SAMPLE COMPANY

This area is for information about your company. It should include anything about your company history, awards won or receive here your offices are located. This area is for information about your company. It should include anything about your company history, awards won or receive here your offices are located.

Product Categories (0)

• Industrial & Facilities

• Parts & Equipment

• Parts & Maintenance

• Parts & Tooling Kits

BASIC LISTING

SELECT

Includes:

- Company and Contact information
- Booth number w/ active link to floorplan
- Website
- Description
- Product Categories

Included in booth purchase

\$0.00

★ Bailey Brothers

ABOUT BAILEY BROTHERS

Bailey Brothers has been serving the Midwest since 1958. We have more than 40 years of experience in providing quality products. Our focus is on providing quality products and services to our customers.

To this day our focus has remained on our customers. Our aim is to provide the services larger dealers have to offer with a personal touch. At Bailey Brothers, we are committed to providing the same quality, with our staff, the same you'll learn about our services, step by step of our 10 branches for a personal visit or call on either, we look forward to serving you and help you.

VIEW ON THE FLOOR PLAN

Booth: 1001 - 1002

CONTACT US

1234 Valley Ave.
Channahon, IL 61028
P: (815) 555-5555
http://www.baileybrothers.com

PRODUCT CATEGORIES

• Accounts & Consulting and Service

• Cash Management & Payroll

• Cash Management & Deposit Services

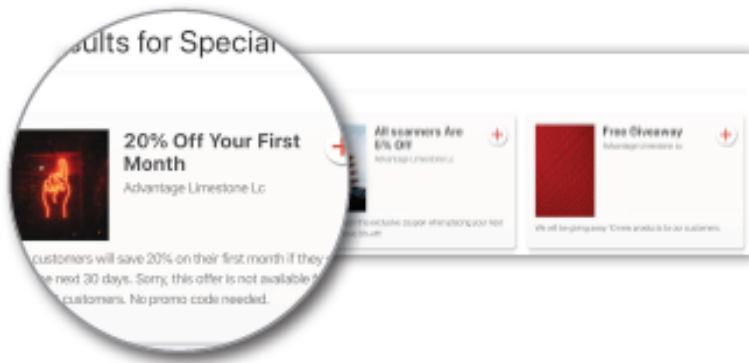
• Loans & Finance

• Merchant Services & Credit Card Processing

• Merchant Services & Business Solutions

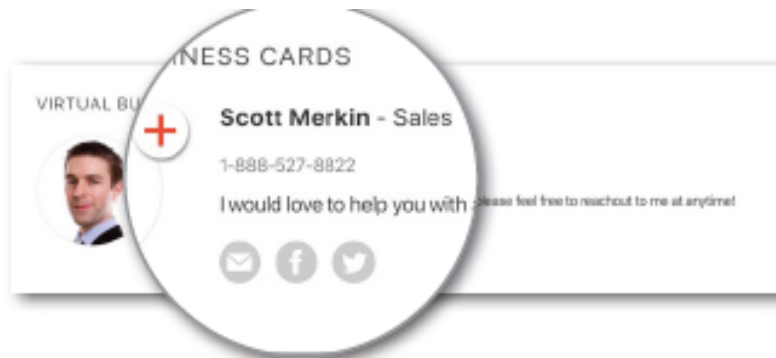
8

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.

Exhibitor Booth Sales

STEP 1
Select Booth Size

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Additional Available Opportunities

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Other Opportunities

WEFTEC Exhibitor Directory Logo Enhancement: **\$856.00**

Save 15% today! (Regular Rate: \$1,008)

Increase your company's listings in the exhibitor directory published in the WEFTEC Program, September WE&T, and on www.weftec.org

SAVED TO CART | REMOVE



WEF Buyer's Guide - Enhanced Level Profile: **\$413.95**

Save 15% today! (Regular Rate: \$487 for 12 months)

Integrated with the WEFTEC Exhibitor Directory, the WEF Buyer's Guide provides 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.

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)

[Click Here for current Enhanced profile example](#)

ADD TO CART

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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.

Exhibitor Booth Sales



Confirm Order

Please confirm that the information below is correct.

Company Information & Booth Preferences [Edit](#)



Company Name: WEF TEST COMPANY
Company Name (if different from last exhibited):
Business Address: 601 Wythe Street
City: Alexandria
State/Province: VA
Zip/Postal Code: 22314
Country: United States
Business Phone: 703-684-2400
Fax: 333-333-1234
Corporate Web Site: www.weftec.org/exhibit2021

Confirm you are eligible to exhibit at WEFTEC by identifying the products and services you will display:
Booth Preferences

Type brief description here. (This will not be published in the online directory)

Booth preferences are not guaranteed. Exhibit space is assigned in priority point order. Please select your preferences accordingly. If your selections are not available at your company's turn to be assigned, the best available exhibit space that is most similar to your preferences will be assigned.

Click [here](#) to view the floor plan. Keep this floorplan open for selecting booth location preferences.

Booth Preference #1: 6913
Booth Preference #2: 6915
Booth Preference #3: 6418
Booth Preference #4: 6318
Booth Preference #5: 6422
Booth Preference #6: 6322
Booth Preference #7:
Booth Preference #8:

Comments: Prefer to be on aisle and in North Hall Please note any special requests related to your booth space preferences

Is a corner booth more important than location?: No
I would like to be contacted when WEF reviews my booth application: Yes

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@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 5 Confirm Order (Continued)

Booth Space		Edit				
Item Type	Space/Booth Name	Location	Price Type	Price	Qty	Sub Total
Space	10 x 20 1 Corner	Exhibit Hall	Advance Sales - Member	\$8,150.00	1	\$8,150.00

Package		Edit				
Package Name						Price
Deluxe Package **						\$495.00

Item(s)		Edit				
Item Name				Price	Qty	Sub Total
Other Opportunities, WEFTEC Exhibitor Directory Logo Enhancement				\$856.00	1	\$856.00
Other Opportunities, WEF Buyer's Guide - Enhanced Level Profile				\$413.95	1	\$413.95

** 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 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 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, dismantle its display, remove the inappropriate content or links, or cease the inappropriate demonstration(s) as deemed necessary.

This license is being granted to the Exhibitor to permit the Exhibitor to exhibit and/or advertise at WEFTEC. 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 WEFTEC. To permit the preparation of the Exhibition in a timely manner and to create the appropriate environment for all the participants at WEFTEC, 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 WEFTEC.

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.'

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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.

Exhibitor Booth Sales



Payment

Order Number: 504533

Order No.	Item Description	Subtotal	Payment Schedule	Date Due	Amount Due
504533	Exhibit Hall, 10 x 20 1 Corner	\$8,150.00	Deposit	DUE NOW	\$837.50
	Total:	\$8,150.00	Final Payment	06/30/2021	\$6,112.50
	Applied Credits:	(\$1,200.00)			
	Balance:	\$6,950.00			
	Amount Due Now:	\$837.50			

Order Number: 504534

Order No.	Item Description	Subtotal	Payment Schedule	Date Due	Amount Due
504534	Other Opportunities, WEFTEC		Due Now	DUE NOW	\$1,269.95
	Exhibitor Directory Logo Enhancement	\$856.00			
504534	Other Opportunities, WEF				
	Buyer's Guide - Enhanced Level Profile	\$413.95			
	Total:	\$1,269.95			
	Amount Due Now:	\$1,269.95			

Order Number: I-112067

Item Description	Subtotal
Deluxe Package	\$495.00
Order Total:	\$495.00
Amount Due Now:	\$495.00

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. Remember that no exhibit spaces can be approved until payment has been received.

* Payment Type: Bill Me 

Please enter the email address you would like to have the bill emailed to.

* Email: khawley@wef.org

Process Invoice

For check, wire transfer, ACH, or to pay by credit card later, select the Bill Me option.

Exhibitor Booth Sales

Step 6 Payment (continued)

STEP 1 Select Booth Size	STEP 2 Company Information & Booth Preferences	STEP 3 Packages	STEP 4 Items	STEP 5 Confirm Order	STEP 6 Payment	STEP 7 Complete
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Payment

Order Number: 504533

Order No.	Item Description	Subtotal	Payment Schedule	Date Due	Amount Due
504533	Exhibit Hall, 10 x 20 1 Corner	\$8,150.00	Deposit	DUE NOW	\$837.50
	Total:	\$8,150.00	Final Payment	06/30/2021	\$6,112.50
	Applied Credits:	(\$1,200.00)			
	Balance:	\$6,950.00			
	Amount Due Now:	\$837.50			

Order Number: 504534

Order No.	Item Description	Subtotal	Payment Schedule	Date Due	Amount Due
504534	Other Opportunities, WEFTEC		Due Now	DUE NOW	\$1,269.95
	Exhibitor Directory Logo Enhancement	\$856.00			
504534	Other Opportunities, WEF				
	Buyer's Guide - Enhanced Level Profile	\$413.95			
	Total:	\$1,269.95			
	Amount Due Now:	\$1,269.95			

Order Number: I-112067

Item Description	Subtotal
Deluxe Package	\$495.00
Order Total:	\$495.00
Amount Due Now:	\$495.00

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. Remember that no exhibit spaces can be approved until payment has been received.

* Payment Type: Credit Card ▼

* Name On Card: Jane Doe

Company Name: Superior Signal Company LLC

* Address: 178 W Greystone Rd

* City/Town: Old Bridge

State/Province: New Jersey ▼
(Required for United States Of America)

Zip/Postal: 08857-3426
(Required for United States Of America)

* Country: United States ▼

* Credit Card: Visa ▼

* Credit Card No.:

* Verification Code: ?

* Expiration Date: 02 / 2021 ▼

* Payment Amount: 2602.45 (\$2,602.45 minimum, Enter in USD, Format: 12345.00)

NOTE: Order Number 'I-112067' will show on your credit card statement as a separate transaction.

Process Payment

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.

Exhibitor Booth Sales



Complete Order

Thank you for your booth space purchase!

Please add **'service@mapyourshow.com'** to your safe-senders list as you will receive:

- An email with your completed contract
- An email with your booth invoice
- An email with your MYS Enhanced Listing invoice, if purchased

Once your application has been processed and approved by WEF staff, you will receive confirmation that your user profile has been established. At that time, we encourage you to access your profile to complete additional information about your company and consider upgrading your presence online.

[Click here](#) to access the WEFTEC 2021 website.

[Click here](#) if you need to purchase an additional space under another company name.

Thank you again for exhibiting at WEFTEC 2021.

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