



**International Bridge, Tunnel and Turnpike Association
IBTTA Summit on Finance, Policy and VMT
April 23-25, 2017
Hyatt Regency Jersey City on the Hudson
Jersey City, New Jersey**

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 *Summit on Finance, Policy and VMT* web page and mobile meetings app.

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

To: Hyatt Regency Jersey City on the Hudson
2 Exchange Place
Jersey City, New Jersey 07302
Event: IBTTA Summit on Finance, Policy and VMT
Date of Event: April 23-25, 2017
Recipient: Your On Site Recipient and Company Name

By what date may I schedule these deliveries to arrive at the hotel?

Shipments should be delivered to the hotel no sooner than Thursday, April 20.

What does the exhibit space include?

You will have a 10' x 10' space which does not have pipe and drape. Your space will include a regular draped 6' or 8' table, two chairs, and waste basket.

What are the hotel's rules and regulations for package handling?

Hotels often have very limited storage facilities, so please limit boxes to those weighing no more than 50 pounds and ship to the hotel no more than three (3) days prior to the function. Shipments received prior to the three (3) days may be returned. For shipments larger than this, please check with the hotel's Convention Services Manager. Larger packages should arrive on the day of setup.

Any package being shipped out of the hotel must be prepaid, addressed, labeled and ready for mailing prior to the end of the exhibit show. If you require additional package handling, storage, or pallet delivery and storage, there may be fees assessed by the hotel for their services. Contact the hotel directly for this information.

Where will the exhibits be located?

The exhibit area is located in Hudson I, II, III on the third 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, April 23.

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

Yes, the exhibit floor is carpeted. The ceiling height of Hudson Ballroom is 41'6". If your exhibit is substantially larger than normal where the ceiling height is a concern, we suggest you contact the hotel directly to discuss logistics of your exhibit booth display. In addition to contacting the hotel, please let us know prior to arranging to exhibit.

How many people may we have in the booth? 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 \$375.

Please use an attendee registration form for all individuals (including your one complimentary booth staff member) and return it to our Meeting Registrar, Harry Smith at hsmith@ibtta.org or by fax to 202-659-0500. The Exhibitor Attendee Form can be found on page 5 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 \$375 exhibitor (booth only) fee includes all meals during the meeting. The fee does not include sessions, 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 Tours and Events or the Monday Evening Event may register for those special activities separately. The fee to attend the Monday Evening Event is \$75. (See meeting brochure for details.)

Are individual exhibit hall passes permitted?

IBTTA does not supply any complimentary exhibitor floor passes, but exhibiting companies may purchase “**exhibit show only**” attendance at \$100 per person for local contacts to visit their booth.

This would give your potential customers an opportunity to visit with you on either of the two days and enjoy lunch in the exhibit hall:

- Monday (12:30 – 2:00 pm) **OR**
- Tuesday (12:00 noon – 1:30 pm)

No one may enter the exhibit hall unless they have registered with us; and the “exhibit show only” attendee may only participate one of the two days during that specific period of time. **The rate is \$100 per person per day (lunch only).**

When is Set up and Tear Down?

Exhibitors will set up on Sunday, April 23 from 7:30 am – 3:00 pm.
Tear Down of exhibits will be on Tuesday, April 25 from 1:30 – 3:00 pm.

What are the exhibit hours?

Exhibitors will be able to meet with attendees during the same hours that meeting registration is open.

Sunday, April 23

- Set up
7:30 am – 3:00 pm
- Welcome Reception with Exhibitors
5:00 – 6:30 pm

Monday (continued)

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

Monday, April 24

- Breakfast with Exhibitors
7:00 – 8:30 am
- Refreshment Break with Exhibitors
10:30 – 11:00 am
- Lunch with Exhibitors
12:30 – 2:00 pm

Tuesday, April 25

- Breakfast with Exhibitors
7:00 – 8:30 am
- Refreshment Break with Exhibitors
10:00 – 10:30 am
- Lunch with Exhibits & Demos
12:00 noon – 1:30 pm
- Tear Down
1:30 – 3:00 pm

How do I order special services?

Special requests (e.g., electricity, equipment rental, internet service) may be ordered by using the hotel’s order forms. Forms may be found in this document beginning on page 6.

Will there be Security?

The exhibit area is not locked when the exhibits are closed and the hotel is not held responsible for securing the area. Please prepare accordingly.

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 March 26, 2017.

Where is the hotel located? How do I make sleeping room reservations?

The *Summit on Finance, Policy and VMT* will be held at the Hyatt Regency Jersey City on the Hudson in Jersey City, New Jersey. The cut-off date to obtain the IBTTA negotiated hotel rate is **March 29, 2017** or until the IBTTA room block is sold out. Please visit www.ibtta.org/JERSEYCITY for reservation information.

Questions?

Contact Terri Lankford at 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 Jersey City!

EXHIBIT PERSONNEL FORM

Summit on Finance, Policy and VMT | April 23-25, 2017 | Jersey City, New Jersey

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 _____ Fax _____

Email _____

Twitter Handle _____ I do not have one.

1. REGISTRATION FEES *(Registration fees are in U.S. dollars.)*

After **April 14, 2017**, registrations will only be accepted on-site. If your registration is not confirmed by **April 14, 2017**, your name will not appear on the final registration list. Your organization's dues must be paid to qualify for the member rate.

Registration Type	Member	Non-Member
Exhibit "Floor Only" Registrant¹ No Sessions. No Events. Floor Only.	<input type="checkbox"/> comp	<input type="checkbox"/> comp
Upgrade to Full Delegate² (First staff person only) Includes Sessions and all Events in the Program except for Tours.	<input type="checkbox"/> \$400.00	<input type="checkbox"/> \$900.00
Additional "Floor Only" Exhibitor Personnel Registrant¹ No Sessions. No Events. Floor Only.	<input type="checkbox"/> \$375.00	<input type="checkbox"/> \$375.00
Full Delegate²	<input type="checkbox"/> \$775.00	<input type="checkbox"/> \$1,275.00

ATTENTION EXHIBITORS!
Register before April 14, 2017 to appear in the registration list.
www.IBTTA.org/jerseycity

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
<input type="checkbox"/> Technical Tour The Oculus (Transportation Hub) Sunday, April 23, 2017 8:30am – 10:30am	_____ x	\$15.00 =	\$ _____
<input type="checkbox"/> Evening Event Liberty House, Liberty State Park Monday, April 24, 2017 6:30pm – 10:00pm	_____ x	\$75.00* =	\$ _____
		SUBTOTAL	\$ _____

*This fee does not apply to full Delegate Registrants.

Fee Information

¹ The **Exhibit Floor Only** and **Additional Exhibit "Floor Only"** Registration Fees do not include the Opening Event on Sunday, or the Monday Evening Event. There is an **ADDITIONAL COST PER PERSON, PER EVENT**, to attend the Special Event.

² The Delegate Registration Fee includes all meals, receptions and events listed in the Program with the exception of individually priced tours. **The Opening Event on Sunday and the Monday Evening Event are included in the Delegate 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 April 14, 2017. 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 April 14, 2017. 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.

Registration Questions?

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

PAYMENT SUMMARY

1. Registration Fees \$ _____
2. Tours & Events \$ _____
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)
 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.

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

Signature _____

Date _____



EXHIBITOR AUDIOVISUAL ORDER FORM

Send Orders & Payment to: **ENCORE EVENT TECHNOLOGIES**
2 Exchange Place
Jersey City, NJ 07302
Attention: ENCORE REPRESENTATIVE
Email: anthony.albuquerque@encore-us.com / steven.lobato@encore-us.com
Phone: 201 469 4770 Fax: 201 469 4771

Company Name	
On Site Exhibitor Contact	
Address	
Telephone Number	
Fax Number	
Equipment Set-Up Date	
Equipment Removal Date	
Form of Payment	Credit Card/Check (Circle form of payment & submit attached payment form to authorize charges)

BANNERS

Description	Advanced Order (Received by due date)	Floor order (Received at show)	TOTAL
Banner Hanging	\$150	\$200	
Banner Hanging (Larger Banners)	\$200	\$275	
Standard Labor Charges	\$95 per Hour with a 4 Hour Minimum		

AUDIO-VISUAL / ELECTRIC ORDERS:

Call 201-469-4770 for availability and/or items not listed below.
Orders must be put in three calendar days before start of event.
PLEASE CONTACT ENCORE FOR AVAILABILITY BEFORE ORDERING
Fax all orders to 201 469 4771

Quantity	DESCRIPTION	Advance Order (Received by due date)	Floor order (Received at show)	TOTAL
	Dedicated 20 AMP Circuit /1501-2000 WATTS (Ballroom Only)	\$90 / day	\$105 / day	
	70" Monitor w Floor Stand	\$ 1400 / day	Based on Availability	
	40" Monitor w Floor Stand	\$ 500 / day	Based on Availability	
	24" Computer Monitor	\$ 250 / day	Based on Availability	
	17" Computer Monitor	\$ 125 / day	Based on Availability	
	25' A/C Cord with Power Strip	\$ 25 / day	\$ 25 / day	
	Wireless Internet Access (Per Device)	\$ 30 / day	\$ 30 / day	
	Signage Easels	\$5.00 / day	\$5.00 / day	

Note: All orders are subject to additional 22% Service Charge & 7% NJ Sales Tax. Additional Equipment is Available Upon Request. Please contact ENCORE Event Technologies at 201-469-4770 for further details.

Hyatt Regency Jersey City

2 Exchange Place
Jersey City, NJ 07302

Credit Event Prepayment Form

Complete all sections. Incomplete forms will be returned unprocessed.

Company Name & Billing Address:

_____ Contact: _____

_____ Telephone: _____

_____ Fax: _____

Date of Event: _____

Credit Card Authorization:
(Mandatory: Attach completed credit card authorization form and a legible photocopy of front & back of Credit Card & Driver's License of the cardholder.)

Company Check: (Due at hotel 10 working days in advance of the event)

Conditions:

Any charges exceeding prepayment must be paid on site upon receipt of additional Catering or Hotel Services. No credit is extended by acceptance of this form for the client. Credit cards will be charged 72 hours in advance of the program.

I hereby release Hyatt Regency Jersey City from any liability arising out of its failure to permit contracted event to proceed due to non- receipt of required payment prior to event.

Company Authorization:

Signature of Representative: _____

Title: _____

Date: _____



CREDIT CARD AUTHORIZATION FORM

Hyatt Regency Jersey City
2 Exchange Place
Jersey City, NJ 07302
Tel.201-469-4770
Fax.201-469-4771

This form is used to authorize ENCORE to charge your credit card for a single purchase. Please fill out the form completely and fax or mail to the address shown above.

Mandatory: Attach completed credit card authorization form and a legible photocopy of front & back of Credit Card & Driver's License of the cardholder.

Credit Card Information

Credit Card Type: (Indicate one) Visa MasterCard Amex

Credit Card Number:

Expiration Date:

Name on Card:

Security code

Credit Card billing address (where you receive your credit card statements):

Street:

City: State: Zip :

Order Information

Rental Order # Amount

Authorization:

I hereby authorize ENCORE to charge the amount shown above to the card specified above. I agree to pay the above credit card charges in accordance with card issuer agreement.

Cardholder Signature

Date

Note: Credit card charges will not be made until day of meeting.