

# TABLE TOP EXHIBIT APPLICATION

Applications of Advanced Technology in Transportation

Marriott Hotel, Cambridge, MA

August 5 – 7, 2002

Please take a moment to read and initial (1-8) and answer question (9). Please return a copy of this form and full payment by Wednesday, June 25, 2001.

- \_\_\_\_\_ 1. **Contract for Space:** On receipt of this duly completed and signed Application by the American Society of Civil Engineers (ASCE) accompanied by payment in full, this document will constitute an application for the right to use exhibit space at the **Applications of Advanced Technology in Transportation Conference**. In the event of fire, strikes, or other uncontrollable circumstances, ASCE will have no liability/obligation to make any refund.
- \_\_\_\_\_ 2. **Space Rental:** Rental fee of \$750 includes the use of space; one skirted table six feet long by two feet wide by 3½ feet high. All other requirements such as electrical hook-up and telephone lines are not included in this agreement.
- \_\_\_\_\_ 3. **Installation and Dismantling of Exhibits:** Exhibitors agree to set up their tabletop exhibits between 8:00 am – 4:00 pm in the Marriott Hotel in Cambridge, MA on August 4, 2002.

Exhibit hours are:

10:00 am -- 5:00 pm

Monday, August 5

10:00 am – 5:00 pm

Tuesday, August 6

10:00 am – 12:00 noon

Wednesday, August 7

Exhibitors may not begin dismantling or packing materials until 12:00 noon on Wednesday, August 7. All exhibits must be dismantled and removed by 2:00 pm.

- \_\_\_\_\_ 4. **Protection of Property:** Nothing shall be pasted, tacked, nailed, screwed or otherwise attached to walls, floors, or other parts of the hotel building or furniture. Exhibitors violating this regulation are expressly bound, at their expense, to repair any such damage that they may cause.
- \_\_\_\_\_ 5. **Liability:** The exhibitor agrees to assume all risks of loss, injury, theft or damage of any kind or nature whatsoever to any exhibit or component thereof, including any goods, merchandise, papers or business records or other property which may be in or come into exhibitor's possession during the course of the exhibit, or in the assembling or disassembling the exhibit and to assume all liability for damage of property, person or persons arising from accidental or other causes incidental to movement and operation of the exhibit and hereby releases ASCE, ASCE Staff, its contractors, and the hotel from any liability.
- \_\_\_\_\_ 6. **Cancellation:** Requests for cancellations and refunds must be made in writing, by mail or fax to the attention of Jacquelyn Quash. Cancellations and requests

for refunds are accepted until Friday, July 19, 2002. After this time, no refunds will be given.

\_\_\_\_ 8. I have received exhibitor support materials regarding the Marriott Hotel in Cambridge, MA, including shipping instructions, audio/visual order forms, and telecommunication order forms. I understand that I am to follow these instructions in order to ship items or order support materials from the Marriott.

9. Please provide the following information for the booth space

Name of person bearing responsibility to make this financial commitment for the company:  
(Please Print)

\_\_\_\_\_

Title:

\_\_\_\_\_

Phone/ e-mail:

\_\_\_\_\_

Signature:

\_\_\_\_\_

10.

11. primary person representing your company (this person will receive one complimentary registration).

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Please provide the following information for the secondary person representing your company:

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

Thank you for your participation. If you have any questions, please contact me directly at 703.295.6307 or by e-mail at [jquash@asce.org](mailto:jquash@asce.org).

Cordially,

Jacquelyn A. Quash  
Administrator – Conferences