



EXHIBITOR REGISTRATION FOR 2014 ASHE NATIONAL CONFERENCE

Company Name: _____

Exhibit Booth Representative Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Names of two complementary registrants: _____ Email: _____

- The fee per booth is \$600, or \$540 if paid by March 12, 2014. The booth includes two complementary conference registrations, one program listing, one 8 foot skirted table, draped side rails and backdrop and two chairs.
- Wi-Fi is available free of charge. Electrical hook-ups free of charge.
- Payment for reserved booths must be received within ten days from receipt of this package.
- Location assigned by date payment is received. Booth preferred # _____
- Please email your company logo and web address by May 14, 2014 for use on the ASHE 2014 National Conference website. Please send a high-resolution full-color version of your logo in either a .jpg or vector format to laura.white@kljeng.com.
- Return form with check payment to ASHE 2014 National Conference (sorry no credit cards):

ASHE 2014 National Conference
c/o Stephanie Weigel
North Dakota Department of Transportation
608 E Boulevard Ave
Bismarck, ND 58505

For additional information contact:
Stephanie Weigel
701-328-2528
sjweigel@nd.gov

For more information or to view conference details, visit

WWW.2014.ASHE.PRO





2014 ASHE NATIONAL CONFERENCE EXHIBITOR CONTRACT

The undersigned agrees to these terms and conditions as stated in this Exhibitor Contract for the 2014 ASHE National Conference to be held June 12 – 15, 2014 at Best Western Plus Ramkota Hotel, Bismarck, ND.

Your exhibitor package includes the following items:

- Two (2) free registrations for the conference
- Chairs and tables with skirting and covering
- Exhibit listing in conference program
- Professional attention
- Electrical Hook-up
- Pipe and drape
- Cleaning/maintenance
- Social event setting
- A listing on the conference website

Your exhibitor package does not include the following:

- Decoration/related services
- Storage of exhibit materials
- Special lighting
- Gas and water supply
- Tables requested during set-up
- Labor
- Audio/visual equipment
- Large refuse removal
- Computer/telephone lines

You will be permitted access to Exhibit Hall to set-up on Thursday, June 12, 2014 from 1:00 pm until 5:00 pm. If you need to set-up at another time, arrangements must be made with the ASHE Exhibit Committee at least 10 days in advance of the conference.

After exhibit hours, Ramkota security staff will lock Exhibit Hall, and public entrance to this area is not permitted.

All of your materials must be removed from Exhibit Hall and loading/unloading areas by 11:00 pm on Friday, June 13, 2014. This includes vehicles.

Only authorized and registered exhibitor staff is permitted access to Exhibit Hall during set-up and tear down. Tear down is not authorized to begin until 4:00 pm, Friday, June 13, 2014. Exhibitors are directly responsible for assembling and necessary display equipment or placing any materials for display. All equipment, display, merchandise, public relations materials and signs must be kept in your exhibit space. Aisle space is not to be used for storage of any kind and will be strictly enforced.

Please note that Ramkota Hotel is a non-smoking hotel.

Exhibit Hall is open to the public as follows:

Thursday, June 12, 2014
Friday, June 13, 2014

5:00 pm – 9:00 pm
7:00 am – 4:00 pm

For more information or to view conference details, visit

WWW.2014.ASHE.PRO



To ensure that Ramkota Hotel, American Society of Highway Engineers and Exhibitors are protected:

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of the exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its agents, servants and employees from any and all such losses, damages and claims.

Neither Best Western Plus Ramkota Hotel or the American Society of Highway Engineers will be responsible for any losses, damage or claims arising out of exhibitor's activities at the 2014 ASHE National Conference except for claims, loss or damages arising from their negligence.

Initials _____ Date _____

Due to the limitation the hotel has for storage, advanced shipping of exhibit materials is limited and will not be received prior to Thursday, June 5, 2014. All materials being shipped must be clearly labeled and marked as follows:

Hold for:

- 2014 ASHE National Conference
- Your Company's name / contact person
- June 12 – 15, 2014
- Booth # XXX

Materials should be shipped to:

- Ramkota Hotel ASHE – American Society of Highway Engineers National Conference
- Company Name/Booth Number
- C/O Best Western Plus Ramkota Hotel
- 800 South 3rd Street
- Bismarck, ND 58504

Note: All overnight carriers ship to the Hotel. It is the exhibitor's responsibility to arrange for delivery of said packages to the hotel as well as to your exhibit space. All equipment being shipped must be removed from the hotel by 4:00 pm, Sunday, June 15, 2014. Materials shipped via freight, UPS, or Federal Express can remain in storage until Monday, June 16, 2014, as long as these materials are removed from the Exhibit Hall prior to 11:00 pm Friday, June 13, 2014.

If a shipment of over 60 lbs. is coming to the Best Western Plus Ramkota Hotel, they must be notified one (1) week prior. The shipment must be made between 8:00 am and 3:00 pm. If the Hotel will need to provide assistance, they must be notified one (1) week prior and a labor fee of \$35.00 per person per hour (Monday – Friday 8:00 am – 4:00 pm) and \$50.00 per person per hour (Monday – Friday before 8:00 am and after 4:00 pm; and Saturdays and Sundays) will apply, minimum of one (1) hour. The Hotel will not accept any shipments more than five (5) days out from the conference.

Hotel reservations must be made separately, and information will be made available as part of the Conference Registration Package.

I have read and understand the above terms and conditions.

Contact Person and Title

Date

Signature

ASHE Representative

Date

