

Driving the Future of Mobility

# GLOBAL TOLLING SUMMIT

| OCTOBER 27-29, 2019 | LISBON, PORTUGAL | IBTTA.ORG/LISBON |



**International Bridge, Tunnel and Turnpike Association  
Global Tolling Summit  
October 27-29, 2019  
Altis Grand Hotel  
Lisbon, Portugal**

## 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 *Global Tolling Summit* web page and mobile meetings app.

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

**To:** Exhibit Company Name  
Name of Contact (on site)  
Rua Barata Salgueiro nº 50  
1250-096  
Lisboa, Portugal  
Hold for Arrival – Attn: IBTTA Global Tolling Summit  
Guest's Name

### Be sure to include the following information on the label:

IBTTA: Wanda Klayman  
October 27-29, 2019

### By what date may I schedule these deliveries to arrive at the Altis Grand Hotel?

Shipments should be delivered to the Altis Grand Hotel no sooner than Thursday, October 24.

### What does the exhibit space include?

You will have a 3m x 3m (approximately 10' x 10') space which does not have pipe and drape. Your space will include a regular draped table, two chairs, and waste basket.

### **Where will the exhibits be located?**

The exhibit area is located in the Londres room on the first 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, October 27.

### **What is my exhibit booth number?**

There will not be an exhibit space numbering system for the *Global Tolling Summit*. 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 venue 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, October 27, your crew will be directed to your exhibit space upon arrival.

### **What does the exhibit space include?**

You will have a 3m x 3m (approximately 10' x 10') space which does not have pipe and drape or shell structure. Your space will include a regular banquet table and two chairs.

### **How do I order special services?**

Special requests (e.g., electricity, equipment rental, internet service) may be ordered by using the venue's order form found on page 8 of this document.

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

No, this exhibit floor is NOT carpeted. (This is a change in information provided earlier.)

The maximum building height in the exhibition area is 2,70 meters. If your exhibit is substantially larger than normal where the ceiling height is a concern, we suggest you contact the venue directly to discuss logistics of your exhibit booth display. In addition to contacting the Altis Grand 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 venue is not held responsible for securing the area. Please prepare accordingly.

## When is Set up and Tear Down?

Exhibitors will set up on Sunday, October 27 from 8:30 am – 2:00 pm.  
Tear Down of exhibits will be on Tuesday, October 29 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, October 27

- Set up  
8:30 am – 2:00 pm
- Welcome Reception with Exhibitors  
6:00 – 7:30 pm

### Monday, October 28

- Refreshment Break with Exhibitors  
10:30 – 11:00 am
- Dessert and Coffee with Exhibitors  
1:30 – 2:00 pm

### *Monday (continued)*

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

### Tuesday, October 29

- Refreshment Break with Exhibitors  
10:30 – 11:00 am
- Dessert and Coffee with Exhibitors  
1:30 – 2:00 pm
- Tear Down  
2:00 – 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 \$500.

**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](mailto:hsmith@ibtta.org).** The Exhibit Personnel Form can be found on page 7 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 \$500 exhibitor (booth only) fee includes all meals during the meeting and the Monday Evening Event at Café Luso. The fee does not include sessions, technical 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 technical tours or outside events may register for those special activities separately. (See meeting brochure for details.)

### **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 September 29, 2019.

### **How do I make sleeping room reservations?**

The *Global Tolling Summit* will be held at the Altis Grand Hotel.

The cut-off date to obtain the IBTTA negotiated hotel rate is August 15, 2019 or until the IBTTA room block is sold out. Please visit [www.ibtta.org/LISBON](http://www.ibtta.org/LISBON) for reservation information.

**Be sure to review the important Terms and Conditions and Rules for Inline Booths on pages 5 and 6.**

### **Questions?**

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

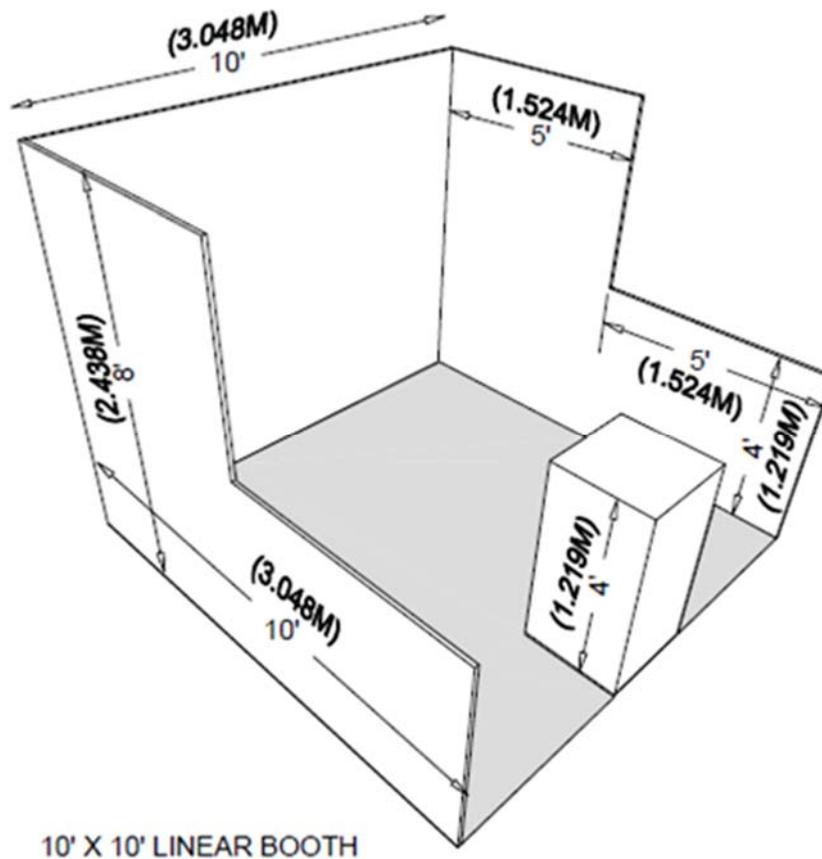
**We look forward to seeing you in Lisbon!**

## **IBTTA Exhibitor Terms and Conditions**

1. **Payment:** Full payment is required before Exhibit Space will be reserved. All fees must be paid in U.S. dollars and drawn on a U.S. bank. Payor must assume all bank fees.
2. **Exhibitor Rate:** Your organization's 2019 IBTTA membership dues must be paid in full by time of reservation to qualify for the member-discounted Exhibitor rate.
3. **Cancellation Policy:** All Exhibit Space cancellations or reductions must be made in writing. Refunds are calculated as follows:
  - Cancellation or reduction of Exhibit Space prior to September 27, 2019, a refund of 50% of Exhibit Space cost will be granted.
  - Cancellation of Exhibit Space after September 27, 2019, no refund will be granted.
4. **Insurance:** Exhibitor shall effect insurance coverage for all exhibit merchandise at site and in transit exclusive of business interruption insurance, if applicable, and IBTTA shall not be responsible for any loss or damage thereto, howsoever incurred. The Exhibitor must carry his own fire insurance and public liability insurance of not less than one million dollars and provide proof of insurance to IBTTA prior to move-in. Please note the hotel may check for this when you move in, so be sure to have proof of insurance with you onsite.
5. **Exhibit Set-Up/Tear Down:** Installation and Dismantling of Exhibits may only be conducted during the time specified. See page 3 for details.
6. **Exhibit Guidelines:** IBTTA will follow the official Guidelines for Display Rules and Regulations as issued by the International Association of Exposition Management. A copy of these rules may be requested from the IBTTA office.
7. **Considerations:** The playing of music or loud noises within the exhibit or display area is strictly prohibited.

## Standard Rules for In Line Booths

In Line Booth (per floor plan all booths are in-line)



**Definition:** A Linear Booth has only one side exposed to an aisle and has at least one adjacent neighbor on either side of the booth. They are also called “in-line” booths.

No exhibit construction or signage may exceed 8' in overall height. The maximum height of 8' is permitted on the back 5' section and a maximum height of 4' is permitted on the front 5' section. Please reference the diagram below for allowable configurations.

**Note:** When three or more Linear Booths are used as a single exhibit space, the 4' height limitation is applied only to that portion of exhibit space which is within 10' of an adjoining booth.

A **Corner Booth** is a Linear Booth at the end of a series of Linear Booths that is exposed to aisles on two sides. All other guidelines for Linear Booths apply.

**Hanging Signage:** Hanging ceiling signs is *not* permitted in a Linear Booth.

# EXHIBIT PERSONNEL FORM

Global Tolling Summit | October 27-29, 2019 | Lisbon, Portugal

## 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 October 16, 2019, registrations will only be accepted on-site. If your registration is not confirmed by October 16, 2019, 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
<b>Exhibit "Floor Only" Registrant<sup>1</sup></b> No Sessions. Floor Only. (one per booth)	<input type="checkbox"/> comp	<input type="checkbox"/> comp
<b>Upgrade to Full Delegate<sup>2</sup></b> (First staff person only) Includes Sessions and all Events in the Program except for Tours.	<input type="checkbox"/> \$275.00	<input type="checkbox"/> \$775.00
<b>Additional "Floor Only" Exhibitor Personnel Registrant<sup>1</sup></b> No Sessions. Floor Only.	<input type="checkbox"/> \$500.00	<input type="checkbox"/> \$500.00
<b>Full Delegate<sup>2</sup></b>	<input type="checkbox"/> \$775.00	<input type="checkbox"/> \$1,275.00

**ATTENTION EXHIBITORS!**  
Register before October 16, 2019  
to appear in the registration list.  
[www.IBTTA.org/lisbon](http://www.IBTTA.org/lisbon)

### 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
<b>TECHNICAL TOUR</b> Brisa Operational Centre Sunday, October 27, 2019   9:00am – Noon	_____	\$40.00	_____
<b>EVENING EVENT</b> Café Luso Monday, October 28, 2019   6:30pm – 9:30pm	_____	included in registration fee	_____

### FEE INFORMATION

<sup>1</sup> The Exhibit Floor only. The registration fee does not include sessions.

<sup>2</sup> The 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 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 October 16, 2019. 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 October 16, 2019. 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](mailto:asohriakoff@ibtta.org).

### REGISTRATION QUESTIONS?

Contact Harry Smith, IBTTA Registrar, at [hsmith@ibtta.org](mailto:hsmith@ibtta.org) or (202) 659-4620 x10.

### PAYMENT SUMMARY

1. Registration Fees \$ \_\_\_\_\_  
2. Tour & Event \$ \_\_\_\_\_  
**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](mailto: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](mailto:hsmith@ibtta.org).

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

# AUDIOVISUAL EXHIBITOR SERVICES



NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/ EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER		DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		PICK-UP DATE	PICK-UP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY			

## ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of.

The total charge per item is determined by multiplying the price by the quantity ordered and number of days.

**ALL ITEMS ARE SUBJECT TO A 100% PREPAYMENT. PRICING IS PER DAY.**

**Cancellations** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

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

**Shipping Instructions** – Any materials being sent to the venue must be marked as follows:

1. Address Packages to: Rua Barata Salgueiro nº 50, 1250-096 Lisboa, Portugal
2. Hold for Arrival – Attn: Name of the Event and Guest’s Name

**Form Submission** – Email completed forms to: [groupsalesaltis@altishotels.com](mailto:groupsalesaltis@altishotels.com)

## MONITORS

- 22” LCD Monitor \_\_\_\_\_ €38.00
- 32” LCD Monitor \_\_\_\_\_ €60.00
- 42” LCD Monitor \_\_\_\_\_ €80.00
- 49” LCD Monitor \_\_\_\_\_ €110.00
- 55” LCD Monitor \_\_\_\_\_ €130.00
- 65” LCD Monitor \_\_\_\_\_ €215.00
- 70” LCD Monitor \_\_\_\_\_ €430.00
- 75” LCD Monitor \_\_\_\_\_ €572.00