

**Transportation & Logistics Council
44th Annual Conference
Francis Marion Hotel
March 18-21, 2018**

Exhibitor Agreement

A. Space Rental

1. Single Booth Display

The Exhibitor Fee entitles each Exhibitor to a single 8' by 10' booth consisting of one (1) six (6) foot draped table, two (2) chairs, back wall drape, side drape, booth ID and waste basket.

Exhibitor Fees:

- \$1,400 per booth for TLC Members
- \$1,600 per booth for non-members

One complimentary full conference registration per booth rental includes all sessions, handouts, continental breakfasts and coffee breaks Monday, Tuesday and Wednesday and lunch on Monday and Tuesday.

Note: If you wish to attend the President's Reception on Tuesday evening it will be an additional \$100.00 per person.

The cost of Exhibiting is for one booth worker. A charge of \$300.00 will be incurred for each additional booth worker.

2. Cancellation of Conference

In the event that fire, strike, natural disasters, or other circumstances beyond the control of TLC causes the conference to be cancelled, full refund of exhibit rental fees for contracted space will be made. Travel and accommodations are not refundable by TLC.

3. Payment of Exhibit Rental Fees

Full payment for space rental must accompany the executed and signed agreement. Payment may be by check or credit card.

Checks should be made payable to: **Transportation & Logistics Council**

We accept American Express, Visa & MasterCard

Space cannot be guaranteed until payment in full is received.

Badges will be furnished to each exhibitor that will allow them access to the meals and breaks as indicated above.

B. Cancellation

1. Refunds

Refunds will be made if notification of cancellation is received in writing by February 2, 2018 except that a service charge of \$150.00 per booth which will be assessed and the remaining balance refunded. No refunds will be made after February 2, 2018.

2. Failure to Occupy Space

Space not occupied by the close of installation period will be forfeited and space may be resold, reassigned, or used by TLC. No refunds will be made for failure to occupy space.

C. Construction, Installation & Use of Exhibit Facilities

1. Acceptability

All exhibits should serve the interests of the attendees and members of TLC, and the educational mission of the Council. TLC reserves the right to require immediate withdrawal of any exhibitor that TLC believes is inappropriate for these interests.

2. Use of Space

No exhibitor may assign or share space allocated without written consent from TLC. Aisle space may not be used for display. Space must be staffed at all times during exhibit hours.

3. Installation and Dismantling of Exhibits

All installations must be completed by Sunday night, March 18, 2018 by 5:00 P.M. No exhibit may be dismantled until Wednesday March 21, 2018 at 12:00 pm, and must be completed by Wednesday, March 21, 2018 at 3:00 P.M. If the exhibitor fails to remove an exhibit, it will be removed at the expense of the exhibitor.

4. Shipping

Small Boxes (limited to two) may be shipped directly to the hotel. TLC has arranged Blue Chip Expo to provide booth setup up of table and chairs. If you need any additional booth equipment or exhibitor material handling services please let me know and I will have them send you a contract directly. Please abide by the following shipping instructions:

Address package/box to:

Name of person to receive the package c/o
Transportation & Logistics Council, Inc.
Francis Marion Hotel
387 King St.
Charleston, SC 29403
Hold for arrival: m/d/y

*** Due to limited storage space, please do not send boxes any earlier than three days prior to meeting**

5. Additional services

Additional services, such as audio visual, internet, phone, etc., must be ordered by the Exhibitor directly through the hotel (additional fees may apply). The contact person at the hotel for services for the exhibit is **Chet Willis from J&S Audio Visual he can be reached at 843-722-0600 ext. 230**

6. Fire and Safety Regulations

All local regulations will be strictly enforced and the exhibitor assumes all responsibilities for compliance. All decorations and display equipment must be fireproof. No combustible materials can be stored in or around the exhibit space.

7. Damage to Exhibit Facilities

The exhibitor must surrender the space occupied in the original condition. The exhibitor or its agent may not injure or deface facilities, equipment or furniture. Nothing may be taped, nailed or attached to walls, columns, floor or furniture. If damage does occur, the exhibitor is liable to the facility owners.

8. Exhibit Hall Security

The exhibit hall will not be locked or otherwise secured during non-conference hours. Exhibitors are responsible for and advised to properly safeguard and insure their valuables and property. Neither TLC nor the hotel will be responsible for lost or stolen valuables or property. No firearms are allowed.

9. Responsibility of TLC and Exhibit Facility

The exhibitor agrees to comply strictly with the terms and conditions contained in this agreement and between TLC and the hotel regarding the exhibit premises. Each party agrees to indemnify and hold harmless the other from any and all loss, damage, and expense (including attorneys fees) arising from the negligence or willful misconduct of the indemnifying party, its agents and employees in the performance of its duties and responsibilities under this agreement.

The undersigned hereby agrees to the terms and conditions of this Exhibitor Agreement.

Exhibitor: _____

By: _____

Title: _____

Phone: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail address: _____

Date: _____

Additional Worker: _____

Additional Worker: _____



2018 - TLC Exhibitor Payment Form

	Exhibitor Booth Member	\$1400
	Exhibitor Booth Non-Member	\$1600
	Additional Booth Worker \$300/each	@

Credit Card Information

Payment method:	<input type="checkbox"/> M/C	<input type="checkbox"/> VISA	<input type="checkbox"/> AMEX	<input type="checkbox"/> Check – Payable to “TLC”
Credit Card #		Exp Date	/	CVV
Name on Card:				
Billing Address:				
TOTAL				\$

Transportation & Logistics Council, Inc.
 120 Main Street, Huntington, New York 11743
 Tel: (631) 549-8984 ♦ Fax: (631) 549-8962
 Email: tlc@transportlaw.com ♦ Website: www.TLCouncil.org