



**International Bridge, Tunnel and Turnpike Association
Maintenance & Roadway Operations Workshop
April 6-8, 2014
Hyatt Regency on the Hudson, Jersey City, New Jersey**

EXHIBITORS' FREQUENTLY ASKED QUESTIONS

What information do I need to provide to IBTTA?

Please provide a company description (approximately 100-150 words) and add your company's URL at the end of the paragraph for the printed program and a high resolution (300 dpi) vector-based version of your company logo. IBTTA will begin to raise awareness of your company as an exhibitor on the *Maintenance & Roadway Operations Workshop* web page, in printed marketing materials, and on site signage.

Where and to whom do I send my exhibit display and packages?

To: Event: IBTTA Maintenance & Roadway Operations Workshop
Date of Event: April 6-8, 2014
c/o Danielle Cusanelli, CSM
Hyatt Regency Jersey City
Recipient: Your On Site Recipient and Company Name
2 Exchange Place
Jersey City, NJ 07302

By what date may I schedule these deliveries to arrive at the hotel?

Shipments should be delivered to the hotel no sooner than Thursday, April 3.

What does the exhibit space include?

You will have a 10' x 10' space which does not have pipe and drape. Your space will include a regular skirted banquet table, two chairs, and waste basket.

Where will the exhibits be located?

The exhibit area is located in the Hudson I, II, III on the third floor of the hotel. IBTTA will be assigning exhibit spaces on a first come/first served basis. Exhibits are not numbered.

Is the exhibit floor carpeted?

Yes, the exhibit floor is carpeted.

What is the ceiling height?

The ceiling height of Hudson Ballroom is 41'6".

How many people may we have in the booth? How do they register?

There is no maximum number of people you may have in your exhibit booth.

One complimentary "booth only" registration is included with each 10 x 10 exhibit space reservation. If you have any additional personnel that will be **solely** staffing your exhibit booth for this meeting, please remember that the rate for a booth only exhibitor is \$350.

Please use the attendee registration form for all individuals (including your one complimentary booth staff member) and return it to our Meeting Registrar, Harry Smith at hsmith@ibtta.org or by fax to 202-659-0500. Those of you who are already registered as attendees for the full meeting do not need to do anything further, but we want to be sure we are accounting for everyone in the Exhibit Hall and that all booth personnel will have a pre-printed name badge.

The \$350 exhibitor (booth only) fee includes all activities in the exhibit area only. The fee does not include sessions, tours, or outside events, but it does include all meal functions in the hotel. Exhibitors wishing to attend all meeting functions should register as a full Delegate. Each exhibitor **MUST** complete an attendee registration form.

"Booth only" exhibitors wishing to attend any of the Tours and Events or the Monday Evening Event may register for those special activities separately. (See meeting brochure for details.)

When is Set up and Tear Down?

Exhibitors will set up on Sunday, April 6 from 9:00 am – 4:00 pm.
Tear Down of exhibits will be on Tuesday, April 8 from 2:30 – 5:00 pm.

What are the hotel's rules and regulations for package handling?

Since the hotel has very limited storage facilities, a limit of ten (10) boxes weighing no more than 50 pounds each can be shipped to the hotel three (3) days prior to the function. Shipments received prior to the three (3) days will be returned. **For shipments larger than this, please check with the hotel's Convention Services Manager.** Larger packages must arrive on the day of setup.

Any package being shipped out of the hotel must be prepaid, addressed, labeled and ready for mailing. The hotel staff member will distribute Shipping Request Forms to be completed prior to the end of the exhibit show. If you require package handling, storage, or pallet delivery and storage, there will be fees assessed by the hotel for their services. Information will be provided upon request.

What are the exhibit hours? (Typical pattern; subject to change)

Sunday, April 6

- Set up
9:00 am – 4:00 pm
- Welcome Reception with Exhibits
5:00 – 6:30 pm

Monday, April 7

- Breakfast with Exhibits
7:00 – 8:30 am
- Refreshment Break with Exhibits
10:30 – 11:00 am
- Lunch with Exhibits
12:30 – 2:00 pm

Monday (continued)

- Refreshment Break with Exhibits
3:30 – 4:00 pm

Tuesday, April 8

- Breakfast with Exhibits
7:00 – 8:30 am
- Refreshment Break with Exhibits
11:15 – 11:30 am
- Lunch with Exhibits
1:00 – 2:30 pm
- Tear Down
2:30 – 5:00 pm

How do I order special services?

Special requests (e.g., electricity, equipment rental, internet service) may be ordered by using the hotel's order forms found in this document beginning on page 4 or by contacting the hotel's convention services manager.

Will there be Security?

The doors to the exhibits will be secured when the exhibits are closed.

Can I receive a preliminary list of attendees?

Yes, exhibitors will receive updated lists of the registered attendees on a weekly basis beginning the week of March 9, 2014.

Where is the hotel located? How do I make sleeping room reservations?

The *IBTTA Maintenance & Roadway Operations Workshop* will be held in the Hyatt Regency on the Hudson in Jersey City, New Jersey. Please visit www.ibtta.org/JERSEYCITY for reservation information. The cut-off date to obtain the IBTTA negotiated hotel rate is **March 12, 2014**.

Questions?

Contact Terri Lankford at tlankford@ibtta.org or 202.659.4620 x11 if you have additional questions or need assistance that is not addressed in the above information.

We look forward to seeing you on the Hudson!

Hyatt Regency Jersey City Exhibitor Policies and Procedures

Electrical and Equipment Orders

Please refer to the enclosed Exhibitor Order Form for a listing of telecommunications, electrical, audiovisual services, and prices. All equipment and services must be ordered by **Monday, March 24, 2014**. The completed pre-payment form must accompany all order forms. Orders without pre-payment will not be processed.

Food and Beverage

The Hyatt Regency Jersey City must cater any food or beverage served in the exhibit area.

Package Handling

Any package being shipped to the Hyatt Regency Jersey City must be prepaid and addressed as follows:

On Site Receiver's Name
Sender's Company
Group Name / Convention Attending
C/o Catering/CS Manager's Name
Hyatt Regency Jersey City
2 Exchange Place
Jersey City, NJ 07302
Box ____ of ____

Since the Hotel has very limited storage facilities, a limit of (10) boxes weighing no more than 50 pounds each can be shipped to the Hotel three (3) days prior to the function. Shipments received prior to the three (3) days will be returned. Larger packages and shipments must arrive on the day of setup.

Any package being shipped OUT of the Hotel must be prepaid, addressed, labeled and ready for mailing.

Following are the prices for letters, boxes and pallets shipped to and from the Hotel:

Items	Fee
Package Handling Fee (in and out)	\$4.00 per box / \$150.00 per Pallet
Storage Fee (Up to Two Days)	Free
Box/Pallet Storage Fee (More than Three Business Days)	\$4.00 per box / \$150.00 pallet per day

All boxes will require in person signature upon delivery. Please bring all tracking information with you on site so as to more efficiently track shipments.

Signs / Banners

Any signs and banners hung in the hotel must be professionally made. Handmade signs are not permitted. The Business Center, located on the lobby level of the hotel, is equipped to make signs. Please call 201-469-4770 for a price quote.

No signs or banners may be hung from or on the walls, air walls or doors by guests. Signs or banners must be hung by Hotel Engineering department at prevailing prices.

EXHIBITOR ORDER FORM

Send Orders Directly to:

Hyatt Regency Jersey City
 2 Exchange Place
 Jersey City, NJ 07302
 Attention: Danielle Cusanelli, Convention Services Manager
 Email: danielle.cusanelli@hyatt.com
 Phone: 201-469-4737 Fax: 201-469-4560

Company Name	
On Site Exhibitor Contact	
Address	
Telephone Number	
Fax Number	
Equipment Set-Up Date	
Equipment Removal Date	

ELECTRICAL ORDER:

Quantity	Description	Advance Order (Received by due date)	Floor Order (Received at show)	Total
	(20 AMPS) 1501-2000 WATTS	\$90.00	\$105.00	
	(25 AMPS) 2100-2500 WATTS	\$105.00	\$120.00	
	(30 AMPS) 2501-3000 WATTS	\$105.00	\$120.00	
	(40 AMPS) 3001-4000 WATTS	\$145.00	\$160.00	
	(50 AMPS) 5,500 WATTS	\$170.00	\$185.00	
	Banner Hanging	\$150	\$200	
	Banner Hanging (larger banners)	\$200	\$275	
	Standard Labor Charges	\$75 per Hour with a 4 Hour Minimum		

AUDIO-VISUAL ORDER:

Quantity	Description	Order	Total
	70" LED Monitor w Floor Stand	\$ 1200.00 / day	
	42" Plasma/LCD Monitor w Floor Stand	\$ 450.00 / day	
	Easel	\$ 15.00 / day	
	25' A/C Cord and/or Powerstrip	\$ 25.00 / day	
	Wireless Internet Access	\$ 50.00 / day	

Note: All orders are subject to additional 22% Service Charge & Sales Tax. Additional Equipment is Available upon Request. Please contact AVT Event Technologies at 201-469-4770 for further details.

PACKAGE HANDLING:

Please complete this section if you prefer to pay for anticipated shipping charges in advance of your arrival. Any shipping charges not pre-paid will be collected on site upon delivery of materials to the exhibit hall. (Please refer to the Exhibitor Policies and Procedures for package handling details.)

Estimated # of Boxes to be received at Hotel: _____ X \$4.00 = Total: _____
 Estimated # of Pallets to be received at Hotel: _____ X \$150.00 = Total: _____

Phone Request Form

CONVENTION SERVICES/
CATERING MANAGER:

Danielle Cusanelli _____

DATE
ORDERED: _____

EVENT NAME _____

COMPANY NAME: _____

CONTACT PERSON & PHONE NUMBER _____

INSTALLATION (DATE & TIME): _____

REMOVAL (DATE & TIME): _____

LOCATION: _____

DIAGRAM ATTACHED:

YES

NO

TO FOLLOW

SERVICE REQUESTED:

- Telephone Line Rental Charges

IN HOUSE ONLY (ANALOG LINE):
\$100.00 per day phone line usage

QUANTITY	# OF DAYS	COST

DIRECT INWARD DIAL - DID (ANALOG LINE):
\$100.00 per day phone line usage, plus calls

QUANTITY	# OF DAYS	COST

For Use As:

Modem

Fax

Telephone/Credit Card

POLYCOM SPEAKER PHONE:
\$250.00 per day (Including Phone Line)

QUANTITY	# OF DAYS	COST

- Dedicated High Speed Internet Connection Rental Charges:

\$250.00 per day, plus \$50.00 per day charge per IP address
Not to exceed (6) IP addresses per T1 line.

QUANTITY	# OF DAYS	COST

Subtotal \$ _____

T1 Sub Total \$ _____

25% Late Fee (Less Than 48 Hr. Notice) \$ _____

7.00% Tax \$ _____

Total \$ _____

JACK #:	EXTENSION #:	Checked In By:
INSTALLED BY:	ACCOUNT #:	Checked Out By:

Hyatt Regency Jersey City

2 Exchange Place
Jersey City, NJ 07302
Credit Office (201) 469-4511
Fax (201) 469-4501

Credit Event Prepayment Form

Complete all sections. Incomplete forms will be returned unprocessed.

Company Name & Billing Address:

_____ Contact: _____

_____ Telephone: _____

_____ Fax: _____

Date of Event: _____

Credit Card Authorization:
(Mandatory: Attach completed credit card authorization form.)

Conditions:

Any charges exceeding prepayment must be paid on site upon receipt of additional Catering or Hotel Services. No credit is extended by acceptance of this form for the client. Credit cards will be charged 72 hours in advance of the program.

I hereby release Hyatt Regency Jersey City from any liability arising out of its failure to permit contracted event to proceed due to non- receipt of required payment prior to event.

Company Authorization:

Signature of Representative: Title: Date:

CREDIT CARD AUTHORIZATION FORM

Group Name: _____
Date of Function: _____ Group Contact Name: _____
Telephone Number: _____ Fax Number: _____
Email Address: _____

TO BE COMPLETED BY CARDHOLDER:

I, _____ authorize all event charges to be billed to the following credit card:
(Print Name)

or

I, _____ authorize a deposit in the amount of _____ to be billed:
(Print Name)

Credit Card Type (Check one): AMEX MC VISA DINERS DISCOVER

Credit Card Number: _____ Exp. Date: _____

Name (as it appears on the credit card): _____

SIGNATURE (of the cardholder ONLY):

FOR HOTEL USE ONLY:

MANAGER: _____ FUNCTION DATE: _____

ESTIMATED AMOUNT: _____

FOR ACCOUNTING USE ONLY:

Deposit APPROVAL CODE: _____ APPROVAL AMOUNT: _____ DATE: _____

Estimate APPROVAL CODE: _____ APPROVAL AMOUNT: _____ DATE: _____

Balance APPROVAL CODE: _____ APPROVAL AMOUNT: _____ DATE: _____

Commissionable Group?

If so, is W-9 form completed by the client and returned?

LAST UPDATED: 4/09