

# 2016 Maine Transportation Conference Exhibitor Registration

December 1, 2016 | Augusta Civic Center, Augusta, ME

Company \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Website \_\_\_\_\_

Booth Options	Single Booth \$400	Double Booth \$650	Total
<i>The Single Booth registration includes 1 "Day Only" conference registration and the Double Booth registration includes 2 "Day Only" conference registrations.</i>			
<i>Select preferred booth size, then enter the fee in the total column.</i>			
Preferred Table Size: <input type="checkbox"/> No Table <input type="checkbox"/> 4 ft. Table <input type="checkbox"/> 7 ft. Table			\$
Special Requirements:			
Booth Attendee(s)			
<i>Single booth: 1 attendee conference registration; Double booth: 2 attendees conference registrations</i>			
Name: _____ Phone _____			
Email: _____			
Name: _____ Phone _____			
Email: _____			
Booth Setup Contact			
Name: _____ Phone _____			
Email: _____			
Additional Options - See Exhibitor Terms & Information for important details	Yes	No	Total
Evening Buffet - \$50 (checkmark yes or no - if yes enter fee in total column)			\$
Morning Setup - \$100 (checkmark yes or no - if yes enter fee in total column)			\$
<b>Total Payment Due</b>			<b>\$</b>

*Important: sign and date on reverse side*

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## Exhibitor Listing Information

Please submit a high resolution logo (.png or .eps preferred) and a **100-word or less** description of your firm to Jennifer Tomberlin at [jennifer@mbtaonline.org](mailto:jennifer@mbtaonline.org) to be included in the agenda booklet. **Please note: we must receive this information by Tuesday, November 15th** in order for your firm to be included.

## Authorized Signature

Your signature below indicates that you agree to the terms set forth in the Exhibitor Terms and Information document.

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*Signature*

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*Date*

## Submit Registration (via mail, fax or email)

Make check payable to: "Maine Transportation Conference"  
Mail: Maine Better Transportation Association  
Attn: Jennifer, 146 State St., Augusta, ME 04330  
Fax: 207-623-2928 or Email: [jennifer@mbtaonline.org](mailto:jennifer@mbtaonline.org)

## Questions?

Contact Jennifer Tomberlin  
Phone: 207-622-0526  
Email: [jennifer@mbtaonline.org](mailto:jennifer@mbtaonline.org)

Note: If faxing or emailing registration form, be sure to mail check in asap. Email [jennifer@mbtaonline.org](mailto:jennifer@mbtaonline.org) to pay by credit card.

# 2016 Maine Transportation Conference - Exhibitor Terms

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## 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 18<sup>th</sup>, 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 \$650 for a double booth. The booth price also includes one "Day Only" Conference Registration for a single booth and two registrations for a double booth. The booth fee does not include admittance to the evening buffet dinner. **Additional booth attendees must register for the conference at the applicable rate.** Audio visual equipment and telephone lines are provided at an additional cost, if requested by Tuesday, November 15<sup>th</sup>. Only bite size snacks are allowed as food give-aways.

### INSTALLATION AND REMOVAL TIME

Exhibitors are strongly encouraged to install on Wednesday, November 30<sup>th</sup> between 3 p.m. and 8 p.m. **Exhibit installation on Thursday, December 1st (additional fee), will occur between 6 a.m. and 7 a.m. only.** All booths must be ready for viewing by 7 a.m. 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 1st.

### 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 arising 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 22<sup>nd</sup>. An email will be sent confirming your cancellation.

# 2016 Maine Transportation Conference - Exhibit Floor Plan

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