



LEADING THE FUTURE OF WATER

2024

CONFERENCE: Oct. 5–9

EXHIBITION: Oct. 7–9

ERNEST N. MORIAL CONVENTION CENTER
New Orleans, Louisiana USA



August Exhibitor Newsletter

Next newsletter: Week of September 9

UPCOMING IMPORTANT DATES AND DEADLINES

Below are important upcoming dates and deadlines.

August 16

- Rooming list due for room blocks of 10 or more rooms
- Deadline to complete WEFTEC 2025 Advanced Sales Application

August 30

- Floral discount deadline (must be paid in full to receive discount)
- [Rate increase for additional booth personnel badges.](#)

August 31

- Last day to register or edit booth personnel badges for shipping.

September 4

- Freeman discount deadline

September 9

- Convention center utilities discount deadline

September 10

- Last day to cancel room block without penalty

WEFTEC 2025 ADVANCED SALES

Available now

On August 1, a customized WEFTEC 2025 booth application was sent to all WEFTEC 2024 exhibitors from service@mapyourshow.com. Complete your application by August 16 to receive a scheduled appointment to book your 2025 booth. The Booth Appointment Schedule, priority points, Proxy Form (if you are unable to attend your appointment), and floorplan will be available on the [ERC](#) September 1.

MARK YOUR CALENDARS

Join your fellow WEFTEC Exhibitors for two complementary educational sessions hosted by Robyn Davis of Exhibitors WINH:

August 21

Small Booth, Big Impact - How to Stretch your budget so you can achieve even more at WEFTEC 2024.

September 4

Last-minute tips and ideas to maximize your experience at WEFTEC 2024.

Keep an eye out for more details and a registration link.

SHIPPING TO WEFTEC

Advanced Warehouse: September 3 – September 25.

It is recommended to ship to the advanced warehouse to ensure that items are received on time. Exhibitors can ship to the Advanced Warehouse after September 25 for an additional fee. More information regarding shipping is available on the [Exhibitor FAQs](#) page of weftec.org

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

REQUIRED INSURANCE

Deadline: September 7

ALL WEFTEC Exhibitors are **required** to submit a Certificate of Insurance (COI) to expoinfo@wef.org. Insurance requirements can be found in the [Exhibitor FAQs](#).

HANGING SIGN REMINDER

As a reminder, per [WEFTEC's Rules and Regulations](#), only booths that are 600 square feet or larger may have hanging signs.

WEF SUSTAINABILITY

The Water Environment Federation is working to make WEFTEC more sustainable. We encourage Exhibitors to take the [Exhibitor Sustainability Pledge](#) and use the [Exhibitor Sustainability Guidelines](#) when preparing for WEFTEC. More information is available in the [ERC](#).

TRAVEL TIP FOR MOVE-IN AND OUT

Exhibitor move-in ends Sunday October 6, at 6:00 p.m. CT. Entry into the exhibit hall ends at 6:00 p.m. CT. Exhibitors who are in the hall by 6:00 p.m. CT will be permitted to continue set up but will not be allowed to reenter if you leave.

Move-out begins at 3:31 p.m. CT, on Wednesday, October 9. Exhibitors that tear down prior to the hall closing at 3:30 p.m. CT will be penalized with the reduction of 5 priority points.

Plan your travel accordingly

CLIENT INVITES AND CUSTOM GRAPHICS (Feathr)

Available Now

WEF and Feathr have partnered to offer exhibitors (with no outstanding balance) complimentary expo-only client invitations and tailor-made graphics to enhance their visibility at WEFTEC. Exhibitors that are **fully paid** have access to Feathr via the [ERC](#).

*Feathr Client Invites are for **attendee registration only**. Do not use these registrations for booth staff. Booth Shares do not have their own Feathr Dashboards and will need to contact their parent booth for access.*

SCAM ALERT

We have been notified that there is a potential WEFTEC Registration & Housing scam. Convention Management Resources, Inc. (CMR) is WEFTEC's official housing vendor and Maritz is WEFTEC's official

registration vendor. Be aware of emails from office@weftec-event.org. More information: <https://www.weftec.org/potential-scam-alert/>

In addition, the Water Environment Federation does not sell attendee lists and does not provide email addresses.

CONTACT US

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