**The United States Conference of Mayors**

**2018 MWMA Fall Summit**

***October 8 – 10, 2018***

***The Whitehall Hotel, Houston, TX***

**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 14th, 2018.** Refunds will be made for cancellation requests received in writing on or before September 14th, 2018, 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: **Globetrotter Travel, ATTN: Rick Milam**

18121 Georgia Ave Suite 104, Olney, Maryland 20832

301-570-0800 or 800-322-7032, ext. 108 VOX | 301-570-9514 FAX

***RULES AND REGULATIONS FOR EXHIBITORS***

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

**October 8 – 10, 2018**

**The Whitehall Hotel**

**Houston, TX**

***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 staff 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 7th, 2018 from 6:00pm to 9:00pm, and on Monday, October 8th, 2018, 2018 between 6:00am and 9:00am. Exhibit setup will NOT be allowed after 9:00am on October 8th.

**Exhibit hours will be from 9:00am to 5:00pm on Monday, October 8th and Tuesday, October 9th, and from 9:00am to noon on Wednesday, October 10th.**

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 10th.**

1. ***Shipment & Storage:* Shipping and storage arrangements will be the sole responsibility of the EXHIBITOR;** you maycontact The Whitehall Hotel directly at the number below. Please note that the hotel may charge shipping and receiving fees for all packages.
2. *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.
3. ***Hotel Reservations:* A block of rooms has been set aside at**

**The Whitehall Hotel**

**1700 Smith Street, Houston, TX 77002**

**713-495-7833**

**$169.00 single /double (+ 17% tax)**

**Room reservations must be made online; visit www.usmayors.org/mwma/fallsummit18 and click on the “Make Hotel Reservations” link. Reservations must be made by September 14th, 2018.** 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)***.***