



# The United States Conference of Mayors 2017 MWMA Fall Summit

October 16 – 18, 2017  
The Brown Hotel, Louisville, KY

## APPLICATION FOR EXHIBIT SPACE (Payment must accompany application)

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name on Badge: \_\_\_\_\_

Does the attendee have special needs? (Staff will contact) ☐ yes ☐ no

**EXHIBITOR FEE (must be paid prior to setup):** ☐ Nonprofit/SWAC: **\$1,500** ☐ Corporate: **\$2,795**

Fee includes:

- ONE registration
- ONE six-foot table with two chairs

Additional representatives will be required to pay the corresponding individual registration fee. Contact us for more information.

### METHOD OF PAYMENT:

☐ Check

☐ Credit Card Authorization (The United States Conference of Mayors is authorized to use the card below to pay all applicable registration and exhibitor fees)

Credit Card Type: ☐ Visa ☐ MC ☐ AmEx ☐ Other (specify): \_\_\_\_\_

Credit Card No. \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV: \_\_\_\_\_ Billing ZIP code: \_\_\_\_\_

Cardholder signature: \_\_\_\_\_

**No refunds will be made for cancellations received after September 15, 2017.** Refunds will be made for cancellation requests received in writing on or before September 15, 2017, less a \$200 service fee.

### EXHIBITOR INFORMATION

*(It is important that you indicate the type and size of your display due to space limitations)*

Stand Alone/Pop-Up (Size \_\_\_\_\_)

☐ Yes

☐ No

Table Top

☐ Yes

☐ No

Electrical Outlet Needed

☐ Yes

☐ No

\* Audio Visual Required (*arrangements must be made directly with hotel*)

We plan to display the following products and services: \_\_\_\_\_

Please return this form with payment to:

The United States Conference of Mayors  
**Attention: Monica B. Adams | MWMA**  
1620 Eye Street, NW, Washington, DC 20006  
(202) 861-6789 VOX | (202) 223-9540 FAX

## ***RULES AND REGULATIONS FOR EXHIBITORS***

### ***The Municipal Waste Management Association Fall Summit***

**October 16 – 18, 2017**

**The Brown Hotel**

**Louisville, KY**

*Dear Exhibitor:*

The Municipal Waste Management Association's (MWMA) annual Fall Summit provides you with an excellent opportunity to market the products and services available through your company or organization. At the Fall Summit, you meet the decision-makers – solid waste and executives from cities, counties, and other municipal agencies across the United States.

#### *Exhibitors' Rules and Regulations*

- 1) *Eligibility for Exhibit:* Exhibit fee must be paid IN FULL before set-up, and before making hotel reservations through the MWMA room block. Management reserves the right to refuse exhibit space to any firm or organization if, in our opinion, it is not in the best interests of the program, The U.S. Conference of Mayors or MWMA, its affiliate.
- 2) *Selection of Space:* Exhibit space is limited; reservations are made in the order in which the applications are received. Please check with Monica Adams at the MWMA Registration Desk on-site regarding your assigned space.
- 3) ***Exhibit Hours & Set-up:*** Your exhibit space will be available for set-up on Sunday, October 15<sup>th</sup>, 2017 from 6:00pm to 9:00pm, and on Monday, October 16<sup>th</sup>, 2017 between 6:00am and 9:00am. Exhibit setup will NOT be allowed after 9:00am on October 16<sup>th</sup>.

**Exhibit hours will be from 9:00am to 5:00pm on Monday, October 16<sup>th</sup> and Tuesday, October 17<sup>th</sup>, and from 9:00am to noon on Wednesday, October 18<sup>th</sup>.**

All materials exhibited should fit on the table(s) assigned and any backdrops should fit flush behind the table(s) (no exceptions). Exhibitors with displays larger than the allotted space may apply for additional exhibit spaces in advance (subject to availability). The management reserves the right to make changes at any time in the location, display limits, *etc.* of any table exhibit when it is in the best interests of the program, as above. **It will be the exhibitor's responsibility to see that all merchandise is removed from the exhibit space as soon as possible following the conclusion of the Fall Summit – in any case, no later than 2:00pm on Wednesday, October 18<sup>th</sup>.**

- 4) ***Shipment & Storage:*** Shipping and storage arrangements will be the sole responsibility of the EXHIBITOR; you may contact The Brown Hotel directly at the number below. Please note that the hotel does charge shipping and receiving fees for all packages.
- 5) *Liability:* Neither the U. S. Conference of Mayors nor the Municipal Waste Management Association will be responsible for the safety of property of the exhibitor due to theft, damage, etc. Safety of exhibit equipment will be the sole responsibility of the exhibitor.
- 6) ***Hotel Reservations:*** A block of rooms has been set aside at

**The Brown Hotel**  
335 W. Broadway, Louisville, KY 40202  
(502) 583-1234  
**\$159.00 Single/\$179.00 Double Occupancy (plus 16% Tax)**

Room reservations must be made online; visit [www.usmayors.org/mwma/fallsummit17](http://www.usmayors.org/mwma/fallsummit17) and click on the "Make Hotel Reservations" link. Reservations must be made by September 15, 2017. Reservations made after that date will be subject to availability and a higher room rate.

*If you have any questions about exhibits, please contact Jubi Arriola-Headley at (202) 861-6798 or [jheadley@usmayors.org](mailto:jheadley@usmayors.org).*