

May Exhibitor Newsletter

Next Newsletter: Week of June 2, 2025

Each month, the primary and secondary booth contacts (if applicable) receive a monthly newsletter with essential information for WEFTEC exhibitors. We encourage you to review and share this information with your colleagues to stay informed.

FINAL BOOTH PAYMENTS

Past Due

Thanks to those who submitted final booth payments. Per the Exhibitor License Agreement, exhibitors who have not submitted final booth payments by the April 30 deadline are at risk of having their booth cancelled at 100% penalty. Payments can be made via the [ERC](#).

EXHIBITOR SERVICE MANUAL

Available this month

The Exhibitor Service Manual (ESM) contain pricing and ordering information for booth furnishings, utilities, and more will be available later this month via the [Exhibitor Resource Center \(ERC\)](#). A separate email will be sent to your booth's primary and secondary (if applicable) contact when the ESM is available.

REQUIRED INSURANCE NEW SUBMISSION PROCESS

The Water Environment Federation has partnered with Rainprotection to track and verify WEFTEC Exhibitor Certificates of Insurance (COI). Rainprotection will also offer exhibitors the option to purchase a policy for WEFTEC that will meet all requirements. More information will be available in the Exhibitor Service Manual.

WEFTEC COIs will no longer be accepted via expoinfo@wef.org or by mail.

TECHNOLOGY SPOTLIGHTS

Deadline: June 2 at 9:00 a.m. ET

Bring attendees to your booth for technical and educational sessions. [View Technology Spotlight topics](#).

WEFTEC EXHIBITOR UPDATE WEBINAR

If you missed the April 28 WEFTEC Exhibitor Update webinar, you can access the recording and view the presentation slides on your [ERC](#). Go to Resources, then click Exhibitor Education. The next Exhibitor Update Webinar will be on June 16 at 10am ET. Reminders will be sent to your booth's primary and secondary (if applicable) contacts.

Contact updates can be made using Company Information & Contacts via the [ERC](#).

MEETING ROOM REQUESTS

Deadline: July 11

Exhibitors are welcomed to request meeting space at Hilton Chicago or Hyatt Regency

McCormick Place to host a meeting, reception, or hospitality event. Visit [Request Meeting Space](#) for more information. Event space is not available at McCormick Place convention center.

UPDATE YOUR ONLINE PROFILE

Use the link below to schedule a quick call/screen share to update your online profile and discuss some of the great options available to boost your traffic on the website and drive traffic to your booth.

[Schedule a Meeting with Tony Kruessel](#)

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.

CONTACT US

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