



EXHIBITOR REGISTRATION:

Exhibitor Registration for 2022 ASHE National Conference

Company Name: _____

Exhibit Booth Representative Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Two Complimentary Registrants (Diamond Sponsors: Please leave these fields blank and list your 4 registrants on the sponsorship form):

Name: _____ Email: _____

Name: _____ Email: _____

Post 4/11/22 version:
booth location preference and
inclusion in program booklet removed.
Booth requests must be received no
later than 5/6/22

- The fee per booth is \$1,350.
- Each 8'x8' booth registration includes: 2 conference attendee registrations, draped side rails & backdrop, 1 - 6-ft skirted table, 2 chairs, 1 wastebasket, a 110V electrical hookup, & free wi-fi.
- Double booth requests will be accepted and honored if possible.
- Full payment must be received within 14-days of receiving the completed Exhibitor Registration and Exhibitor Contract for the exhibitor application to be considered complete.
- Exhibitor Registrations & Contracts should be completed, signed, and emailed to the following address along with your company web site address and a high-resolution full-color version of your logo (either .jpg or vector format) for posting on the ASHE 2022 National Convention Conference website soon after payment has been received:

sponsorships@2022conference.ashe.pro

FOR PAYMENT: Please mail a check made out to "ASHE 2022 National Conference" (sorry no credit cards) to the following address: **Burgess and Niple, Attn: Mike Killian, 5085 Reed Road, Columbus, OH 43220.** Please indicate Exhibit Booth Representative's name and phone number in mailing or on the check!



EXHIBITOR CONTRACT (PAGE 1 OF 2):

2022 ASHE National Conference Exhibitor Contract:

The undersigned agrees to the terms and conditions as stated in this Exhibitor Contract for the 2022 ASHE National Conference on May 11-15, 2022, at the Renaissance Columbus Downtown Hotel.

Your exhibitor package includes the following items:

- Two (2) free conference attendee registrations
- One (1) 8'x8' booth with 8-ft high draped background and 3-ft high draped side rails
- One (1) 6-ft skirted table
- Two (2) chairs
- One (1) waste basket
- Electrical Hook-up
- Free Wi-fi Connectivity
- Listing on the conference website

Your exhibitor package does not include the following:

- Decoration related services
- Storage of exhibit materials
- Special lighting
- Gas and water supply
- Labor
- Audio / visual equipment
- Large refuse removal
- Computer / telephone lines
- Additional paid events / services (i.e. golf outing, luncheon, shipping, etc.)

Exhibitors will be permitted access to the Exhibit Area for booth set-up on Thursday, May 12, 2022, from **noon until 5:00 pm**. Setup outside of this timeframe may not be possible or extremely limited. If a different setup time is needed, arrangements must be made with the ASHE Exhibit Committee at least 10 days prior to the conference.

The Exhibit Area will be open to conference attendees during the following timeframes:

Thursday May 12, 2022 –	5:00pm – 9:00pm
Friday May 13, 2022 –	7:00am – 3:30pm

Before and after each day's exhibit hours, the Exhibit Area may be locked and public access restricted.

Exhibitor teardown and move-out will be on Friday, May 13, 2022 from **4:00pm to 8:00pm**. All exhibitor materials must be removed from the Exhibit Area by 8:00pm.

Only authorized and registered exhibitor staff will be permitted access to the Exhibit Area during set-up and tear down. Tear down is not authorized to begin until 4:00pm, Friday, May 13, 2022. Exhibitors are directly responsible for booth assembly and necessary display equipment, merchandise, public relations materials. Any exhibitor signs must be kept within the assigned exhibitor 8'x8' space. Aisle space is not to be used for storage of any kind and will be strictly enforced.



EXHIBITOR CONTRACT (PAGE 2 OF 2):

Please note that The Renaissance Columbus Downtown Hotel is a non-smoking hotel.

To ensure The Renaissance Columbus Downtown Hotel (Hotel), the American Society of Highway Engineers (ASHE), and the ASHE 2022 National Conference (Conference) are protected:

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of the exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless ASHE, the Hotel, the Conference, and any associated agents, employees, and volunteers, from any and all such losses, damages and claims. The Hotel, ASHE, and the Conference will not be responsible for any losses, damages or claims arising out of exhibitor's activities at the 2022 ASHE National Conference except for claims, loss or damages arising from their negligence.

Exhibitor Representative's Initials _____ Date _____

Exhibitor Shipping and Handling:

Fern Expo (Fern) has been selected as the provider of exhibitor services. As a result, Exhibitors requiring material delivery and setup service may be subject to additional material handling fees from Fern. Exhibitor email addresses received during registration will be forwarded to Fern who in-turn will provide instructions for accessing their online exposition portal (OneView) closer to the event. At that time, Fern material handling and delivery services can be ordered and paid directly through Fern's online portal. Materials requiring shipping, handling, and storage should be shipped to the following address:

Fern
(Exhibiting Company Name & Booth Number)
1500 Old Leonard Ave
Columbus, OH 43219
2022 ASHE National Conference

Material handling rates are \$0.94/pound. Material receiving dates are: April 11, 2022 to May 10, 2022

I have read and understand the above terms and conditions covered on each page of this contract.

Exhibitor Contact Person and Title (printed) _____

Exhibitor Contact Person Signature _____ Date _____

