



# ISAP 2014

June 1-5, 2014

Raleigh, North Carolina, USA

## Company Information

(Information will be used for the Exhibitor Directory)

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

## Company Contacts

Names of company representatives that will present during the exhibitor show (Limit 2).  
**(Will be listed in the exhibitor directory)**

1. \_\_\_\_\_

2. \_\_\_\_\_

## Product or Service Information

(Description of product or service to be exhibited)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Product Area Category (Check One)

- Engineering Services
- Technology
- Materials / Chemicals
- Equipment
- Contractor
- Safety

## Exhibit

An exhibit package includes:

- 1 conference registration
- 1 Standard 110 volt, 20 amp electrical outlet (extension cords are NOT included)
- Listing in Exhibitor Directory
- Pipe and drape backwalls
- Pipe and drape sidewalls
- 7" x 44" booth identification sign
- 6' draped table
- Two chairs
- One wastebasket

**Make Checks Payable to:**

**NC State University**

Check for \$1900 is enclosed.

**Yes! We would like to participate in the Conference.**

\_\_\_ 10' by 10' booth at \$1900 per booth = \_\_\_\_\_

**Return completed application and check for space rental to:**

Registration Coordinator  
Office of Professional Development  
NCSU Campus  
Campus Box 7401  
Raleigh, NC 27695-7401

I have completed the Exhibitor Space Contract and agree that the information is accurate as stated.

Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

# Terms and Conditions

## General

The ISAP 2014 Conference will be hosted jointly by the International Society for Asphalt Pavements (ISAP), North Carolina State University (NCSU), North Carolina Department of Transportation (NCDOT), and Carolina Asphalt Pavement Association (CAPA). Participants will include academics, researchers, State DOT Engineers, public works officials, and private engineering firms, as well as industry representatives. The conference will be held at the Raleigh Convention Center (RCC), which is located at 500 S Salisbury St, Raleigh, NC 27601. The telephone number is (919) 996-8500. There will be approximately 50 exhibitor spaces available during the conference.

## Exhibitor Selection Criteria

Exhibitor space is available on a first-come, first-served basis by exhibitor product area. Preference will be given to conference sponsors.

Only completed application packages will be considered. A completed package must include a completed and signed Exhibitor Space Contract, a signed copy of the terms and conditions, and a check for the exhibition fee made payable to NC State University. The deadline for submission of application packages is March 15, 2014.

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- 1 conference registration
- 1 Standard 110 volt electrical outlet (extension cords are NOT included)
- Listing in Exhibitor Directory
- Pipe and Drape Backwalls
- Pipe and Drape Sidewalls
- 7" x 44" Booth Identification sign
- 6' Draped Table
- Two Chairs
- One Wastebasket

Any additional needs must be purchased and arranged individually through the RCC. See Utilities Order form at:

<http://www.raleighconvention.com/exhibitors/order-forms>

## Cancellation

Cancellations must be made by April 1, 2014. If an exhibitor cancels after April 1, 2014, no refunds will be issued.



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## Hotel Room Reservations

Exhibitors are responsible for making their own hotel room reservations. You may contact the Raleigh Marriott City Center directly at (919)833-1120.

## Conference Outline

### Sunday, June 1

Noon – 6:00 P.M. – Registration

1:00 P.M. - 5:00 P.M. – Workshops

6:00 P.M. – 7:30 P.M. – Icebreak

### Monday, June 2

8:15 A.M. – 10:15 A.M. – Opening Ceremony and Plenary Session I (Design)

10:45 A.M. – 5:00 P.M. – Sessions

6:00 P.M. – 8:00 P.M. – North Carolina BBQ Party

### Tuesday, June 3

8:15 A.M. – 10:00 A.M. – Plenary Session II (Materials)

10:30 A.M. – 5:00 P.M. – Sessions

7:30 P.M. – 9:00 P.M. – Evening with NC Symphony at Meymandi Concert Hall

### Wednesday, June 4

8:15 A.M. – 10:15 A.M. – Plenary Session III (Construction)

10:30 A.M. – 5:00 P.M. – Sessions

6:00 P.M. – 8:30 P.M. – Conference Banquet at RCC

### Thursday, June 5

8:15 A.M. – 10:00 A.M. – Plenary Session IV (Preservation)

10:15 A.M. – 11:30 A.M. – Sessions

11:30 A.M. – 12:30 P.M. – Closing Ceremony

## Materials to Be Shipped

Arrangements for advance shipment of materials must be made directly with the Raleigh Convention Center and may not be received more than 2 business days prior to the show.

## Security

NO security staff will be provided as a part of the ISAP 2014 Conference; therefore, exhibitors should make adequate arrangements to secure all materials and equipment while on the premises of the RCC. The RCC, ISAP, NCSU, NCDOT and CAPA will not be responsible for loss or damage to any or all parts of exhibits either during move in, the exhibitor show or move out. Exhibitors should bring surge protectors, extension cords, copies of software and programs, and do all that is necessary to protect their exhibits and equipment while on site.



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## Exhibitor Schedule

Move in: Sunday, June 1, beginning at 7 am  
Show Opens: Monday, June 2 at 8 a.m.  
Show hours: Monday, June 2 - Wednesday, June 4  
8 a.m. - 5 p.m.  
Move out: Thursday, June 5 – 8 a.m. – 5 p.m.

### Conference Dates

June 1 – June 5, 2014

## Restrictions

1. Exhibits must be staffed by persons qualified to discuss details of the development of and uses for the products and services distributed by the companies they are representing.
2. Distribution of literature or samples will be limited to the exhibitor's booth(s).
3. Exhibitors will not schedule, foster, or conduct outside activities that would take qualified attendees from the conference during conference hours.
4. No Drawings, contests, raffles, lotteries, door prizes, or games will be allowed at the conference.
5. Any activity that results in excessive obstruction of aisles or passageways, or prevents ready access to nearby exhibitor's booth(s) or space(s) will be suspended by the conference organizers (ISAP, NCSU, NCDOT and CAPA). If movies, videos or demonstrations are shown in the exhibit, exhibits must be arranged so that they are completely within the allotted booth or space with ample room for all exhibit personnel and visitors.
6. The exhibit must conform to the size of the assigned space and not obstruct the view or interfere with the exhibits of others. ISAP, NCSU, NCDOT and CAPA reserve the right to reject a display that might detract from the overall appearance of or which is not in keeping with the general theme of the exhibitor show.
7. Exhibitor agrees, without exception, that no recruiting of personnel will occur in the display area or within the other conference area facilities provided.

Exhibitors are encouraged to insure themselves against all losses and claims. Exhibitors will accept all liability (damage, loss or accident) to person or property that might ensue from any cause in connection with transfer, installation, maintenance, display or removal of exhibits. Exhibitors will be held financially responsible for damage to the hotel caused by exhibitor representatives. No signs or materials may be fastened to building walls, floor, ceiling, doors, windows, etc. without written consent of the Raleigh Convention Center. ISAP, NCSU, NCDOT and CAPA will not be held liable for injury to exhibitors, their employees, their representatives, or third persons or for damage to property which may be incident to, arise from, or be in any way connected with their use of or occupancy of booth space. The exhibitor



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shall indemnify, save and hold harmless ISAP, NCSU, NCDOT and CAPA against any such claim or damage and shall pay for all costs and expenses, inclusive of counsel fees, arising for any such claim.

I have ready and fully understand the attached Terms and Conditions and agree to these requirements as stated.

Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



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