

# GIS-T 2008 Symposium Exhibit Space Agreement

March 16 - 19, 2008  
Westin Galleria Hotel  
Houston, Texas

## GIS-T Symposium

The 2008 GIS-T Symposium will be held in Houston, Texas at the Westin Galleria Hotel, March 16th – 19th, 2008. The Exhibit Area will be in Woodway Hall of the hotel. This agreement has been designed to give you all the vital information concerning this meeting.

We look forward to seeing you in Houston, Texas. Please return your Exhibitor Registration Form with payment by March 7, 2008.

## Sponsors

- American Association of State Highway and Transportation Officials (AASHTO)
- Federal Highway Administration
- Transportation Research Board
- Highway Engineer Exchange Program (HEEP)
- Federal Transit Administration (FTA)
- Research and Innovative Technology Administration/Bureau of Transportation Statistics

## SPACE ALLOCATION

### Agreement Return Deadline

The GIS-T Symposium Exhibits Coordinator immediately following the agreement return deadline will assign exhibitor space. Booth preferences listed on the registration form will be considered. If preferred booth is not available, then closest booth to preferred will be assigned.

Requests for booth space in excess of three units will be given priority with all other requests assigned on a first-come first-served basis.

No change in booth assignments may be made without the approval of each exhibitor involved and the GIS Symposium Exhibits Coordinator.

The Exhibit Area will be in the Woodway Halls of the Westin Galleria Hotel.

Installation may begin at 12:00 (noon), Sunday March 16, and shall be completed no later than March 16, 5:00 p.m. The exhibitor agrees not to dismantle the exhibit or do any packaging before the closing of the exhibit at 12 noon, Wednesday, March 19. The exhibit area must be cleared by 5:00pm, March 19.



## EXHIBIT CONTRACTOR

CDS is the official exhibit decorator. The exhibit contractor will send you an exhibitor's service kit under separate cover. It will contain shipping instructions. Please contact James Malone ([jmalone@conventiondecorating.com](mailto:jmalone@conventiondecorating.com)) of CDS, (281) 332-8451, if you have any questions.

They will maintain a service desk to assist you. There you can obtain your rental furniture, special decorations or acquire other information which will be helpful to you when setting up or dismantling. Booth furnishings not covered in the basic contract may be obtained from CDS. Order forms covering rental furniture, installation and dismantling, labor and other services will be sent or are obtainable from the decorator. IT IS URGED THAT YOU ORDER IN ADVANCE.

## REGULATIONS AND AGREEMENT

These regulations become a part of the agreement between the exhibitor and the American Association of State Highway and Transportation Officials (AASHTO). All parts not covered are subject to the decision of the AASHTO Officials.

## Booth Equipment

All booths, approximately 8-feet by 10-feet, will be provided with an 8-foot-high back drape, 36-inch high-side dividers, one (1) 6' x 30" skirted table, two (2) chairs, one (1) wastebasket, and a 7" x 44" one-line identification sign.

## Labor

CDS will have people available to set-up and dismantle your display or to assist you. If you require service, labor charges will be at the prevailing rates.

## Electrical

An order form will be included in the exhibitor's service kit. The Westin Galleria Hotel will provide all electrical service. Each exhibitor will need to return the order form as addressee on the form.

This show will conform to the rules and regulations formulated by the National Association of Exposition Managers and the Exposition Service Contractors Associations.

#### AGREEMENT FOR SPACE

Application for booth space, formal notice of assignment of booth space and full payment of rental charges constitute an agreement for the right to use this space allotted subject to the following conditions. In the event that fire, strike, act of God, act of war, emergency declared by any government agency or by virtue of any ordinance or law or any other circumstance beyond the control of GIS-T or Westin Galleria Hotel that makes the exhibit area unfit or unavailable for use, this agreement will not be binding.

#### PAYMENT FOR SPACE

Payment for the full rental charge of \$1,800 per 10-foot by 8-foot unit must accompany the Exhibitor Registration Form. Checks should be made payable to the GIS-T Task Force /Vendor Exhibit.

#### CANCELLATION OF EXHIBIT SPACE

No refund will be made after the space has been assigned and paid for unless the space can be assigned to another exhibitor satisfactorily to the GIS-T Symposium Exhibits Coordinator.

#### USE OF SPACE

All activities must be confined to the limits of the exhibit booth. No exhibitor shall share the space allocated without the knowledge and consent of the exhibits coordinator. Displays shall not be placed in such a manner as to interfere with other exhibitors. The exhibits coordinator must approve anything displayed at a height above the top of the backdrop. Exhibitors renting back-to-back spaces are cautioned not to use draping or other types of displays that will block the view of the booths on either side. The view from the aisle must be clear for persons to view each booth while approaching. Displays higher than 36 inches may extend no further than half the distance from the backdrop of the booth to the aisle. Floor lights or spotlights may be installed.

#### FIRE PROTECTION

Table decorations must be fireproof. Electrical wiring must conform to National Electrical Code safety rules. Failure to comply with these regulations is sufficient cause for the exhibit coordinator to cancel all or such part of the exhibit as may be irregular. Exhibits must not obstruct exits, fire stations and fire extinguisher equipment. Exhibitors must comply with all fire

regulations. Lit candles are prohibited in the exhibit hall.

#### CIRCULARIZATION & SOLICITATION

Distribution of circulars and promotional materials are permitted only within the space assigned to the exhibitor. No firm, organization or other sales representative not assigned space in the exhibit area is permitted to solicit business within the exhibit area.

#### CARE OF BUILDING & PERMIT

Nothing shall be pasted on, tacked, nailed, screwed or otherwise attached to drapes, walls, floors or other parts of the building or furniture.

#### LIABILITY

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the American Association of State Highway and Transportation Officials (AASHTO), the Westin Galleria Hotel, its employees and property, governmental charges or fines and attorneys fees arising out of or caused by exhibitor's installation, removal, maintenance or a part thereof, excluding any such liability caused by the sole negligence of the Westin Galleria Hotel, its employees, and agents.

In addition, exhibitor acknowledges that the Westin Galleria Hotel does not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.