



**International Bridge, Tunnel and Turnpike Association
IBTTA & TRB Joint Symposium on Managed Lanes & AET
July 16-18, 2017
Hilton Anatole Dallas
Dallas, Texas**

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 *IBTTA & TRB Joint Symposium on Managed Lanes & AET* web page and mobile meetings app.

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

Please review the important **FedEx Shipping and Receiving Information** Sheet on page 6 of this document.

To: Hold For Guest: (Guest Name) (Guest Cell Number)
c/o FedEx Office at Hilton Anatole
2201 N. Stemmons Fwy
Dallas, TX, 75207
(IBTTA & TRB Joint Symposium on AET & Managed Lanes / IBTTA)

Box _ of _

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

Shipments should be delivered to the hotel no sooner than Thursday, July 13.

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 draped 6' or 8' table, two chairs, and waste basket.

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

Please review the important **FedEx Shipping and Receiving Information Sheet** on page 6 of this document.

Where will the exhibits be located?

The exhibit area is located in the Chantilly Ballroom West on the lobby level of the hotel. IBTTA will be assigning exhibit spaces from paid exhibit reservations received on a first come/first served basis. Your crew will be directed where to set up your exhibit upon arrival on Sunday, July 16.

Is the exhibit floor carpeted? What is the ceiling height?

Yes, the exhibit floor is carpeted. The ceiling height of Chantilly Ballroom West is 30'. If your exhibit is substantially larger than normal where the ceiling height is a concern, we suggest you contact the hotel directly to discuss logistics of your exhibit booth display. In addition to contacting the hotel, please let us know prior to arranging to exhibit.

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 \$375.

Please use an 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. The Exhibitor Attendee Form can be found on page 5 of this document. Those individuals 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 area and that all booth personnel will have a pre-printed name badge.

The \$375 exhibitor (booth only) fee includes all meals during the meeting. The fee does not include sessions, tours, or outside events. Exhibitors wishing to attend the full meeting 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. There is an additional fee to attend the Monday Evening Event. (See meeting brochure for details.)

Are individual exhibit hall passes permitted?

IBTTA does not supply any complimentary exhibitor floor passes, but exhibiting companies may purchase “**exhibit show only**” attendance at \$100 per person for local contacts to visit their booth.

This would give your potential customers an opportunity to visit with you on either of the two days and enjoy lunch in the exhibit hall:

- Monday (12:00 noon – 1:30 pm) **OR**
 - Tuesday (12:30 – 2:00 pm)
- (All times are subject to change.)*

No one may enter the exhibit hall unless they have registered with us; and the “exhibit show only” attendee may only participate one of the two days during that specific period of time. **The rate is \$100 per person per day (lunch only).**

When is Set up and Tear Down?

Exhibitors will set up on Sunday, July 16 from 7:00 am – 2:00 pm.
Tear Down of exhibits will be on Tuesday, July 18 from 2:00 – 4:00 pm.
(All times are subject to change.)

What are the exhibit hours?

Exhibitors will be able to meet with attendees during the same hours that meeting registration is open.

Sunday, July 16

- Set up
7:00 am – 2:00 pm
- Refreshment Break with Exhibitors
3:30 – 4:00 pm
- Welcome Reception with Exhibitors
6:00 – 7:30 pm

Monday, July 17

- Breakfast with Exhibitors
7:00 – 8:30 am
- Refreshment Break with Exhibitors
10:00 – 10:30 am
- Lunch with Exhibitors
12:00 noon – 1:30 pm

(All times are subject to change.)

Monday (continued)

- Refreshment Break with Exhibitors
3:00 – 3:30 pm

Tuesday, July 18

- Breakfast with Exhibitors
7:00 – 8:30 am
- Refreshment Break with Exhibitors
10:30 – 11:00 am
- Lunch with Exhibitors
12:30 – 2:00 pm
- Tear Down
2:00 – 4:00 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 form found on page 8 of this document.

Will there be Security?

The exhibit area is not locked when the exhibits are closed and the hotel is not held responsible for securing the area. Please prepare accordingly.

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 June 18, 2017.

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

The *IBTTA & TRB Joint Symposium on AET & Managed Lanes* will be held at the Hilton Anatole Dallas in Dallas, Texas. The cut-off date to obtain the IBTTA negotiated hotel rate is **June 23, 2017** or until the IBTTA room block is sold out. Please visit www.ibtta.org/DALLAS for reservation information.

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 in Dallas!

EXHIBIT PERSONNEL FORM

IBTTA/TRB Joint Symposium on Managed Lanes & AET | July 16-18, 2017 | Dallas, Texas

PLEASE COMPLETE ONE FORM PER EXHIBITOR

This form is for Exhibit Personnel Only

First Name _____ Last Name _____

Title _____ Name for Badge _____

Organization _____

Address _____

City _____ State _____ Postal Code _____ Country _____

Phone _____ Fax _____

Email _____

Twitter Handle _____ I do not have one.

1. REGISTRATION FEES *(Registration fees are in U.S. dollars.)*

After **July 7, 2017**, registrations will only be accepted on-site. If your registration is not confirmed by **July 7, 2017**, your name will not appear on the final registration list. Your organization's dues must be paid to qualify for the member rate.

Registration Type	Member	Non-Member
Exhibit "Floor Only" Registrant¹ No Sessions. No Events. Floor Only.	<input type="checkbox"/> comp	<input type="checkbox"/> comp
Upgrade to Full Delegate² (First staff person only) Includes Sessions and all Events in the Program except for Tours.	<input type="checkbox"/> \$400.00	<input type="checkbox"/> \$900.00
Additional "Floor Only" Exhibitor Personnel Registrant¹ No Sessions. No Events. Floor Only.	<input type="checkbox"/> \$375.00	<input type="checkbox"/> \$375.00
Full Delegate²	<input type="checkbox"/> \$775.00	<input type="checkbox"/> \$1,275.00

ATTENTION EXHIBITORS!
Register before **July 7, 2017**
to appear in the registration list.
www.IBTTA.org/dallas

Fee Information

¹ The **Exhibit Floor Only** and **Additional Exhibit "Floor Only"** Registration Fees do not include the Opening Event on Sunday, or the Monday Evening Event. There is an **ADDITIONAL COST PER PERSON, PER EVENT**, to attend the Special Event.

² The Delegate Registration Fee includes all meals, receptions and events listed in the Program with the exception of individually priced tours. **The Opening Event on Sunday and the Monday Evening Event are included in the Delegate Registration Fee.**

Refund and Cancellation Policy

Full registration refunds less \$75 administrative fee will be made if cancellation is received in writing by IBTTA before July 7, 2017. No refunds will be issued after this date. Tours are subject to cancellation if minimums are not met. No refunds will be issued for tour reservations cancelled after July 7, 2017. No refunds will be issued for no-shows. Substitutions are allowed at any time.

Special Requirements

If you have special meal or other requirements, please contact Anna Sohriakoff at asohriakoff@ibttta.org.

Registration Questions?

Contact Harry Smith, IBTTA Registrar, at hsmith@ibttta.org or (202) 659-4620 x10.

PAYMENT SUMMARY

1. Registration Fees \$ _____
2. Tours & Events \$ _____
Total Due \$ _____

METHOD OF PAYMENT

I wish to use the credit card listed below:

Visa MasterCard American Express

Card Number _____

Exp. Date _____

Name on Credit Card _____

Authorized Signature (only if paying by credit card) _____

Billing Address if Different from Above _____

Check enclosed
 Wire Transfer Pending
(Contact Harry Smith at hsmith@ibttta.org)
 Bill Me

NOTE: If you would like to have your professional fees billed separately from your personal fees, please contact Harry Smith at (202) 659-4620 x10 or hsmith@ibttta.org.

I have read and understand the payment and cancellation policies outlined above.

Signature _____

Date _____

2. TOURS & EVENTS

For the technical tour, please register to guarantee participation. Tickets will be sold on-site but are subject to availability. **Tickets for the Special Event are available for purchase exclusively to IBTTA members. Non-members must register as a Delegate to attend the Special Event.**

	# OF TICKETS	PRICE	AMOUNT
<input type="checkbox"/> Technical Tour LBJ TEXpress Lanes & Reversible Lanes Sunday, July 16, 2017 8:00am – Noon	_____ x	\$40.00 =	\$ _____
<input type="checkbox"/> Evening Event Networking at Gilley's Monday, July 17, 2017 6:00pm – 10:00pm	_____ x	\$100.00* =	\$ _____

*This fee does not apply to full Delegate Registrants.

SUBTOTAL \$ _____



Hilton Anatole Package Shipping Instructions

PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3–4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of Hilton Anatole.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **214.749.0667**. Package deliveries should only be scheduled after the recipient has checked into the hotel.

PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

Hold For Guest: (Guest Name) (Guest Cell Number)
c/o FedEx Office at Hilton Anatole
2201 Stemmons Fwy
Dallas, TX, 75207
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center
Hilton Anatole
2201 Stemmons Fwy
Dallas, TX 75207
Phone: 214.749.0667
Fax: 214.749.0670
Email: usa5574@fedex.com

Operating Hours
Mon – Fri: 7:00am - 8:00pm
Saturday: 7:00am - 6:00pm
Sunday: 7:00am - 5:00pm

SHIPPING AND RECEIVING INSTRUCTIONS

Meeting organizers and participants are encouraged to contact FedEx Office in advance of shipping their items to Hilton Anatole with any specific questions. If you have any special needs such as refrigeration requirements, after hours delivery requests or changes to your meeting dates or rooms, please work directly with your Event Services Manager who will communicate these needs to FedEx Office in advance of your event.

PACKAGE DELIVERY WITHIN THE HOTEL

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Hilton Anatole, but please check with the business center for specific delivery limitations that may exist. In cases where a drayage company or decorator is used, FedEx Office team members will release any drayage directly to the decorator if they are onsite when the shipments arrive. If any drayage or parcels require overnight storage, FedEx Office will request handling fees be collected from the decorator. If you are using a drayage company or decorator for exhibitor packages, these packages must be shipped directly to the drayage company or decorator specified address. Please note that FedEx Office team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at Hilton Anatole, but please check with the business center for specific delivery limitations that may exist. FedEx Office is not authorized to leave packages in guest suites that are not occupied. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in the suite.



Hilton Anatole Package Shipping Instructions

UPON YOUR ARRIVAL

Packages will be available for pickup inside the FedEx Office business center (receiving fee will apply). Pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at the number located on the previous page (delivery fee will apply). Package deliveries should only be scheduled after the recipient has checked into the hotel. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

UPON YOUR DEPARTURE

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office business center. FedEx Office offers pack and ship services in the business center; while packaging supplies are also available for purchase. FedEx Express® shipping boxes and airbill forms are available and complimentary. Outbound packages to be picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Flat Envelopes	No Charge	\$5.00
0.0 – 1.0 lbs.	\$2.00**	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$25.00	\$50.00
Over 60.0 lbs.	\$25.00	\$70.00
Pallets & Crates*	\$150.00	\$150.00

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Flat Envelopes	No Charge
0.0 – 10.0 lbs.	\$5.00
11.0 – 30.0 lbs.	\$10.00
31.0 – 60.0 lbs.	\$15.00
Over 60.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

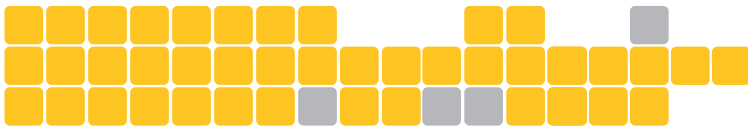
A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00, which is applied to each pallet/crate handled. A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The labor fee can be charged in 15 minute increments.

** No handling fees will be charged for outbound packages weighing 0-1 pound that are brought to the FedEx Office Business center by a guest.

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.



NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH #:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY:			

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.

➤ If you have a special request or need additional equipment, please call 214.761.5820. Email completed form to sgiles@psav.com

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 25% MARKUP IF ORDERED LESS THAN 21 DAYS PRIOR TO EVENT.

VIDEO/DATA DISPLAY	QTY	PRICE
DVD Player		\$ 240
LCD Projector Package		\$ 1,750
LCD Accessories Package		\$ 488

AUDIO EQUIPMENT	QTY	PRICE
CD Player		\$ 215
Wired Microphone: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 225
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 615
Wireless Headset Microphone: <i>Headset only. Mic will require wireless microphone unit to operate</i>		\$ 255
Powered Speaker w/Stand and 4-Channel Mixer		\$ 560
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$ 1,460
4-Channel Mixer		\$ 225
Audio DI (for laptop audio)		\$ 70

CUSTOM ITEMS	QTY	PRICE
Laptop with Windows Office		\$ 615
LED Uplights		\$ 95
		\$
		\$
		\$

Rigging services may be ordered at our web site:
www.psav.com/hiltonanatole

MONITORS	QTY	PRICE
32" LCD Monitor (Dual Post Stand, Table Stand, Speakers)		\$ 825
42" - 46" Monitor (Dual Post Stand)		\$ 1,150
46" - 55" Monitor (Dual Post Stand)		\$ 1,950
70" Monitor (Dual Post Stand, Table Stand, Speakers)		Please contact PSAV for quote

INTERNET ACCESS	QTY	PRICE
Wired Internet Connection		\$ 600
Wireless Internet Connection		\$ 150
Dedicated Bandwidth		Please contact PSAV for quote

ACCESSORIES	QTY	PRICE
Tripod Screens: 5', 6', 7' or 8'		\$ 240
42" - 54" Rolling Cart w/Black Skirt		\$ 80

POWER	QTY	PRICE
120V - 5 AMP		\$ 115
120V - 10 AMP		\$ 175
120V - 20 AMP		\$ 225
208V Single Phase - 20 AMP		\$ 375
208V Three Phase - 20 AMPs		\$ 515
208V Three Phase - 30 AMPs		\$ 675
208V Three Phase - 60 AMPs		\$ 920
25' AC Cable		\$ 30
Power Strip		\$ 30
Power Distros available upon request		

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

TAX EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

Labor and/or service charges may apply, and/or loss damage waiver.

SHIPPING INSTRUCTIONS

Any materials being sent to the hotel must be marked as follows:

1. The Hilton Anatole
2. Hold for Arrival - Attn: Guest's Name and/or Organization Name
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)
5. Address Packages to: 2201 N. Stemmons Freeway, Dallas, TX 75207

SPECIAL REQUESTS Please add any items not listed above that you require.

_____	_____
_____	_____
_____	_____
_____	_____

