

Application to exhibit dated _____ between _____, hereinafter
(today's date) (company name)
 called "Exhibitor," and Institute of Transportation Engineers, hereinafter called "ITE."

- In accordance with the following terms, conditions and regulations governing ITE exhibits in Pasadena, CA, the undersigned hereby applies for exhibit space(s) which, when accepted by ITE, becomes a contract. Terms and conditions listed in the rules and regulations included in this brochure, as well as those conditions under which exhibit space is leased to ITE, are part of this contract.
- Booth size requested (i.e. 10 ft. x 10 ft., 20 ft. x 20 ft., etc.) _____ (multiple booth spaces can be combined to create a larger space)
 Preferred booth location(s), in order of preference, based on accompanying floor plan:

First Choice: _____ Second Choice: _____ Third Choice: _____ Fourth Choice: _____

- Total booth(s) rental fee (*Fees may be found on the exhibit hall floor plan.*) US \$ _____
 -Less multi-booth discount, if applicable [(total number of booths minus 1) x \$100] - \$ _____
 Total Due with Application US \$ _____

- Payment information: American Express VISA MasterCard Check payable to Institute of Transportation Engineers

Credit Card Number _____ 3-4 digit Security Code _____ Exp. Date _____

Name as it appears on credit card _____

Signature _____ Date _____

- Exhibiting company information (This will be printed in the on-site program.)

Company _____ Web Address _____

Address _____

City _____ State/Province _____ Country _____ Zip/Postal Code _____

Telephone _____ Fax _____ E-mail _____

- All show-related information will be sent to the following person:

Name _____ Title _____

Address _____

City _____ State/Province _____ Country _____ Zip/Postal Code _____

Telephone _____ Fax _____ E-mail _____

7. Non-Disclosure Agreement: The undersigned agrees that attendee lists received from ITE shall remain the property of ITE and may not be sold, copied, or reused and may be utilized only once for the express purpose of contacting attendees regarding your company's presence at the ITE Annual Meeting and Exhibit. Violation of this agreement may subject your company to legal action.

8. Authorized Signature _____ Date _____

Cancellation Policy: The \$250 application fee (included in total booth price) is non-refundable. For space cancellation on or after December 31, 2011 but before February 1, 2012, there is a \$500 booth cancellation fee (+ application fee). For cancellations on or after February 1, 2012, there is no refund of rental fees.

Send your application form and exhibit booth(s) rental fee in U.S. dollars to Patricia Smith by fax +1 972-355-5132 or e-mail psmith@HelmsBriscoe.com. Make checks payable to Institute of Transportation Engineers, indicating "2011 Technical Conference Exhibit Fee" and mail to ITE, 1627 Eye St. NW, Suite 600, Washington, DC 20006. Please fax or e-mail application, even if mailing a check.

Rules & Regs

Space Rental

The Institute of Transportation Engineers (ITE) 2012 Technical Conference and Exhibit is an educational gathering of transportation professionals. As such, the sale of products or taking of orders on the exhibit floor is prohibited. ITE, Pasadena Convention Center (PCC) and/or the decorating company reserve the right to reject, in whole or in part and at any time, any exhibit or individual that, in their opinion, is objectionable to delegates, exhibitors, or others. No liabilities or damages whatsoever against ITE, PCC and/or the decorating company or any of their representatives, committees, agents, or members shall be incurred because of such rejection. Exhibitor agrees to operate the exhibit booth(s) during the listed days and hours only. The exhibitor must not dismantle, begin packing crates or boxes, or abandon the display area before the official closing of the Exhibit Hall. Failure to observe this rule may jeopardize the exhibitor's space assignments or right to exhibit at future ITE meetings. ITE reserves the right to reconfigure the actual booth layout if individual booths or rows of booths do not sell. ITE will send notification of such changes to the companies that are affected.

Subletting of Exhibit Space

The exhibitor agrees to neither assign nor sublet any portion of the space leased to him or her, nor permit individuals other than company employees and/or representatives to use the facilities of the booth(s). The exhibitor further agrees not to display products or literature that are not regularly sold or distributed by him or her, except as may be necessary to illustrate the applications of his or her products.

Liability/Security/ Insurance

ITE will provide security guard service and use reasonable care to protect the exhibitor's property from loss or damage. If insurance to cover the above is desired, it must be ordered and paid for by the exhibitor. The exhibitor agrees to hold ITE, PCC and/or the decorating company harmless and to reimburse ITE, PCC and/or the decorating company for any judgments, settlements, costs, or other expenses (including legal fees) to which it/they may be subject for any injury, damage, loss, or harm resulting or occurring to anyone (including, but not limited to, visitors) that may result directly or indirectly from, or in connection with, such exhibit or the use of the rented space by exhibitor, his or her employees, or representatives.

Space Delivery

ITE will not be liable for the fulfillment of this agreement as to delivery of space if non-delivery is due to any one of the following causes: by reason of the building being destroyed by fire, an act of God, strike, the authority of law, acts of war or terrorism, natural disaster, or for any other cause beyond ITE's control.

Circulation/Solicitation

ITE does not approve, endorse, or recommend the use of any specific commercial product or service. The exhibitor may not, therefore, imply verbally, electronically, or in print that his or her products or services are approved, endorsed, or recommended by ITE by virtue of these rules and regulations. Distribution of circulars or promotional materials may be made only within the booth area assigned to the exhibitor presenting such material.

Lighting/Sound/Demonstrations

Spotlights, floodlights and flashing lights must be located in such a way so as not to distract or annoy others. Strobe lights may not be used in the exhibit area. ITE reserves the right to shut off any light that becomes an annoyance to any visitor or other exhibitor in the hall. Exhibitors operating sound motion picture equipment, CD players, loudspeakers, or any other noise-creating devices shall do so only at a level that will not interfere with other exhibitors or add unduly to general acoustic inconvenience. Displays must be contained totally within the constructed booth. Permission to exceed booth height must be requested in writing before move-in, and may be granted on an individual basis by ITE. If the height restriction is broken, ITE reserves the right to, at the exhibitor's expense, have the exhibit altered or dismantled to comply with the height rules. All activities within the booth must be conducted so as not to infringe on the rights of other exhibitors or offend visitors to the exhibit. Interviews must be confined to the exhibitor's booth only.

Building Policies

Please limit smoking to designated areas. Decorations, signs, banners and similar materials may not be fastened to any surface without prior permission from PCC and ITE. Helium balloons, confetti and glitter are prohibited. Any food distributed must be purchased through PCC's exclusive caterer. Exhibitors adhering their own floor covering to the PCC floor must use a product that does not leave a residue. Any residue will be removed at the exhibitor's expense. All compressed

gases must be contained in approved cylinder and a permit must be obtained from the Pasadena Fire Department. In order to place on display any motorized vehicle powered by an internal combustion engine, a permit must be acquired from the Pasadena Fire Department. Two-story exhibits must receive approval from the Pasadena Fire Department and ITE. Cars and/or trucks parked in marked fire lanes or in posted no parking areas will be issued parking infringements by authorized officers of the City of Pasadena.

Fire and Electrical Regulations

The exhibitor agrees to comply with all federal, local and municipal building and fire codes and to furnish any permits required by local authorities. Materials used in the construction of displays (such as draping, table coverings, props, shrubs, etc.) must be fire resistant and are subject to inspection for compliance by PCC. ITE and the PCC must specifically approve operation of any heater, barbecue, heat-producing or open flame devices, candles, lanterns, torches, welding equipment, smoke-emitting devices, or materials in the building on an individual basis. All electrical equipment must be U.L.-approved. Exhibitors storing or using any bottled or compressed gases, dangerous chemicals, or flammable liquids must have written authorization from ITE and PCC. All empty crates and boxes must be stored in areas approved and assigned by building management. Gasoline-operated vehicles on display must comply with hall regulations and have written authorization from the building management.

Booth Installation and Freight-Handling

The decorating company will employ various unions to assist in the installation and dismantling of exhibits. In addition, the union will provide material handling services. Exhibitors will be allowed to install and dismantle booths provided full time employees are used. Should assistance be required, exhibitors can hire skilled union workers through the decorating company. Exhibitors can hand-carry items into the exhibit facility. Exhibitor use of dollies, flat trucks and other mechanical equipment is not permitted. The decorating company will control access to the loading docks in order to provide a safe and orderly move-in/move-out. The decorating company will handle unloading or reloading at the dock of any and all contracted carriers.