



## The Municipal Waste Management Association Fall Summit

September 10 – 12, 2024  
Hilton Santa Fe Historic Plaza

### 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 9<sup>th</sup>, 2023, from 5:00pm to 9:00pm Mountain time, and on Tuesday, September 10<sup>th</sup>, 2024, between 6:00am and 12:00pm Mountain time. Exhibit setup will NOT be allowed after 12:00pm on September 10<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 contact Christine Sandoval at (505) 986-6410 or [Christine.Sandoval@hilton.com](mailto:Christine.Sandoval@hilton.com).**

Exhibit hours will be from noon to 7:00pm on Tuesday, September 10<sup>th</sup> and from 8:00am to 5:00pm on Wednesday, September 11<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 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 12<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 Hilton Santa Fe Historic District 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 Sunday, August 8<sup>th</sup>, 2024. 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

**Hilton Santa Fe Historic District**

100 Sandoval Street, Santa Fe, NM 87501

(800) HILTONS (800-445-8667) for reservations; (505) 986-6415 to reach hotel staff

\$229.00 Single/Double Occupancy (plus 15.1875% taxes & fees)

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

**Room reservations must be made by Sunday, August 18<sup>th</sup>, 2024 by midnight.** 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.