



EXECUTIVE COMMITTEE

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TRANSPORTATION COMMITTEE

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CALL FOR EXHIBITORS

Transportation Industry Colleagues,

The Lake Erie Section of the American Society of Highway Engineers (ASHE) is proud to host the 2018 ASHE National Conference at The Westin Cleveland Downtown in Cleveland, Ohio. The conference will attract over 500 public and private sector design professionals, vendors, contractors and guests from across the country, and provide a forum for networking and education on topics relevant to the transportation industry. The agenda is filled with informative technical sessions, social events and networking opportunities.

This ASHE conference marks the 60th anniversary of the organization and plays a critical role in progressing the mission of ASHE to provide a forum for member and partners of the highway industry to promote a safe, efficient and sustainable transportation system through education, innovation and fellowship.

We need your support to make this historic event a success! A variety of sponsorship opportunities and sponsorship levels were developed to meet a broad range of marketing budgets so your company can be recognized as a conference partner, furthering the goals of ASHE.

We are now making exhibit spaces available. Each 6'x8' pipe and drape booth includes on 6' skirted table, two chairs, a wastebasket and a standard head sign bearing your company's name. We are offering exhibit spaces prices at \$1,200 per booth as shown in the Exhibit Hall Floor Plan. Exhibitors receive two free conference registrations, a program listing, and a listing on the conference website.

Please consider committing early as booth space is limited and early contributions will help defray up-front costs of deposits for events and functions. Take advantage of this opportunity by selecting your desired booth space and contacting:

Jeff Hill, PE, Exhibit Subcommittee Chair
(216) 357-3535 or Jahill@TranSystems.com

A conference representative will follow-up with you to discuss your participation and answer any questions you may have.

Sincerely,

Handwritten signature of Jim Shea in blue ink.

Jim Shea, PE, PTOE
Conference Co-Chair

Handwritten signature of Kirsten Bowen in blue ink.

Kirsten Bowen, AICP
Conference Co-Chair

EXHIBITOR REGISTRATION FORM

ASHE NATIONAL '18 CONFERENCE Cleveland, OH • May 17-20



EXHIBIT SPACES ARE NOW AVAILABLE!

Booth spaces are limited, so show your support for ASHE and generate interest in your company. For up to date exhibit booth availability and more conference details, please consult our website at: <http://2018conference.ashe.pro/>

- The fee per booth is \$1,200. The booth includes:
 - Two (2) Complimentary Conference Registrations
 - Logo Displayed in Program Book
 - 8' x 6' Pipe and Drape Booth with 6' Skirted Table, 2 Chairs, and a Standard Head Sign Bearing Your Company's Name
- Conference Website Exposure with Logo and Link to Your Company's Website
- Wi-Fi is available (*free of charge*).
- Payment for reserved booths must be received within thirty (30) days from receipt of this package.
- Booth location will be assigned by order in which payment is received.
- Please email your company logo and web address within thirty (30) days from receipt of this package for use on the 2018 ASHE National Conference website. Please send a high-resolution full-color version of your logo in .jpg or .png, and .eps or .pdf format to: jahill@transystems.com
- Additional AV services need to be coordinated with the hotel and PSAV.

COMPANY NAME: _____

Exhibit Booth Representative Name: _____

Company Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____ **Email:** _____

Booth Selection#1: _____ **Booth Selection#2:** _____ **Booth Selection#3:** _____ (See Exhibit Booth Map)

Names of Two Complimentary Registrants: _____ **Registrant's Email:** _____

Are Special A/V Services Needed? Yes No

Final Booth number will be confirmed via email and updated on the floor plan on the website.

Total Due \$: _____ Please mark one box Please Send Electronic Invoice Check Enclosed

Mail Forms and Payment to:

2018 ASHE National Conference
c/o Jeff A. Hill, P.E.
TranSystems
55 Public Square, Suite 1900
Cleveland, OH 44113-1901

For additional information contact:
Jeff A. Hill
(216)357-3535
jahill@transystems.com

2018 ASHE NATIONAL CONFERENCE EXHIBITOR CONTRACT

The undersigned agrees to these terms and conditions as stated in this Exhibitor Contract for the 2018 ASHE National Conference to be held May 17-20, 2018 at The Westin Cleveland Downtown in Cleveland, OH.

Your exhibitor package includes the following items:

- Two Complimentary Conference Registrations
(includes Ice Breaker and Friday Breakfast)
- Exposure during Ice Breaker, Breakfast and Breaks
- Conference Website Exposure with Logo and Link to Your Company's Website
- Company Logo in Program Book
- Two Chairs and 6' Skirted Table
- Pipes and Drapes
- Trash Removal

Your exhibitor package does not include the following:

- Lunch Honoring Past National Presidents
(separate registration required)
- Rock and Roll Hall of Fame Event (separate registration required)
- Saturday Night Banquet (separate registration required)
- Decoration/Related Services
- Storage of Exhibit Materials
- Special Lighting
- Gas and Water Supply
- Tables Requested During Set-up
- Audio/Visual Equipment
- Large Refuse Removal
- Computer/Telephone Lines
- Electrical Hook-up (must purchase electricity from PSAV using the attached form)
- Incoming Package Handling

Shipping

The 2018 ASHE National Conference and The Westin Cleveland Downtown provide the following instructions for material shipping to and from the hotel. Packages received outside of the listed time are subject to fees and may not be properly delivered. Packages not labeled as described may also be undeliverable. It is the responsibility of the exhibitor to properly follow the delivery instructions.

Incoming Shipments

Exhibitors should ship their exhibit space materials to The Westin Cleveland Downtown at the address shown below. Packages should arrive at The Westin Cleveland Downtown no earlier than 8:00 AM Tuesday, May 15, 2018 and no later than 10:00 AM Thursday, May 17, 2018. Packages arriving prior to 8:00 AM Tuesday, May 15, 2018 will be subject to hotel storage fees. Delivery to the exhibit hall prior to start of the event cannot be guaranteed for packages arriving after 10:00 AM Thursday, May 17, 2018. Exhibitors will be subject to the handling fees described in the table below for all incoming packages and will be invoiced by The Westin Cleveland Downtown. Exhibitors shall attach the included tracking label to all incoming packages so that they can be properly delivered to the assigned exhibit space. For any packages that do not fit into the criteria listed below, please contact Jeff A. Hill at jahill@transystems.com for a handling fee quote.

Materials Should Be Shipped To:

The Westin Cleveland Downtown
Company Name / Booth Number
777 Saint Clair Avenue NE
Cleveland, OH 44114

Handling Fees

Overnight Letter	Free	Envelope	\$5
Overnight Box	Free	Special Handling Charge	\$15
0-5 lbs	\$7	Crate	\$50
6-10 lbs	\$7	Skids & Large Crates	\$150
11-30 lbs	\$10	Storage rates are based on 48 or less hours	
31-50 lbs	\$20	Storage 48+ hours is additional	\$5 per box/day
51-70 lbs	\$30		
71-100 lbs	\$40	Outbound Package	No Charge
100+ lbs	\$60		

2018 ASHE NATIONAL CONFERENCE EXHIBITOR CONTRACT *(CONTINUED)*

Outgoing Shipments

Upon the exhibit hall closing, as scheduled on the next page, all exhibitor materials should be packaged and properly labeled with return shipping labels. Return shipping labels are not provided by the 2018 ASHE National Conference Committee or The Westin Cleveland Downtown and must be obtained or brought by the exhibitor. Representatives from The Westin Cleveland Downtown will remove all properly labeled packages from the exhibit hall and coordinate pick up with UPS and FedEx. No outgoing handling fees will be charged to the exhibitor. Individual arrangements must be made if an exhibitor requires UPS Freight service (*large crate on skids*) or if you are unable to properly label your package with a return shipping label. All packages requiring individual arrangements must be cleared of the exhibit hall by 5:00 PM Friday, May 18, 2018 and storage arrangements made with The Westin Cleveland Downtown.

Example:

Two packages (*5 lb cardboard box and 50 lb plastic display case*) arrive on Wednesday, May 16, 2017. Westin representatives will deliver the packages directly to the exhibit booth Thursday morning and will include an invoice for \$27 ($\$7 + \20). On Friday, May 17, 2018 between 3:15 PM and 5:00 PM, the exhibitor will box up their packages and apply their return shipping labels. Westin representatives will pick up the packages and coordinate UPS or FedEx pick up. Exhibitors will not be charged outgoing handling fees.

Exhibitor Schedule

The following schedule is being provided to exhibitors to clearly communicate all activities that are taking place in the exhibit hall during the conference:

Thursday, May 17, 2018

- 8:00 AM – 12:00 PM Exhibit Hall Closed – Pipe and drape set up, exhibit booths will be unavailable to exhibitors
- 12:00 PM – 5:00 PM Exhibitor Set up – Shipping materials will be delivered during this time for exhibitor set up
- 5:00 PM – 6:00 PM Exhibit Hall Closed – Exhibitor set up complete, exhibit hall available to hotel for reception set up
- 6:00 PM – 9:00 PM Ice Breaker/Welcome Reception – Exhibitor reception with conference attendees

Friday, May 18, 2018

- 7:00 AM – 12:00 PM Exhibit Hall Open – Exhibit hall open to attendees beginning with breakfast through lunch
- 12:00 PM – 1:30 PM Exhibit Hall Closed – Lunch Honoring Past National Presidents
- 1:30 PM – 3:15 PM Exhibit Hall Open – Exhibit hall open to attendees following lunch through afternoon break
- 3:15 PM – 5:00 PM Exhibitor Tear-down – Exhibitor will need to have all materials packaged and labeled by 5:00PM for pick up
- 3:15 PM – 5:00 PM Pipe and Drape Tear-down – Exhibit space and pipes and drapes will be taken down simultaneously

Only authorized and registered exhibitor staff is permitted access to Exhibit Hall during set up and tear-down. Tear-down is not authorized to begin until 3:15 pm, Friday, May 18, 2017. Exhibitors are directly responsible for assembling all necessary display equipment. All shipping materials, boxes, merchandise, public relations materials and signs must be kept in your exhibit space. Aisle space is not to be used for storage of any kind and will be strictly enforced. After exhibit hours, The Westin Cleveland Downtown security staff will lock Exhibit Hall, and public entrance to this area is not permitted.

2018 ASHE NATIONAL CONFERENCE EXHIBITOR CONTRACT (CONTINUED)

Other

In addition to the requirements previously stated in this contract, the following items will also be the responsibility of the exhibitor:

- Hotel reservations must be made separately. Information will be made available as part of the Conference Registration Package.
- If exhibit booth is provided as part of the Diamond Sponsorship, no additional conference registrations will be included outside of the 4 (*four*) included with the sponsorship.
- If the 8' deep by 6' wide exhibit space can not accommodate your booth setup, special arrangements can be made. Please contact Jeff A. Hill at jahill@transystems.com.
- Exhibitor AV needs will be provided directly from PSAV for an additional fee. Additional PSAV AV fees can be provided upon request.
- The Westin Cleveland Downtown Hotel is a non-smoking hotel.

To ensure that The Westin Cleveland Downtown, American Society of Highway Engineers and Exhibitors 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 the Hotel, its agents, and employees from any and all such losses, damages and claims.

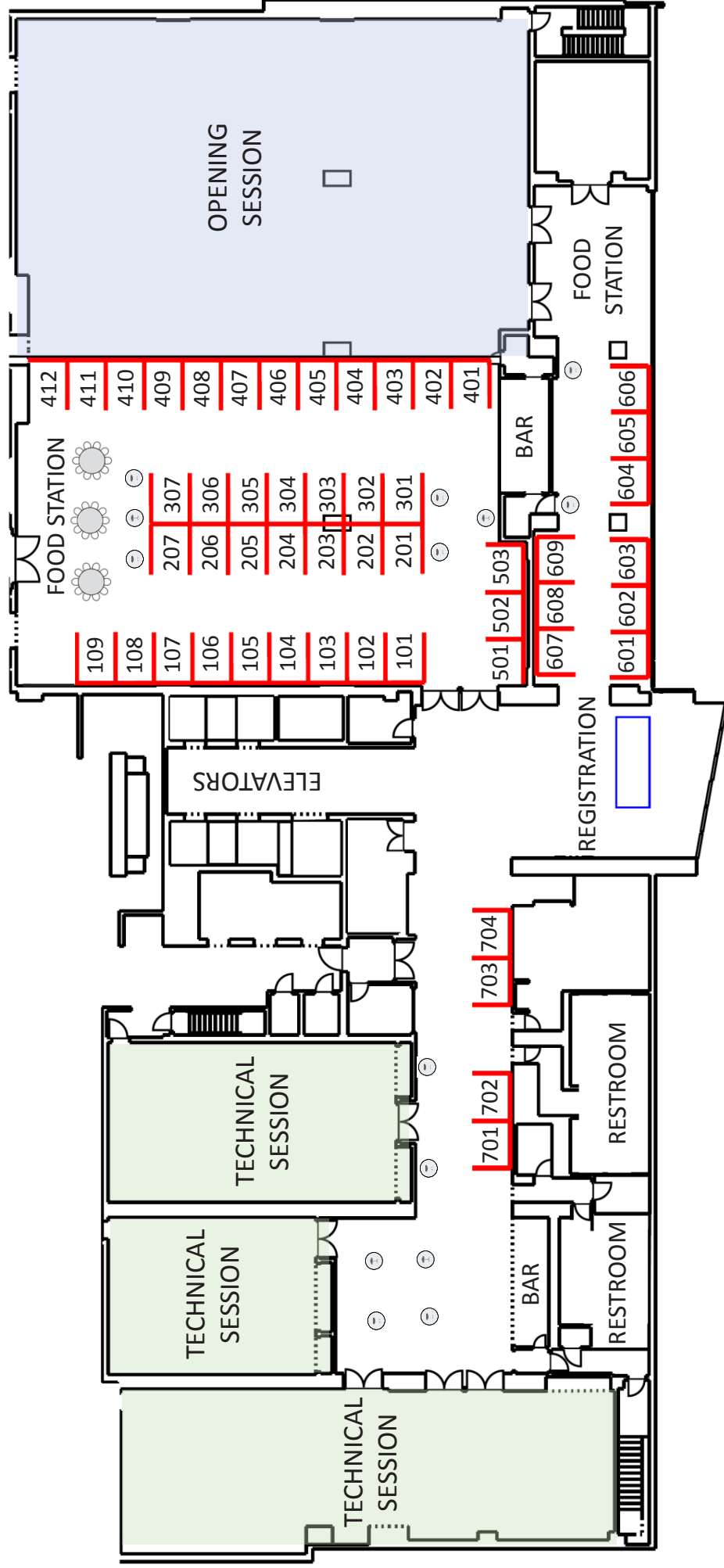
Neither The Westin Cleveland Downtown nor the American Society of Highway Engineers will be responsible for any losses, damages or claims arising out of exhibitor's activities at the 2018 ASHE National Conference except for claims, loss or damages arising from

I have read and understand the above terms and conditions.

Contact Person and Title: _____

Signature: _____ **Date:** _____

2018 ASHE NATIONAL CONFERENCE EXHIBITOR MAP



2018 ASHE NATIONAL CONFERENCE EXHIBITOR CONTRACT

The Westin Cleveland Downtown

_____/_____
COMPANY NAME BOOTH NUMBER

777 Saint Clair Avenue NE
Cleveland, OH 44114

EVENT: **2018 ASHE National Conference**
NO. ____ of ____ Pieces

The Westin Cleveland Downtown

_____/_____
COMPANY NAME BOOTH NUMBER

777 Saint Clair Avenue NE
Cleveland, OH 44114

EVENT: **2018 ASHE National Conference**
NO. ____ of ____ Pieces

THE LABELS ON THIS SHEET HAVE BEEN PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
DELIVERIES TO SHOW SITE ARE ACCEPTABLE ON MAY 15, 2018 AT 8:00 AM THRU MAY 17, 2017 10:00 AM.

THE WESTIN

CLEVELAND
DOWNTOWN

EXHIBITS ORDER FORM

Email: dkiser@psav.com

Orders will not be processed without form of payment

Group Name: _____ Today's Date: _____
 Company/Exhibitor Name: _____ Onsite Contact: _____
 Exhibitor Address: _____
 Dates of Function: _____ Exhibitor Phone: _____

Audio Visual Requests			
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Quantity	Item	Rate	Item Subtotal
_____	Easel	\$15 per day	_____
_____	46" Flat Panel LED Monitor	\$415 per day	_____
_____	55" Flat Panel LCD Monitor on Stand	\$550 per day	_____
_____	Blu-ray Player	\$115 per day	_____
_____	LCD Projector	\$375 per day	_____
_____	6ft Tripod Projection Screen	\$75 per day	_____
_____	Small Powered Speaker	\$70 per day	_____
_____	Laptop Computer	\$220 per week	_____
_____	Wireless Internet per connection	\$15 per day	_____

Electrical Requests			
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Quantity	Item	Rate	Item Subtotal
_____	6 Outlet Power Strip	\$20 per day	_____
_____	Extension Cord (One Outlet)	\$20 per day	_____
	Sub Total		_____

Credit Card

Type of card: AMEX Visa - MC - Diner's Club Discover

Credit Card Number: Credit card numbers must be called in to PSAV

Exp Date: / Security Code:

Customer PO (if required or Purchase card used #):

Cardholder's Name:

Cardholder's Phone Number:

Cardholder's Email Address:

Cardholder's Billing Address:

State and Zip Code:

Customer Name to be Invoiced:

Invoice/Order Number(s):

Address for Shipping Exhibits

Ship To: Onsite Contact of Group and/or Your Name

Date & Name of Event

Westin Cleveland

777 Saint Clair Avenue, N.E.

Cleveland, Ohio 44114