



## The Municipal Waste Management Association Fall Summit

September 16 – 18, 2025  
Hotel Champlain, Burlington, VT

### EXHIBITOR RULES & REGULATIONS

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.

1. Each exhibitor fee includes registration for one (1) individual. Additional organizational/corporate representatives may attend after paying the corresponding individual registration fee. [Contact us](#) for more information.
2. 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.
3. Exhibit space is limited; reservations are made in the order received. **Confirmation of your registration does not constitute confirmation of available space;** you'll receive a separate email after registration confirming your assigned exhibitor space. If for any reason we don't have a space available for you, you'll be issued a full refund of any fees charged.



**Exhibit Hours:** Your exhibit space will be available for set-up on Monday, September 15<sup>th</sup>, 2025, from 5:00pm to 9:00pm Eastern time, and on Tuesday, September 16<sup>th</sup>, 2025, between 6:00am and 12:00pm Mountain time. Exhibit setup will NOT be allowed after 12:00pm on September 16<sup>th</sup>.

Each exhibitor will receive:

- One draped six-foot table;
- One chair;
- One waste receptacle; and
- One electrical outlet.

**In addition, the exhibit space will be equipped with Wi-Fi.**

If you require special accommodations or equipment beyond the provisions listed here, you must make those arrangements directly with the hotel, at your own expense. Please see page(3) of these Exhibitor Rules and Regulations for more information.

**Exhibit hours will be from noon to 7:00pm on Tuesday, September 16<sup>th</sup> and from 8:00am to 5:00pm on Wednesday, September 17<sup>th</sup>.** All materials 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.

**Shipment & Storage:** Shipping and storage arrangements will be the sole responsibility of the EXHIBITOR.

Contact the hotel if you need assistance in this regard. Please see page(3) of these Exhibitor Rules and Regulations for more information. Please note that the hotel may bill you for receiving and/or storage of any packages they handle on your behalf.

**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 noon on Thursday, September 18<sup>th</sup>.** Any materials remaining in the exhibit space at that time may be disposed of as the hotel sees fit.

*Liability:* Neither the U. S. Conference of Mayors | Municipal Waste Management Association nor the Hotel Champlain 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.

**REFUNDS:** Refunds of exhibitor fees must be requested no later than 5:00pm Eastern time on Friday, August 8<sup>th</sup>, 2025. Exhibitors requesting a refund before that time will receive a 100% refund (less a \$99 processing fee). Refunds cannot be granted after August 8<sup>th</sup>.

**Hotel Reservations:** A block of rooms has been set aside at

**Hotel Champlain**

60 Battery Street, Burlington, Vermont, 05401  
(800) HILTONS (800-445-8667) for reservations  
\$259.00 Single/Double Occupancy (plus taxes & fees)

**Room reservations can be made online; your registration confirmation email will include a reservations link.**

**Room reservations must be made by Monday, August 25<sup>th</sup>, 2025.** Reservations made after that date will be subject to availability and a higher room rate.

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**If you have questions that haven't been answered here, feel free to contact Jubi Arriola-Headley at [jheadley@usmayors.org](mailto:jheadley@usmayors.org) or (202) 861-6798.**

## Hotel Champlain – Shipping & Handling Information

- ❖ If your event host is providing drayage service through a show decorator, we require that all vendors utilize that service.
- ❖ Due to limited space, Hotel Champlain cannot accept advance freight shipments more than 3 business days before your contracted event. Any package delivered more than 3 business days before or picked up 3 business days after an event will be charged a \$10 storage fee per day.
- ❖ All packages for exhibitors will be delivered to a pre-determined “Package Pickup Area”. This can be located through your event’s registration desk.
- ❖ Packages for events will be placed in the contracted space by the contracted setup time.
- ❖ Shipping Address  
**Hotel Champlain**  
**Attn: Event Name / Event Date / Exhibitor Name / Point of Contact**  
**60 Battery St.**  
**Burlington, VT 05401**
- ❖ Post-event, every package needing to be picked-up from the hotel must include a completed shipping label with payment information. The carrier must be called to schedule a pick-up. If information is missing or carrier is not called, the package will not be picked up.
- ❖ Cost for Packages Delivered to Hotel (per package)
  - Under 25 lbs.       \$ 5 / each
  - 25 lbs. or Over     \$ 25 / each
  - Pallet / Crate      \$100 / each
- ❖ Charges may be paid by each vendor, charged to a guest room, or added to the master account for your event. Hotel utilizes secure e-sign technology.

**Contact Sherri Neumann / Director of Convention Services at 802.589.5036 or [sherri.neumann@aimhosp.com](mailto:sherri.neumann@aimhosp.com) with any questions or concerns.**

## Hotel Champlain – Shipping & Handling Form

Event Name: \_\_\_\_\_

Event Date:

Exhibitor Name: \_\_\_\_\_

Point of Contact:

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Circle Carrier: ☒ USPS ☐ FedEx ☐ UPS

Expected Arrival Date: \_\_\_\_\_

# Packages	Charge	Subtotal
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Under 25 lbs.	\$ 5	\$
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25 lbs. or Over      \$ 25      \$

Pallet / Crate      \$100      \$

Total: \$\_\_\_\_\_

**Please complete form as needed & return to [sherri.neumann@aimhosp.com](mailto:sherri.neumann@aimhosp.com)**