

A Special Invitation



Western Bridge Engineers' Seminar

We are extending you a special invitation to display your products and services at the 2017 Western Bridge Engineers' Seminar held September 5-8 at the Portland Marriott Waterfront in Portland, Oregon.

The Western Bridge Engineers' Seminar is a biennial cooperative effort by the Federal Highway Administration and the Transportation Departments of Alaska, Arizona, California, Idaho, Nevada, Oregon, and Washington. Its purpose is to facilitate the exchange of information between government agencies, consultants, contractors, educators, and suppliers on subjects of current interest to the design, construction, and maintenance of bridges. More than 700 participants from the Western states and other regions of the United States and Canada are expected to attend.

Since this is an exclusive invitation to your company, we would appreciate your response as soon as possible. In ten days, we will send invitations to other potential exhibitors to fill any booths that have not been reserved.

As in the past, the principal source of coffee and refreshments during session breaks and prior to the first meeting will be in the exhibit room. In this way, all seminar participants will be encouraged to spend time in the exhibit area.

In addition to exhibiting at the seminar, we also invite you to become a sponsor. For sponsorship ideas, contact Lwin Hwee, DEA Inc., [503-499-0222](tel:503-499-0222), [503-853-9037](tel:503-853-9037) (mobile) or ylh@deainc.com.

If you have any questions regarding exhibiting or sponsoring, please contact Janet McLoughlin at [253-445-4629](tel:253-445-4629) or janet.mcloughlin@wsu.edu.

We look forward to your company joining us for
this outstanding Western Bridge Engineers' Seminar!

Western Bridge Engineers' Seminar

SHOW RULES AND REGULATIONS

Booth Information

Displays are located in the Garage Level (see attached map of booth layout on page 5). Each single display area is 10' x 8' with an 10' draped backwall and 3' draped dividers.

You will be notified of your specific booth location. Should your first, second, third, or fourth choice not be available, you will be contacted and another space will be chosen. Booths are assigned on a first-come, first-served basis.

Exhibit spaces will be open and staffed for viewing each morning and evening during hours when seminars are not in session. All booths must be open and staffed until the close of the Exhibit Hall on September 7 (see schedule at left).

Booth Registration Fees

10' x 8' booth = \$1,175

All booth staff must be registered. The first member of your booth staff will receive a complimentary registration. Additional booth staff will be charged the regular registration fee of \$345 each. Registration includes admission to all meetings, conference materials, luncheons, banquet, and hospitalities.

Decorator

You will be contacted by an exhibitor service representative from Triumph Expo & Events Inc. following receipt of your application for exhibit space. Additional services (furniture, shipping, electric, storage, etc.) are available through Triumph. Requests for services must be made directly to Triumph.

Liability

Neither the Western Bridge Engineers' Seminar committee, Marriott International, Triumph Expo & Events Inc., Washington State University, nor any member of the above named will be responsible for any injury, loss, or damage that might occur to the exhibitor's employees or property from any cause whatsoever. The exhibitor, on signing the Application for Exhibit Space, expressly releases the aforementioned from any and all claims for such loss, damage, or injury. The exhibit area will be locked during the time that exhibits are not being shown and all reasonable precautions will be taken.

Additional Information

After your Application for Exhibit Space has been received by show management, you will be sent information regarding booth assignment, set-up, tear-down, seminar schedule, and other pertinent details.

Questions?

If you have any questions regarding exhibiting or sponsoring, please contact [Janet McLoughlin](mailto:janet.mcloughlin@wsu.edu) at 253-445-4629 or janet.mcloughlin@wsu.edu.

Tuesday (9/5)

Move In

12:00 pm – 6:00 pm

Ice Breaker Reception

6:00 pm – 8:00 pm

Wednesday (9/6)

Booths Open

7:30 am – 5:00 pm

Reception (Exhibit Hall)

5:00 pm – 8:00 pm

Thursday (9/7)

Booths Open

7:30 am – 5:00 pm

Exhibitor Move Out

5:00 pm – 9:00 pm

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SAMPLE EXHIBITOR APPLICATION

IMPORTANT!

This form is only a guide! Your application must be submitted via the registration website in order to reserve your exhibit space.

cm.wsu.edu/wbes

Do NOT submit this form!

Please contact Janet McLoughlin (janet.mcloughlin@wsu.edu) if you require more information.

Contact Information

COMPANY NAME (Please note that the Company Name as listed will be used for program directory, signage, etc.)

BOOTH REPRESENTATIVE NAME

E-MAIL

ADDRESS

CITY

STATE

ZIP

PHONE

CC EMAIL

Booth And Payment Information

Booth spaces will be assigned on a first-come, first-served basis.

Please list your preferences by booth number (see attached [Booth Layout](#) on page 5): 1 _____ 2 _____ 3 _____ 4 _____

Number of booths (10' x 8') _____ x \$1,175 = \$ _____
(includes one complimentary registration)

Additional booth staff _____ x \$345 = \$ _____

TOTAL \$ _____

Please send check payment with a copy of your online registration confirmation to:

Washington State University
Attn: Conference Management - WBES
PO Box 645222
Pullman, WA 99164-5222

All cancellations must be in writing, and will incur a \$500 administrative fee. Payment will be non-refundable after [August 1, 2017](#).

DO NOT SUBMIT

FOR YOUR RECORDS ONLY

September 5 - 8, 2017 | Marriott Downtown Waterfront | Portland, OR

Western Bridge Engineers' Seminar

Registration Information

All booth staff must be registered. Please include name, title, company, and location of each booth staff for name badges.

Additional Booth Staff (\$345 each)

NAME	E-MAIL
COMPANY	

NAME	E-MAIL
COMPANY	

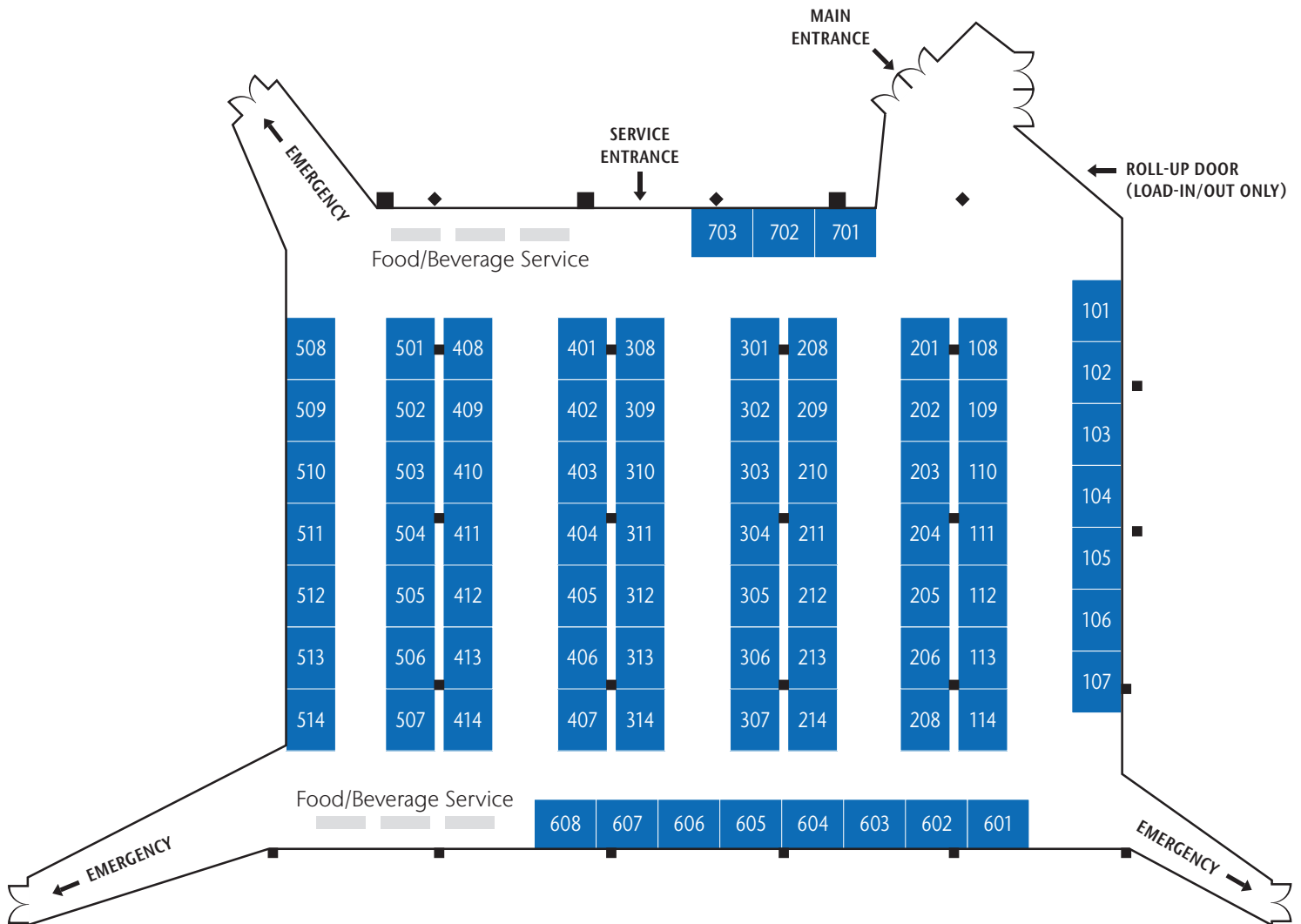
NAME	E-MAIL
COMPANY	

NAME	E-MAIL
COMPANY	

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GARAGE LEVEL



Western Bridge Engineers' Seminar

BOOTH ASSIGNMENTS

#	Company	#	Company	#	Company
101	_____	301	_____	501	_____
102	_____	302	_____	502	_____
103	_____	303	_____	503	_____
104	_____	304	_____	504	_____
105	_____	305	_____	505	_____
106	_____	306	_____	506	_____
107	_____	307	_____	507	_____
108	_____	308	_____	508	_____
109	_____	309	_____	509	_____
110	_____	310	_____	510	_____
111	_____	311	_____	511	_____
112	_____	312	_____	512	_____
113	_____	313	_____	513	_____
114	_____	314	_____	514	_____
201	_____	401	_____	601	_____
202	_____	402	_____	602	_____
203	_____	403	_____	603	_____
204	_____	404	_____	604	_____
205	_____	405	_____	605	_____
206	_____	406	_____	606	_____
207	_____	407	_____	607	_____
208	_____	408	_____	608	_____
209	_____	409	_____	701	_____
210	_____	410	_____	702	_____
211	_____	411	_____	703	_____
212	_____	412	_____		
213	_____	413	_____		
214	_____	414	_____		