

AMERICAN SOCIETY OF HIGHWAY ENGINEERS

EXHIBIT DISPLAY BOOTH POLICY

Two ASHE exhibit display booths are available to all Sections/Regions for use at conventions/conferences/seminars and other functions for exposure of ASHE. A request form for use of the ASHE exhibit display booth (*copy of form is found in the Appendix*) will be required from the Section/Region. The display booth will be available on a first-come basis.

The procedure for a request is to submit the form to Wanner Associates, indicating the purpose for exhibiting the display booth, the dates for the exhibit, and other appropriate information as required. The request must be made (15) business days before the event.

Shipping costs from Wanner to the requesting Section/Region are National's expense and shipping costs from the requesting Section/Region back to Wanner are the Section's/Region's expense. Late requests will be honored, if possible, with all shipping costs, to and from, at the Section's/Region's expense. The display booth is to be insured for \$3,000.00

The Section/Region will be responsible for the care and maintenance of the display booth and will pay the cost of any damage incurred between the date of shipment and the return to Wanner. The display booth should not be returned without first replacing needed light bulbs and making any necessary repairs.

The Section/Region will be permitted to add photographs, literature, and other materials on the display booth, which is consistent with the ASHE Mission Statement and exposure. All materials must be attached using Velcro strips. The ASHE Overhead and Member Section/Region Sign should always be used with the display.

Full/Tabletop Display (Older) – 80” Height x 125” Length.

(Length consists of six panels, 20” each, and can be folded to a minimum length of 90” using heading. A minimum clear height of 96” is required.)

Note: The top portion of the display may be used as a tabletop exhibit.

Shipping Containers – The display is boxed in two approved shipping cartons. The size of each carton is 48”x 24”x 12”.

Instructions – The set-up procedures are described in each carton.

OR-----

Tabletop Display (Newer) – 48” Height or 58” Height with Lighted Header

Foldable Panels (96” Long) for Use on a 6’ Tabletop

Container – One carton on wheels – 50”x 14” x 18”.