

SAFETY - A UNIVERSAL CHALLENGE

67TH MAINE TRANSPORTATION CONFERENCE | THURSDAY, DECEMBER 7, 2017

EXHIBITOR TERMS & INFORMATION

LOCATION & EXHIBITS

Exhibits will be on display in the Main Auditorium of the Augusta Civic Center. The top three Conference Corporate Sponsorships have the first choice of booth locations. On Friday, November 17th, a drawing will be held to determine which letter of the alphabet will begin at booth 1. The remaining exhibitors will be listed and placed alphabetically by the organization's last name.

The Planning Committee reserves the right to adjust the floor plan to meet the needs of the exhibitors and registrants.

BOOTH DETAILS AND ASSOCIATED COSTS

Each booth is approximately 8 ft. deep by 10 ft. wide and divided by pipe and drape. The single booth includes one table with tablecloth and drape, two chairs, and an electrical outlet. The double booth includes two tables with tablecloths and drapes, four chairs and an electrical outlet. The cost is \$400 for a single booth or \$750 for a double booth. The booth price also includes two "Day Only" Conference Registration for a single booth and two registrations for a double booth. Audio visual equipment is provided at an additional cost, if requested by Tuesday, November 14th. Only bite size snacks are allowed as food give-aways.

INSTALLATION AND REMOVAL TIME

Exhibitors are asked to install on Wednesday, December 6th between 3 p.m. and 8 p.m. Exhibit installation on Thursday, December 7th (additional fee), will occur between 6 a.m. and 7 a.m. only. All booths must be ready for viewing by 7 a.m. We regret there is no space available for the storage of empty cartons, crates, etc.

Dismantling of exhibits may not begin before 3:30 p.m. All exhibits must be removed from the exhibit area by 10 p.m. on Thursday, December 7th.

EXHIBIT HOURS

The schedule of activities in the exhibit area is as follows:

- 7:00 a.m. - 8:00 a.m. Registration & Continental Breakfast
- 10:30 a.m. - 11:00 a.m. Break - Viewing of Exhibits & Refreshments
- 12:00 p.m. - 1:45 p.m. Lunch
- 3:00 p.m. - 3:30 p.m. Break - Viewing of Exhibits & Refreshments

EXHIBIT FACILITY

The Exhibitor assumes responsibility and liability for losses, damages and claims arriving out of injury or damage to the Exhibitor's displays, equipment and other property brought upon the premises of the Augusta Civic Center. The Exhibitor shall indemnify and hold harmless the Augusta Civic Center and the sponsors of this event and their agents, servants and employees from any and all such losses, damages and claims.

CANCELLATION/REFUNDS

Cancellation/refund requests must be submitted to Jennifer Tomberlin at Jennifer@mbtaonline.org no later than Tuesday, November 17, 2017. An e-mail will be sent confirming your cancellation.

PRESENTED BY



