



August Exhibitor Newsletter

This email is being sent to the primary and secondary booth contacts (if applicable). We encourage you to review and share this information with your colleagues to stay informed.

As WEFTEC approaches our communications may become more frequent.

SHIPPING INFORMATION

Advanced Warehouse: August 25 – September 17

It is strongly recommended to ship to the Advanced Warehouse to ensure that items are received on time. Shipments arriving at the Advanced Warehouse after September 17 incur an additional fee. More information regarding shipping is available in [Exhibitor FAQs](#).

Show Site: September 24 – 28

Shipping directly to show site is restricted to September 24 – September 28. Shipments arriving before September 24 will be rejected. Refer to the Target Floorplan in the Exhibitor Service Manual to determine your scheduled delivery date and time. Shipping Labels are also available in the Exhibitor Service Manual via the [ERC](#).

Note: All hanging signs must be shipped to the Advanced Warehouse.

AUTOMOBILE AND SMALL UTILITY VEHICLE (ASUV) PROGRAM

McCormick Place invites exhibitors to join the ASUV program. Only certain vehicles and transport devices are allowed for moving materials to the exhibitor area and booth space. [More ASUV Information](#)

EXHIBITOR MOVE-IN & MOVE-OUT

WEFTEC moves in exhibitors on a target schedule which assigns a date and time for move-in based on factors including the size of the booth and location. You may begin move-in on the assigned date and time, or any time after. Move-in and set up must be fully complete by 6:00 p.m. on Sunday, September 28.

The exhibit hall closes at 3:30 p.m. on Wednesday, October 1. Exhibitors are permitted to begin their break down and move-out at 3:31 p.m. Exhibitors who tear down or abandon their booth before 3:31 PM are penalized with the reduction of 5 priority points. Priority points is the system used to determine when you may select your booth for the following year. Make your travel arrangements accordingly.

BEWARE OF SCAMMERS

WEF does not share or sell the contact information of our exhibitors and attendees. Common scams include selling an attendee list and hotel reservations. All exhibitors can download an attendee list from the [ERC](#). Convention Management Resources (CMR) is the official housing services partner for WEFTEC. Make your reservations using the link provided in the [ERC](#) under Resources.

WEFTEC SUSTAINABLE BOOTH AWARD

Deadline: September 5

The [Booth Sustainability Award](#) application is available and exhibitors are encouraged to apply. The award recognizes sustainable booth design, focusing on key areas such as materials and construction, waste management, accessibility, and more.

INSURANCE REMINDER

Deadline: August 29

All exhibitors must submit a Certificate of Insurance (COI). Exhibitors can email the exhibiting company's COI to frank_andersen@ajg.com **OR** [Purchase](#) a policy for \$77 from Gallagher (Formerly Andersen Insurance Group).

WEFTEC 2026 BOOTH APPLICATIONS

Open Now

WEFTEC 2026 Advance Sales applications opened August 1. Customized application links were emailed to your company's primary and secondary contacts. Contact the Customer Success Team at weftecsales@wef.org with questions.

HANGING SIGN REMINDER

As a reminder, per our Rules and Regulations, only island booths that are 600 square feet or larger are permitted to have hanging signs.

UPCOMING DEADLINES

As we are getting closer to WEFTEC be sure to keep up to date with [WEFTEC Deadlines](#).

CONTACT US

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