

## 2020 EXHIBIT SPACE RESERVATION & CONTRACT

### COMPANY AND PRIMARY CONTACT INFORMATION Check if address has changed Check if contact name has changed

Company Name	
If the company last exhibited under a different name, what was it?	
Person to receive materials	
Title	
Address (for materials mailing)	
City	State/Province
Zip/Postal Code	Country
Business Phone Number	Mobile Phone Number
E-mail	Website
Description of product/supply/service to be displayed:	

*By providing my e-mail address and signing this form, I consent to receive all communications sent by or on the behalf of the Water Environment Federation.*

### DIRECTORY LISTING INFORMATION if different from Primary Contact Information *This information is publicly listed in the WEFTEC Mobile App*

Company Name (please print exactly as it should appear in the Exhibitor Directory)		Letter of alphabet company should be listed under:
Sales Contact	E-mail	
Address		
City	State/Province	
Zip/Postal Code	Country	
Business Phone Number		

### EXHIBITOR MEMBERSHIP INFORMATION

<input type="checkbox"/> Current Exhibitor Membership Number _____	<input type="checkbox"/> New Exhibitor Member <input type="checkbox"/> Application & Payment Enclosed <input type="checkbox"/> Date Sent:	<input type="checkbox"/> Non-member
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Company Name	
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**SPACE REQUIREMENTS** *Please view floorplan at [www.WEFTEC.org/FloorPlans](http://www.WEFTEC.org/FloorPlans)*

<input type="checkbox"/> Exhibit Hall	<input type="checkbox"/> Stormwater Pavilion (>50% of display must focus on stormwater and wet weather management products)							
	<input type="checkbox"/> Innovation Showcase Pavilion							
	<input type="checkbox"/> Intelligent Water Pavilion (>75% of display must be dedicated to smart water solutions and/or intelligent water technologies)							
	<input type="checkbox"/> Workforce Pavilion							
	<input type="checkbox"/> 100 Mile Pavilion (must be located within 100 miles of New Orleans, Louisiana, USA)							
Size of Space Requested	_____ x _____					<input type="checkbox"/> Check here if a corner booth is more important than location		
Space Choices	1st	2nd	3rd	4th	5th	6th	7th	8th

**BOOTH LOCATION** *Please list competitors that affect your booth location.*

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

List all known competitors you prefer not to be near. Distance from competitors cannot be guaranteed. *(Identify by company name, NOT products displayed)*

1.	2.	3.	4.
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**PAYMENT INFORMATION** *Forms received without payment will not be processed* Federal Tax ID #: 53-0225129

<input type="checkbox"/> Exhibitor Member rate: \$41.00 per square foot, plus \$250 per corner	A 25% deposit is due with your signed contract. Full payment of the balance is due no later than May 31, 2020. After May 1st, full payment must accompany your signed contract. Exhibitors cancelling or reducing space reservations after January 31st are subject to liquidated damages of 10% of total booth fees of the cancelled space. Cancellations/ reductions after May 31st are subject to liquidated damages of 100% of total booth fees.
<input type="checkbox"/> Non-member rate: \$48.50 per square foot plus \$250 per corner	
<input type="checkbox"/> CHECK	<input type="checkbox"/> CREDIT CARD
Check # _____ is enclosed in the amount of \$ _____ for our exhibit space reservation. Date check mailed: _____ Mail completed form and payment to: Water Environment Federation   P.O. Box 38009   Baltimore, MD 21297-8009	Submit through <a href="https://www.wefnet.org/payments">https://www.wefnet.org/payments</a> Date submitted: _____   Amount Paid: _____ Select "WEFTEC" from Category Drop Down Menu. Enter "WEFTEC" in the product description field. Order number is not required.

**CONTRACT TERMS AND CONDITIONS**

The parties agree as follows:

- Effective Date of Agreement:** This agreement shall be made and effective only upon acceptance by both WEF and the Exhibitor. WEF reserves all rights to the Exhibition and may reject any and all proposed agreements or make reassignments as necessary, in WEF's sole discretion.
- Exhibit Space:** WEF hereby grants the Exhibitor a license to use the assigned space provided all terms and conditions of the contract have been met. Exhibitor certifies that products to be displayed are used in the water quality industry.
- Rules, Regulations, and License Agreement:** The requirements set forth in the "(WEFTEC) Water Environment Federation® Technical Exhibition and Conference License for Exhibit Space" (License) are made a part of this reservation and contract by reference. Exhibitor acknowledges that it has had the opportunity to review the License which is available on [www.weftec.org/HowToExhibit](http://www.weftec.org/HowToExhibit) and Exhibitor agrees to be bound by all terms and provisions of the License.
- The on-site sale and/or delivery of goods ("cash and carry") is not permitted. Any violation of this requirement will result in the termination of the existing contract for exhibit space.

**E-MAIL COMPLETED FORM TO KHAWLEY@WEF.ORG**

ACCEPTED FOR EXHIBITOR BY: (Please sign below. Contract is not valid without signature.)

	Printed Name
Authorized Signature	Title

ACCEPTED FOR WEF BY:

Kate Hawley, Senior Manager, Exhibition Sales	Date
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For Exhibition Management Use	Date Reservation Received	
Booth Number(s) Assigned	Order Number	
Booth Size(s)	MEM#	Exp.
Number of Corners	Hall	Status
Booth Type: standard inline   corner inline   perimeter   peninsular   shared island   island	Priority Points	Rate Code