

WERC Global 2025 – General Information & FAQs

SCHEDULE & IMPORTANT DATES/TIMES

Exhibitor Move-In:

Tuesday, 28 October 1:00 p.m. – 6:00 p.m.*

**All exhibits must be complete by 6:00 p.m. on 28 October, Tuesday. Contact exhibits@talenteverywhere.org if you will need additional set-up time.*

Note: All advance warehouse shipments will be delivered to your booth by 1:00 p.m. on Tuesday.

Expo Hall Show Hours:

Wednesday, 29 October: 11:00 a.m. – 6:30 p.m.

Activities within the Expo Hall:

9:00 a.m. – 11:00 a.m. General Session & Keynote (NEW! Enter through the Expo Hall; doors open at 8:30 a.m.)

11:00 a.m. – 1:00 p.m. Networking Lunch in the Expo Hall; Central Hub Pop-Ups, Industry Sessions

4:15 p.m. – 6:30 p.m. Expo Hall Happy Hour

- **4:15 p.m. – 5:00 p.m.:** Corporate-Only Expo Hall Access
- **5:00 p.m. – 6:30 p.m.:** Expo Hall Open to All Attendees

NEW! To drive additional attendance, the General Session & Keynote room will be directly attached to the Expo Hall. All WERC Global attendees must walk through the Expo Hall to enter and exit this room. Exhibitors are also invited to attend all General Sessions

Thursday, 30 October: 12:30 p.m. – 6:30 p.m.

Activities within the Expo Hall:

12:30 p.m. – 2:30 p.m. Networking Lunch in the Expo Hall & Ignite Presentations

3:30 p.m. – 5:00 p.m. General Session

5:00 p.m. – 6:30 p.m. Expo Hall Happy Hour

All exhibits must be opened and staffed during show hours. Exhibitors will be required to exit the Exhibit Hall as soon as the show closes each day.

Exhibitor Move Out:

Thursday, 30 October 6:30 p.m. – 9:00 p.m.*

**Exhibitors may not begin to pack equipment, supplies and literature until the show closes on Thursday at 6:30 p.m. All exhibits must be completely out of the hall on Thursday by 9:00 p.m. unless arrangements have been made for pick-up with the Freeman Service Desk.*

EXHIBITOR LIST & FLOOR PLAN

The most up to date floor plan and exhibitor listing can be found online – [CLICK HERE](#).

EXHIBITOR BEST OF GAME

NEW for WERC Global 25, as additional traffic driver for the Expo Hall, WERC will be encouraging all corporate and government talent mobility/HR professionals to participate in a “Best Of” Game on-site at the event. Attendees will engage with all exhibitors and then submit their “vote” for the “Best Of” in various categories. This exciting program gives exhibitors a chance to be recognized in various award categories and the opportunity for WERC Global attendees to celebrate excellence among our exhibitors.

Voting will be virtual and will open when the WERC Global 25 Expo Hall opens on Wednesday, 29 October at 11:00 a.m. Voting will then close on Thursday, 30 October promptly at 2:30 p.m. Don't miss your chance to win the hearts of attendees and make a memorable impact on their experiences!

The winners of the “Best of” game will be announced **ON-SITE** on Thursday afternoon during the General Session (3:30 – 5:00 p.m.). Your company will then have bragging rights during the evening happy hour in the Expo Hall, immediately following the General Session.

We encourage all exhibitors to do their best to strategize exciting opportunities, branding, and activities at your booth to engage with attendees!

Categories include:

Friendliest Staff – This category recognizes a cheerful exhibit team that exemplifies friendliness, approachability, and customer service. The award-winning team will be one that goes above and beyond to create a welcoming and positive environment for attendees, fostering meaningful interactions with warmth and professionalism.

Best Overall Design – Make a splash with your booth design! This category winner will represent booth design that excels in creativity, aesthetics, functionality and brand representation. Your booth will be the winning booth that attracts and captivates attendees, while effectively conveying your message and values. More information about booth specifications/sizing can be found on the Freeman Quick Facts website – [click here](#), listed specifically by booth size.

Most Innovative & Impactful – Get your message across! The winning company will exemplify what's next in talent mobility. Your booth will showcase groundbreaking ideas, cutting-edge solutions, or innovative approaches that truly resonate with attendees and demonstrate a clear vision for the future of the industry. This award celebrates exhibitors who not only present new concepts but also effectively communicate their potential to drive significant positive change.

Contact exhibits@talenteverywhere.org with any questions.

DATES, LOCATION & HOTEL INFORMATION

As a reminder, WERC Global 25 will be held in Salt Lake City, Utah, USA at the Salt Palace Convention Center. The official dates of the event are WERC is holding a discounted room block for WERC Global exhibitors, sponsors, and attendees at the Hyatt Regency Salt Lake City (Headquarters Hotel), Salt Lake Marriott Downtown at City Creek, and the Radisson Hotel Salt Lake City Downtown. Information on securing rooms at the various hotels can be found in your registration confirmation email. Please note that rooms in the WERC Global room block are reserved for registered attendees of WERC Global only and that rooms booked under the names of non-registered guests may be subject to cancellation. Rooms are available on a first-come, first-served basis. The

hotel cutoff date is 6 October, Tuesday or whenever rooms sell out — whichever occurs first. [CLICK HERE](#) for more hotel information.

OFFICIAL EXHIBITOR SERVICES & MATERIAL HANDLING CONTRACTOR

Freeman is the WERC Global Official Exhibitor Services Contractor, also known as a Decorator. Other official show contractors are listed in the “Exhibitor Services Directory” provided in this section. Onsite, Freeman will maintain an Exhibitor Service Center located inside of the Expo Hall.

[CLICK HERE](#) to access the Freeman Services Manual. Please refer to this online manual for all show information such as information and deadlines for your turnkey booth artwork specifications & deadlines, shipping information, ordering services for electrical, audiovisual orders, and more. Please pay close attention to the Deadline Dates Checklist to ensure timely ordering that will save you money! To view specific pages of this manual scroll down to the Show Information section and click on Forms & Brochures.

[CLICK HERE](#) to view the Freeman quick facts. Please note that the discount deadline for Freeman is **Tuesday, 30 September**.

TURNKEY BOOTH PACKAGES

Please [CLICK HERE](#) to access the Freeman Quick Facts which will include specific booth package information (listed by size). Note that all booths and Expo Hall are carpeted in “tuxedo.”

IMPORTANT: As a reminder, all turnkey booth graphics are complimentary with your booth package and exact artwork specifications can be found in the links above (specific to your booth size).

Please pay close attention to artwork specifications and submit by **19 September, 2025** to avoid late fees. Click on the links below to submit your artwork files to Freeman based on your specific booth size. If you have any questions about specifics to your turnkey booth, email Freeman at TurnkeyExhibits@Freeman.com.

Submit your artwork:

- 10'x10' booths – [CLICK HERE](#)
- 10'x20' booths – [CLICK HERE](#)
- 20'x20' booths – [CLICK HERE](#)

SHIPPING

Refer to the section marked “Shipping & Material Handling Information” for shipping instructions and rates. For quick access, [CLICK HERE](#). Note that we also encourage exhibitors to purchase insurance coverage for their booth, in the event your display is damaged or lost in transit. Please note that the instructions for shipping in advance differ from those for shipping to show site. See specific shipping addresses listed below:

Shipping Warehouse (Advanced)

Exhibiting Company Name / Booth Number
WERC Global 2025
1812 S Empire Rd, Ste B
BTX/Freeman
Salt Lake City, UT 84104
USA

*NOTE: Freeman will accept material beginning 21 September 2025 at the above address. Material arriving after 21 October 2025 will be received at the warehouse with an additional after deadline charge.

Direct to Show Site Shipping Address

Exhibiting Company Name / Booth Number
WERC Global 2025
Salt Palace Convention Center
C/O Freeman
100 S West Temple
Salt Lake City, UT 84101
USA

NOTE: Freeman will receive shipments at the exhibit facility beginning 28 October 2025. Shipments arriving before this date may be refused by the facility.

EXHIBITOR REGISTRATION

[CLICK HERE](#) to register your company staff. Your specific registration codes & additional information will be sent to your company in a separate email. Please share your complimentary codes with applicable staff that are attending the WERC Global 25 event.

If you have any questions regarding registration, please contact CustomerSuccess@talenteverwhere.org. Please register all team members prior to going onsite.

If you need your complimentary codes resent, please email exhibits@talenteverwhere.org.

ATTENDEE LISTS

WERC will be sending a pre-event and post-event attendee list of all registered attendees who opted-in to communications (an option during registration) to all **confirmed** exhibitors/sponsors, based on your commitment level. The pre-event attendee list (opt-in) will be sent the week of 6 October. The post-event attendee list (opt-in) will be sent the week of 10 November.

IMPORTANT: *Please be aware of scam companies that may call or email you to attempt to sell you the WERC Global 25 attendee list. These companies are NOT affiliated or working in partnership with WERC. WERC does NOT share attendee lists with outside companies and any lists regarding WERC Global 25 will be sent directly from the @talenteverwhere.org email address. Any orders made through these companies cannot be guaranteed and WERC highly encourages that you do NOT interact or place orders with these fraudulent companies.*

EXHIBITOR MARKETING KIT

We encourage all sponsors and exhibitors to share their participation across their networks! To support your efforts, leverage this [Sponsor & Exhibitor Marketing Kit](#), complete with social media posts, email templates, and more. Also, note that the official event hashtag is **#WERCGlobal25**.

ONLINE LEAD RETRIEVAL FORM

Would you like to obtain attendee contact information after WERC Global? Consider purchasing a lead retrieval device to capture leads while onsite at the conference and receive their phone number and email address after the show (dependent upon individual attendee granting permission).

Visit this website to order lead retrieval: <https://events.smithbucklin.com/client/WERC/559>
For inquiries, please email itevents@smithbucklin.com. Note that the *early bird deadline to order Lead Retrieval is Tuesday, 14 October, 2025*.

INVOICE & PAYMENT

You will receive your invoice for your contracted exhibit/sponsorship items from WERC Global staff member, Fatine Mamouni. For questions regarding payment, please contact fmamouni@talenteverwhere.org. Please pay close attention to remittance and payment instructions.

SECURITY & WELLBEING

Realizing the value and importance of your equipment and exhibit material, security guards will be located around the perimeter of the hall from the beginning of move-in to the end of move-out. It should be made clear, however, that although Show Management is providing this service, Show Management is not responsible for any loss or damage of material.