



**International Bridge, Tunnel and Turnpike Association
Maintenance & Roadway Operations Workshop
June 24-26, 2018
Hilton Harrisburg
Harrisburg, Pennsylvania**

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 and mobile meetings app.

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

To: Your Name
Hilton Harrisburg
One North Second Street
Harrisburg, Pennsylvania 17101
Box _ of _

Be sure to include the following information on the label:

IBTTA Maintenance & Roadway Operations Workshop
June 24-26, 2018

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

Shipments should be delivered to the hotel no sooner than Thursday, June 21.

What are the hotel's rules and regulations for outbound shipping?

Outbound shipping instructions will be provided to exhibitors on site.

Where will the exhibits be located?

The exhibit area is located in the Lancaster/Gettysburg/Carlisle rooms on the second floor 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, June 24.

What is my exhibit booth number?

There will not be an exhibit space numbering system for the *Maintenance & Roadway Operations Workshop*. Instead of exhibitors requesting preferred spaces, IBTTA staff will be assigning the exhibit positions a few days before the event and coordinating logistics on site. We will work with the hotel to fulfill any special order requests by referring, not to exhibit booth numbers but, to the names of the exhibiting companies. The exhibit floor plan will not be finalized until all exhibitors have signed up, so exhibitors will not see a floor plan prior to the show.

For set up on Sunday, June 24, your crew will be directed to your exhibit space upon arrival.

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.

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 on pages 6 through 9 of this document.

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

Yes, the exhibit floor is carpeted. The ceiling height of Lancaster/Gettysburg/Carlisle is 16'. 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.

Will there be Security?

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

When is Set up and Tear Down?

Exhibitors will set up on Sunday, June 24 from 7:00 am – 3:00 pm.

Tear Down of exhibits will be on Tuesday, June 26 from 1:00 – 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, June 24

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

Monday, June 25

- 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

Monday (continued)

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

Tuesday, June 26

- Breakfast with Exhibitors
7:00 – 8:30 am
- Refreshment Break with Exhibitors
10:00 – 10:30 am
- Lunch with Exhibitors
12:00 noon – 1:00 pm
- Tear Down
1:00 – 4:00 pm

(All times are subject to change.)

How many people may we have in our exhibit space? 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 the Exhibit Personnel Form for all individuals (including your one complimentary booth staff member) and return it to our Meeting Registrar, Harry Smith at hsmith@ibtta.org. The Exhibit Personnel 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 Exhibit Personnel Form 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 (12:30 – 2:00 pm) **OR**
 - Tuesday (12:00 noon – 1:00 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).**

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 May 28, 2018.

How do I make sleeping room reservations?

The *Maintenance & Roadway Operations Workshop* will be held at the Hilton Harrisburg.

The cut-off date to obtain the IBTTA negotiated hotel rate is June 1, 2018 or until the IBTTA room block is sold out. Please visit www.ibtta.org/HARRISBURG for reservation information.

What if we need to cancel?

Full registration refunds less \$75 administrative fee will be made if cancellation is received in writing by IBTTA before June 15, 2018. No refunds will be issued after this date. No refunds will be issued for no shows.

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 Harrisburg!

EXHIBIT PERSONNEL FORM

MAINTENANCE & ROADWAY OPERATIONS WORKSHOP | JUNE 24-26, 2018 | HARRISBURG, PENNSYLVANIA

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 _____ Email _____

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

After **June 15, 2018**, registrations will only be accepted on-site. If your registration is not confirmed by **June 15, 2018**, your name will not appear on the final registration list. Your organization's dues must be paid to qualify for the member rate.

One complimentary Exhibit Floor Only registration is included with each 10'x10' exhibit space.

Registration Type	Member	Non-Member
Exhibit "Floor Only" Registrant¹ No Sessions. No Events. Floor Only. (one per booth)	<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 **June 15, 2018**
to appear in the registration list.
www.IBTta.org/harrisburg

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 Pennsylvania on the Leading Edge of Technology Sunday, June 24, 2018	_____ x	\$40.00	= \$ _____
<input type="checkbox"/> SERVICE PROJECT Milk & Honey Farms Sunday, June 24, 2018	_____ x	\$50.00	= \$ _____
<input type="checkbox"/> MONDAY EVENING EVENT The State Museum of Pennsylvania Monday, June 25, 2018	_____ x	\$100.00*	= \$ _____

*This fee does not apply to full Delegate Registrants.

SUBTOTAL \$ _____

Fee Information

¹ The **Exhibit Floor Only** and **Additional Exhibit "Floor Only"** Registration Fees **do not include 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 Monday Evening Event is 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 June 15, 2018. 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 June 15, 2018. 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@ibtta.org.

Registration Questions?

Contact Harry Smith, IBTTA Registrar, at hsmith@ibtta.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@ibtta.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@ibtta.org.

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

Signature _____

Date _____

WWW.IBTta.ORG/HARRISBURG



ELECTRICAL SERVICE ORDER FORM

(Please print or type)

One North Second Street, Harrisburg, PA 17101
Phone (717) 233-6000, Fax (717) 233-6830

Name of Convention _____ Convention Dates _____
Company _____ Booth # _____
Address _____
City _____ State _____ Zip _____
Order Authorized By _____ Phone No. (_____) _____
Bill to Credit Card # _____ Expiration Date _____
Cardholder Name _____

(credit card information must be provided to guarantee your order)

EXHIBITORS' INFORMATION

IMPORTANT

Please read the information below before completing this form.

- A. **ALL ELECTRICAL CHARGES EXCEPT SPECIAL REQUIREMENTS MUST BE PRE-PAID.** There will be a minimum fee + 6% PA sales tax. Please make checks payable to THE HILTON HARRISBURG.
- B. Wall outlets are not part of booth space. If electric outlet is required, it must be ordered.
- C. This order must be received by the Harrisburg Hilton no later than 15 days before date of set-up. Orders received after this date will be subject to a 10% Late Charge.
- D. Orders received at time of set-up will be charged a minimum of \$40.00 and installed when all early orders have been completed.
- E. All computer, direct lines or data line phones must be ordered through the Convention Coordinator at (717) 233-6000. **A 21 day advance notice is required.**

LIST REQUIREMENTS BELOW

- STANDARD ELECTRIC SERVICE -** (includes up to 10 amps 110 volts) \$25.00 + tax MINIMUM ELECTRIC CHARGE.
- SPECIAL REQUIREMENT SERVICE** (contractor installed) MINIMUM 2 HOUR LABOR, for installation and removal, PLUS:
 - \$1.00 per amp for 110 volt (if over 10 amps)
 - \$2.00 per amp for 208 volt, single phase
 - \$3.00 per amp for 208 volt, three phase
 - PLUS additional installation charges as required. Electricians are available at \$30.00 per hour. All work done after 8:00 PM, before 8:00 AM and on Holidays is at Time and a half rate.
- Under national OSH Act we reserve the right to refuse connections of hazardous wiring and or equipment.
- ALL PRICES SUBJECT TO 6% SALES TAX**

NO. AMOUNT

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

SERVICES REQUIRED

(List each item using electric and specify voltage, phase, amps, or wattage.)

Sub Total \$ _____

6% Tax \$ _____

TOTAL \$ _____

Client Signature _____

Amount Enclosed _____ Date _____

Audio Visual

VIDEO PLAYBACK SYSTEMS

Blu-ray and 32" LCD	\$155
Blu-ray and 40" LCD	\$280

NOTE: Includes a 48" Roll-in Cart with Black Skirt and AC Power Supply

COMPUTER PRESENTATION

LCD Projectors:	
Resolution	ANSI Lumen
2000 Lumen Standard Def LCD	\$195
4400 Lumen Med Venue LCD High Def	\$250
5000 Lumen LCD	\$525
10000 Lumen LCD	\$1200

NOTE: Includes a 34" Roll-in Cart with Black Skirt and AC Power Supply

VIDEO RECORDERS/PLAYERS

Blu-ray Player	\$60
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MONITORS/RECEIVERS

32" LCD	\$100
40" LCD	\$225
50" LED	\$300
70" LED	\$400
Truss Stand	\$75

NOTE: Includes a 48" Roll-in Cart with Black Skirt and AC Power Supply

AUDIO RECORDERS/PLAYERS

CD Recorder	\$50
CD Player (5 Disk)	\$45

Distribution Amp (VGA)	\$45
HDMI-SDI Transmitter /Receiver	\$55
Basic HD Switcher	\$190
Roland VR 50 Video Mixer	\$450
PC Laptop Computer	\$150
Presentation Slide Remote	\$30

NOTE: Prices do not include screen, interfaces or distribution amplifiers if needed. Set up may be required at an additional charge. Quantities are limited.

VIDEO CAMERAS

Panasonic HD Camcorder	\$300
Camcorder Tripod	\$20
Camcorder Tripod (Heavy Duty)	\$40

LEGACY EQUIPMENT

Overhead Projectors, Slide Projectors, Beta Recorders, SVHS, Cassette Decks, Etc. available upon request.

Audio Visual

PROJECTION ACCESSORIES

Projection Cart: 34"	
<i>with Casters, AC Power and Black Skirt</i>	\$10
Projection Cart: 48" or 54"	
<i>with Casters, AC Power and Black Skirt</i>	\$20
Laser Pointer - For Purchase	\$25
Intercom Headsets - Wired, Per Station	\$20
Run off Drapery - 16' High, Black or Blue, per 10' wide section	\$75
Masking Tape - For Purchase	\$2

MARKER BOARDS

3' x 4' Whiteboard/Corkboard	\$25
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TRIPOD PROJECTION SCREENS

72" X 72"	\$15
84" X 84"	\$25
96" X 96"	\$30

EASELS

Flip Chart Easel with Pad and Markers	\$30
Flip Chart Easel with Post It/Note Pad & Markers	\$45
Flip Chart Easel	\$15
A-Frame Easel	\$10
Extra Pads - For Purchase	\$15/\$25

MICROPHONES AND ACCESSORIES

Wireless Lavalier Microphone	\$75
Handheld Microphone	\$20
Wireless Handheld Microphone	\$75
Gooseneck Table Microphone	\$25
Extension Cables - 50'	\$5
Table Mic Stand	\$3
Floor Mic Stand	\$5
4 Input Mixer	\$40
10 Input Mixer	\$75
32 Input Mixer	\$190
1 - In, 8 - Out, Press Bridge/Mult-Box	\$50
Sound System (1 JBL Speaker)	\$55

WIDE SCREEN FAST FOLD PROJECTION SCREENS

SCREEN AND BLACK DRAPING

7' x 11' Screen (Front)	\$90
(Rear)	\$100
Skirt and Bar	\$30
Full Drapery Kit	\$90
8' x 12.5' Screen (Front)	\$100
(Rear)	\$110
Skirt and Bar	\$30
Full Drapery Kit	\$100
9.5' x 14.5' Screen (Front)	\$120
(Rear)	\$130
Skirt and Bar	\$30
Full Drapery Kit	\$120

NOTE: Other sizes available upon request.
Slide shows should be in wide screen format.

LIGHTING

Stage Lighting Package	\$350
LED Up-lighting - 1/2 Ballroom	\$450
LED Up-lighting - Full Ballroom	\$900
Ellipsoidal Light for GOBO	\$50

LABOR RATES

First half hour of set up is FREE.

After that, HOURLY RATES apply:

Monday - Friday 8am - 5pm	\$45/hr
Monday after 5pm	\$50/hr
Tuesday - Thursday	
Before 7am or after 5pm	\$50/hr
Friday 5pm - Monday 7am	
(3 hour minimum on weekends)	\$55/hr

A \$45.00 charge will apply for our in house audio/visual technicians to set up client provided equipment.

ADDITIONAL EQUIPMENT AVAILABLE

This brochure lists only the most frequently requested items. If you need equipment that is not listed, please call for pricing.

OTHER SERVICES

CONSULTATION: Our staff has the experience to help you plan your audio/video presentation needs. We can help you choose the right equipment for your budget.

ON-SITE VIDEOTAPING SERVICE

We videotape meetings, conferences and training sessions. Videotape duplication is available upon request.

(Prices effective 03/16 and are subject to change)

Audio visual prices are subject to applicable sales tax and 19% service charge

