APPLICATION AND CONTRACT FOR MEETING ROOM

Transportation Research Board
94th Annual Meeting
January 11–15, 2015 ▪ Washington, D.C.

Contact Information

Company Name……..

Contact…….…… Title…….

Tel…….…… Fax…….…….

Email……..... Web Site …….…….

Address…….

City…….…… State…… Zip……Country…….…….

Meeting Room

Meeting rooms are 15x15 hardwall and include: carpet, one conference table, six chairs, an ID sign and an electric drop (10 amp). Rooms are available during regular exhibit hall hours.

☐ **Exhibitor and Patron Rate (3 days) - $5,500**

☐ **Exhibitor and Patron Daily Rate - $3,500**
** Only Available to Exhibitors and Patrons*

☐ **Non-Exhibitor (3 days) - $10,000**

Meeting Room Number(s): _____

Total Cost: $_____

Payment Information

Initials	Deposit and Payment Schedule
	100% due with application
Meetingroomswill not be held or confirmed without deposit. Failure to make payments does not release the contracted or financial obligation of Exhibitor.	

Make checks payable to: TRB

Cancellation Penalties

Cancellation Penalties	Initials
Through September 12, 2014 - 50%	
After September 12, 2014 - 100%	

Mail payments to:
TRB Exposition Management
11208 Waples Mill Road, Suite 112
Fairfax, VA 22030
Tel: 800-564-4220 ◆ Fax: 703-563-2691
Email: exhibitcontracts@jspargo.com

Credit Card Payment

☐ Visa ☐ MasterCard ☐ American Express

Card Number: _____ Amount: $_____

Exp. Date: _____ Name on Card: _____ Signature:_____

Card Billing Address: _____

I acknowledge that as an authorized representative of the above stated Exhibitor, I have received, reviewed, and agree that Exhibitor will comply with the *Rules and Regulations.* Exhibitor will comply with all updates of such policies applicable to the TRB 94th Annual Meeting. This meeting room application will become a contract upon Exhibitor's authorized signature and TRB's acceptance and approval.

Exhibitor Signature…….…… Date…….

Printed Name……..…….…… Telephone…….

Show Management Use

Account Manager……..…….. Date……..……..

Account Number…… Meeting room Number…… Size……..……..