



**International Bridge, Tunnel and Turnpike Association
IBTTA Communications & Administration Workshop
March 12-14, 2017
Grand Hyatt Tampa Bay
Tampa, Florida**

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 *Communications & Administration Workshop* web page and mobile meetings app.

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

To: Grand Hyatt Tampa Bay
2900 Bayport Drive
Tampa, Florida 33607
Event: IBTTA Communications & Administration Workshop
Date of Event: March 12-14, 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, March 9.

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 Audubon Ballroom B-F on the first 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.

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

Yes, the exhibit floor is carpeted. The ceiling height is 22 feet. 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 (12:30 – 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, March 12 from 7:00 am – 2:00 pm.
Tear Down of exhibits will be on Tuesday, March 14 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, March 12

- Set up
7:00 am – 2:00 pm
- Welcome Reception with Exhibitors
5:30 – 7:00 pm

Monday (continued)

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

Monday, March 13

- Breakfast with Exhibitors
7:30 – 9:00 am
- Refreshment Break with Exhibitors
10:30 – 11:00 am
- Lunch with Exhibitors
12:30 – 2:00 pm

Tuesday, March 14

- Breakfast with Exhibitors
7:30 – 9:00 am
- Refreshment Break with Exhibitors
10:30 – 11:00 am
- Lunch with Exhibitors
12:30 – 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 form found on page 6 of this document.

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 February 12, 2017.

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

The *Communications & Administration Workshop* will be held at the Grand Hyatt Tampa Bay in Tampa, Florida. The cut-off date to obtain the IBTTA negotiated hotel rate is **February 17, 2017** or until the IBTTA room block is sold out. Please visit <http://www.ibtta.org/TAMPA> 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 Tampa!

EXHIBIT PERSONNEL FORM

Communications and Administration Workshop | March 12-14, 2017 | Tampa, Florida

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 **March 3, 2017**, registrations will only be accepted on-site. If your registration is not confirmed by **March 3, 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 **March 3, 2017**
to appear in the registration list.
www.IBTTA.org/tampa

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 OF \$75 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 March 3, 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 March 3, 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. Event \$ _____
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 _____

2. EVENT

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"/> Evening Event – Splitsville Monday, March 13, 2017 6:30pm – 9:30pm | _____ | x \$75.00* | = \$ _____ |

*This fee does not apply to full Delegate Registrants.

SUBTOTAL \$ _____

ENGINEERING SERVICES REQUEST FORM

Fax to: _____

E-mail to: _____

Phone: _____

Today's Date: _____ Conference Name: _____

Show Dates: _____ Booth Number: _____

Company Name: _____

Billing Information

Credit Card Number: _____ Expiration Date: _____

Cardholder's Name: _____

Billing Address for the Card: _____

City: _____ State: _____ Zip Code: _____

Signature: _____ Phone Number: _____

ELECTRICAL SERVICE EQUIPMENT

This order and accompanying pre-payment or credit authorization must be received by the Grand Hyatt Tampa Bay, fifteen (15) days prior to the show to receive advance order price and guarantee installation of all equipment.

| QTY | ITEM | DESCRIPTION | ADVANCE ORDER | FLOOR ORDER | TOTAL PRICE |
|-----|-------------------------|------------------------------|---------------|-------------|-------------|
| | (1) 20 A Receptacle | 115 V 20A Outlet | \$75.50 | \$98.50 | |
| | (1) Power Wagon* | 208 3 Phase 100 Portable | \$439.00 | \$496.50 | |
| | (1) Splitter* | 30A 208 Split 2 Circuits | \$172.50 | \$230.00 | |
| | (1) 1 100 A Disconnect* | 208 3 Phase Main Disconnect | \$439.00 | \$496.50 | |
| | (1) 1 30A Wall Outlet* | 208 Single Phase 30A Circuit | \$201.25 | \$230.00 | |
| | 24 Hour Service | 24 Hour Service | X 25% | X 25% | |

EXTENSION CORDS

(Service connection for lights only, no other use authorized)

| QTY | ITEM | DESCRIPTION | ADVANCE ORDER | FLOOR ORDER | TOTAL PRICE |
|-----|--------------------|----------------|---------------|-------------|-------------|
| | (1) Extension Cord | Extension Cord | \$19.55 | \$23.00 | |
| | (1) Multi Tap | Multi Tap | \$27.60 | \$31.05 | |

LABOR FOR SPECIAL REQUIRMENT ELECTRICAL WORK

*All special electrical equipment requires a minimum of (1) hour of labor for installation

| QTY | TIME | HOURLY RATE | TOTAL PRICE |
|-----|---------------------------------------|-------------|-------------|
| | Mon-Sun 7AM – 330PM (except Holidays) | \$69.00 | |
| | Mon-Sun 330PM – 7AM | \$103.50 | |
| | Holidays | \$103.50 | |

SPECIAL SERVICES

| QTY | ITEM | DESCRIPTION | ADVANCE ORDER | FLOOR ORDER | TOTAL PRICE |
|-----|-------------|-------------|---------------|-------------|-------------|
| | (1) Banners | Hang Banner | \$100.00 | \$120.00 | |

Total: _____
X 24% Set Up Fee: _____
X 7% Sales Tax: _____
Grand Total: _____