

## 2016 TRANSPORTATION INDUSTRY EXPO

July 9, 2016 | Omni Dallas Hotel | Dallas, TX

### SCHEDULE-AT-A-GLANCE\*

<b>Friday, July 8</b>	6:00 pm - 8:00 pm	Exhibitor Installation
<b>Saturday, July 9</b>	8:00 am - 9:45 am	Exhibitor Installation
	8:30 am - 9:00 am	Continental Breakfast for Exhibitors
	9:55 am - 10:00 am	Ribbon Cutting
	10:00 am - 5:00 pm	Expo Open
	11:00 am - 12:00 pm	Advocacy in Transportation Symposium
	12:00 pm - 1:00 pm	Expo Lunch
	2:00 pm - 5:00 pm	Exhibitor Presentations (Open)
	2:00 pm - 5:00 pm	Exhibitor One-on-Ones (Open)
	2:00 pm - 6:00 pm	Youth Symposium
	4:00 pm - 5:00 pm	Opportunities for Veterans in Transportation Symposium
	5:00 pm - 6:00 pm	Exhibitor Dismantling
	6:30 pm - 7:30 pm	Youth Symposium (Exhibitors welcome)

\*Note: Schedule is tentative and subject to change without written notification. Always refer to [www.comto.org/conference](http://www.comto.org/conference) for the most current information.

### WHY YOU SHOULD EXHIBIT

- ✓ **Maximize your Time:** Reach the key players in the transportation industry.
- ✓ **Network with Owners:** Spend exclusive time with managers, owners, key decision makers and employees
- ✓ **Build your Team:** Meet new customers and reconnect with current ones.
- ✓ **Maximize your marketing dollars.**
- ✓ **Network** with other exhibitors and industry professionals.
- ✓ **Meet Decisions Makers:** Nearly 50% of our attendees are mid-to upper-level management including CEOs, COOs and Vice Presidents. Network with those who have the power to make instant decisions.
- ✓ **Recruit Future Transportation Professionals:** Students representing colleges and universities across the nation attend the conference and participate in a special Youth Symposium.

### EXHIBITOR PRESENTATIONS

If you are interested in networking with Prime Contractors and Consultants participating in the Exhibitor Presentations on **July 9, 2016**, **you must follow the below instructions below:**

1. Purchase an exhibit space at the Transportation Industry Expo.

2. Email Rosalyn McDonald at [info@comtodallas.org](mailto:info@comtodallas.org) to submit your request to have an exhibitor presentation no later than **June 27, 2016**.

### **Presentation information**

15-minute presentation slots are available on **Saturday, July 9**, from 10:00 AM to 5:00 PM for Transportation Industry Expo paid exhibitors and attendees only.

- ✓ The meeting room will be set in theatre seating for Transportation Industry Expo attendees
- ✓ The meeting room will have a podium and microphone
- ✓ The presentation slots are available on a first-come, first-served basis

### **EXHIBITOR ONE-ON-ONES**

15-minute presentation slots are available on **Saturday, July 9**, from 10:00 AM to 5:00 PM for Transportation Industry Expo paid exhibitors and attendees only.

- ✓ The meeting room will be set class room style for each exhibitor and attendee to have one-on-one sessions
- ✓ Room monitor to control start and end time
- ✓ The presentation slots are available on a first-come, first-served basis.

### **Exhibitor Information**

If you are interested in networking with prime contractors and consultants participating in Exhibitor One-On-Ones on **July 9, 2016**, **you must follow the instructions:**

1. Purchase an exhibit space at the Transportation Industry Expo.
2. Email Rosalyn McDonald at [info@comtodallas.org](mailto:info@comtodallas.org) no later than **June 27, 2016** with your 5 to 10 sentence company description listing scope of services and current 5 projects your firm is perform work on.

### **Attendee Information**

If you are interested in networking with prime contractors and consultants participating in Exhibitor One-On-Ones on **July 9, 2016**, **you must follow the instructions below:**

1. Purchase your ticket to attend the Transportation Industry Expo
  - ✓ Each conference registration includes 1 Expo admission ticket
2. Email Rosalyn McDonald at [info@comtodallas.org](mailto:info@comtodallas.org) no later than **June 27, 2016**, you will be sent information of what firms are available for appointments on **Saturday, July 9, 2016**.

### **EXHIBIT SPACE INFORMATION**

**Your exhibit space includes:**

- ✓ Your company name, Web address and company description in the conference program
- ✓ Exhibitors Continental Breakfast before Transportation Industry EXPO opens
- ✓ Attendance at Transportation Industry EXPO luncheon.
- ✓ Opportunity to participate in prize drawings to generate booth traffic.
- ✓ First-come, first-serve exhibitor presentation opportunities.

- ✓ Four complimentary Transportation Industry EXPO-only registrations for every 10x10 space. Each additional booth staff is \$50.
- ✓ Booth identification sign, 6ft table, black table drape, 2 chairs, trash can, pipe and drape on back and side walls.
- ✓ Access to all Transportation Industry EXPO symposiums
- ✓ Discounted advertising opportunity in the conference program. **Business Card Ad only – discounted to \$125.00. Business card ad is 3.5” wide x 2.0” height.**
- ✓ Discounted exhibitor space at the 45<sup>th</sup> National Meeting and Training Conference Exhibit Hall. **Exhibit Option B only – discounted to \$375.00**

### Exhibit Space Cost

The cost for booth space remains one of the best bargains in the industry.

Exhibitor Type	Booth Size	Through June 15	After June 16
Advocacy Partners and Transportation Agencies	10' x 10'	\$650.00	\$750.00
Corporations and Non-D/M/WBE	10' x 10'	\$650.00	\$750.00
D/M/WBE Businesses	10' x 10'	\$500.00	\$600.00
COMTO Chapters	10' x 10'	\$500.00	\$600.00
General Public Admission	N/A	\$50.00	\$50.00

**Admission to the Expo is free for Conference attendees.**

### ADDITIONAL INFORMATION

#### Registration

TO attend the EXPO, install or dismantle booth space. Go to the COMTO registration desk in order to receive credentials to enter EXPO room. **Please review exhibiting rules and regulations.**

#### Exhibit Facilities

Transportation Industry EXPO will be held in the Dallas Ballroom at the Dallas Omni Hotel. **Please review exhibiting rules and regulations.**

#### Cancellation Policy

All cancellation requests must be made in writing, and submitted to Brandi Williams at [bwilliams@comto.org](mailto:bwilliams@comto.org) by **May 31, 2016** to receive a 50% refund. No requests for refund will be honoured after **May 31, 2016**. It is the responsibility of the exhibiting company to ensure the cancellation request is received.

#### Assignment of Space

Booth spaces for the Transportation Industry Expo are assigned on a first-come, first-served basis. You will receive your assignment via email at a later date.

### **Payment**

Booth space reservations will not be guaranteed to be held after 30 days if payment has not been received by COMTO by that date. In all cases, final balance will be due **by July 1, 2016**.

### **Lodging**

Up-to-date housing information for Transportation Industry Expo exhibitors is available at [www.comto.org/conference](http://www.comto.org/conference).

### **Location**

Dallas Omni Hotel  
555 S. Lamar St.  
Dallas, TX 75202  
(214) 744-6664

### **COMTO Room Rates**

Single or Double - \$219.00 per night  
Triple - \$239.00 per night  
Quad - \$259.00 per night

### **Registration**

[Click here](#) to register under the COMTO room block. The cut-off date for room reservations is **June 8, 2016**.

### **Lottery, Contest, Concessions, Give-A-Way**

COMTO has final approval for any or all lotteries, contests or give-a-ways at the Expo.

### **Service Information**

A vendor service kit will be emailed to you shortly, once your payment is received confirming your participation.

### **For More Information**

Please contact Brandi Williams at [bwilliams@comto.org](mailto:bwilliams@comto.org).

## **RULES AND REGULATIONS**

**MANAGEMENT** - COMTO, acting through its officers, and committee members authorized to act for it is the Show Management of the COMTO Transportation Industry Expo.

**EXHIBIT LOCATION AND DATES** - Please note the schedule of events is tentative, and subject to change without written notification. Although we will make every attempt possible to communicate current info, please refer to the COMTO.org website for current information.

**INSTALLATION AND DISMANTLING OF EXHIBITS** - All exhibits must be erected or completely arranged by or before one hour prior to the opening of the event. A tentative installation schedule will be included with the Vendor Kit. Exhibitors will receive a specific installation schedule in the exhibitor kit.

This installation schedule must be adhered to in order to achieve maximum effective scheduling. Goods received after the opening of the Exhibit must be delivered to the booth and put in place at that time.

Show Management shall have the authority to order labor to dismantle any exhibit booth that is not dismantled or in the process of being dismantled by the date and time to be provide by the Show Management. The dismantle date and time are subject change by Show Management, but will be made known to exhibitors in the Vendor Kit. The expense incurred for dismantling the display and shipping it will remain the responsibility of the exhibitor.

Show Management shall have the authority to change carriers designated by exhibitors, if such carriers do not pick up according to schedule. In the event such action is necessary, it is agreed that no liability of any nature shall attach to Show Management. If it becomes necessary to haul materials to car loading companies, charges for such hauling shall be paid by the exhibitors concerned. Show Management shall be relieved of all responsibility in connection with such movement. Show Management without liability for damage or loss, shall have the right to dismantle, dispose of, store and clear from the premises any display materials, goods, property or merchandise of any exhibitor who has failed to comply with the above requirements. Show Management may order such removal and storage at the sole expense of the exhibitor.

**CONFLICTING MEETINGS & SOCIAL EVENTS** - In the interest of the success of the entire conference and exhibition the Exhibitor agrees not to extend invitations, call meetings or otherwise encourage absence of members or Exhibitors from the exhibition or exhibit hall during the official hours of the conference/ exhibition, which will be supplied and shall be binding upon the Exhibitor as though fully set forth herein. COMTO must approve, and reserves the right to prohibit any non-sanctioned, sponsored, networking, marketing, or hospitality function planned during the event dates.

**PAYMENT** - Contracted exhibitors will be invoiced, and must remit payment within 30 days of reserving space. Booth space reservations will not be guaranteed to be held after 30 days if payment has not been received by COMTO by that date. In all cases, final balance will be due **by July 1, 2016**.

**SUB-LEASING OF SPACE** - Exhibitor agrees not to reassign, grant, or license the use of space, or any part thereof allotted to them. This rule means that exhibitors are not permitted to exhibit separately in their space any equipment or components built by non-exhibiting manufacturers without written consent of Show Management. Exhibitors shall not sublet any part of their spaces without the written permission of the Show Management.

**EXHIBIT AREA** - The following specific regulations apply: 1) exhibitors are responsible for obtaining and complying with the regulations set forth by the Fire Marshall, any other controlling government authority and the policies of the facility and municipality, and in particular with respect to motorized vehicles, exhibit and decorating materials, and storage of empty shipping containers; 2) no flammable materials or explosives will be allowed in the Exhibit area; and 3) any hydraulic or electrically operated equipment must be lowered to ground unless it is supported by mechanical safety devices designed to prevent the equipment from dropping or falling. Nothing shall be posted, tacked, nailed, screwed or

otherwise attached to columns, walls, floors or other parts of the venue or exhibit area without the permission of COMTO and the proper building authority. Packing, unpacking and assembly of exhibits shall be done in designated areas and in conformity with directions of COMTO, the venue manager or their assistants. The Exhibitor must, at the Exhibitor's expense, maintain and keep in good order the exhibit and the space for which the Exhibitor has contracted.

**FLOOR PLAN** - All dimensions and locations shown on the official floor plan to be supplied are believed, but not warranted, to be accurate. COMTO reserves the right to make such modifications as may be necessary to meet the needs of the COMTO, the Exhibitors and the exhibit program. Floor plan will be included in the Exhibitor Kit.

**USE OF ASSIGNED SPACE** - Each exhibitor should adhere to the following: 1) Display materials should be arranged so as not to obstruct sight lines of neighboring exhibitors. 2) Aisles must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into the aisle. 3) The maximum height of 8 feet is allowed only in the rear half of the exhibit space with a 4 foot height restriction imposed on all materials in the remaining space forward to the aisle. Island exhibits must adhere to a 16 foot maximum height.

**CHARACTER OF EXHIBIT/LIGHTS/AMPLIFIERS/MODELS** – Show Management reserves the right to reject any exhibit or portion thereof which it considers inappropriate. Lights, amplifying equipment projecting sound beyond an exhibitor's own space is prohibited. Any use of Exhibit personnel must be handled with utmost decorum in every respect.

**SAFETY DEVICES** - The exhibitor agrees to accept full responsibility for compliance with federal, state, or local safety, fire and other regulations and to provide and maintain adequate safety devices.

**INSURANCE AND INDEMNITY** - Exhibitors are required to insure themselves against any and all claims resulting from their exhibit. Exhibitors, their agents, and employees waive all claims against COMTO and the facility and municipality, for property damage and personal injury. Exhibitors, their agents and employees agree to hold harmless and indemnify COMTO and the facility, for any and all claims, suits, or liabilities resulting from any claims, demands, actions, penalties, judgments and liabilities of any kind (including attorney fees) resulting from their exhibits and/or the exhibitor's activities or breach of this agreement. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all losses, damages, and claims.

**WATCHMEN AND SECURITY** - Every reasonable precaution will be taken to protect property during the installation, Show days and removal period. However, neither Show Management, service contractors, nor the facility, are responsible for the safety of the property of exhibitors by theft, damage by fire, accidents, vandalism or other causes. No security will be secured for this event.

**COMTO CONFERENCE REGISTRATION** - Each exhibiting company will be provided with four (4) complimentary full EXPO registrations per each paid exhibit space. This includes Expo Luncheon, Exhibitor Presentations, Exhibitor Continental Breakfast, Expo Symposiums, and Expo refreshments.

**BADGE COMPLIANCE** - Official Show Management badges must be worn at all time by exhibitor personnel while in the exhibit hall during move in, move out and official show hours. Badge switching or the transfer of a badge is not prohibited. Exhibiting companies will be held accountable for the conduct of each representative.

**WORKER'S IDENTIFICATION** - Exhibitor floor personnel must obtain credentials at the COMTO registration in order to enter the COMTO 2016 Transportation Industry Expo space area during the installation and dismantling of the Show. The badge must be worn at all times by the employee. Credentials are valid during installation, the Show and dismantling of the Show. Your cooperation is requested in making certain that all people working in your space are identified.

**INDEPENDENT SERVICE CONTRACTORS** - An independent service contractor is any company other than the designated official that provides services such as display installation and dismantling, models, florists, photographers, audio-visual firms, etc. and need access to tour exhibit any time during installation, Show dates or dismantling. Employees of independent service contractors must wear a work pass during the installation/dismantling periods and during Show hours. The exhibitor must request in writing from Show Management an authorization to use an independent contractor. This request must contain the following information: the company name and primary contact, address and phone number of the contractor to be used and the services it is to perform. Also the exhibitor must inform whether this contractor is authorized to order Show services on the exhibitor's behalf. Notice from the independent contractor to Show Management with copies of written authorization from the exhibitor to perform services if applicable will be acceptable.

**CANCELLATION OF EXHIBIT SPACE** - All cancellation requests must be made in writing, and submitted to Brandi Williams at [bwilliams@comto.org](mailto:bwilliams@comto.org) by **May 31, 2016** to receive a 50% refund. No requests for refund will be honoured after **May 31, 2016**. It is the responsibility of the exhibiting company to ensure the cancellation request is received.

**INABILITY TO HOLD EXHIBIT** - In the event that Show Management should be unable to hold the COMTO 2016 Transportation Industry Expo due to any physical disaster, labor strike, or any other occurrence, exhibitors expressly absolve Show Management of any liability for losses resulting from such occurrence. In such event, exhibitors will be refunded their space rental payments to the extent that Show Management can do so after covering its expenses.

**FAILURE TO OCCUPY SPACE** - Space not occupied 15 minutes prior to the opening of the show on **July 9, 2016**, may be forfeited by the exhibitor. If the exhibit is on hand, the Show Management reserves the right to assign labor to set up any display that is not in the process of being erected by one hour prior to the opening of the show on **July 9, 2016**, and to instruct that the exhibitor be billed for all charges thus incurred.

**EXCLUSION** - COMTO shall have the right to exclude or to require modification of any display or demonstration which, in its sole discretion, it considers unsuitable to or not in keeping with the character of the Exhibit. COMTO also has the sole authority to accept or reject applicants for exhibit space. Exhibits will be confined to services, products, equipment, contractors, etc., related to the transportation industry.

**SPACE ASSIGNMENTS** - COMTO reserves the right to change location assignments at any time, as it may in its sole discretion deem necessary.

**LOTTERIES, CONTESTS, CONCESSIONS AND GIVE-A-WAYS** - COMTO has final approval for any or all lotteries, contests or give-a-ways at the EXPO. Cash prizes of any amount are prohibited. These activities and prizes must be within the limits of good taste and are subject to the control and decision of Show Management. Concessions, Give-A-Ways and other exhibit floor activities that directly conflict with sponsorship packages will not be allowed. Exhibitors should inform Show Management of these activities before the Show in order to avoid the possibility of the activities being stopped by Show Management.

**FOOD & BEVERAGE** - There is no outside food and beverage allowed at the Dallas Omni Hotel. Any Exhibitors wishing to serve food and beverage in their booth will need to order from the hotel. Exhibitors must obtain written permission from Show Management for food and beverage service and any fees or other service charges are the direct responsibility of the Exhibitor.

**SALES PROHIBITION** - COMTO prohibits the sale of goods and/or services at the site of the EXPO. COMTO must approve any exceptions to this prohibition in writing.

**HANDLING AND STORAGE** - COMTO and the owners or managers of the facility where the Exhibit will be held shall not accept or store display materials or empty crates. Such arrangements may be made through the Official Drayer if desired, and exhibitor shall in any event provide the Official Drayer with copies of all bills of lading. All shipments and deliveries to the Exhibit shall be prepaid. Exhibitor shall not incur any obligation to the Official Drayer merely by reason of providing copies of any bill of lading.

**MUSIC AND COPYRIGHTED MATERIALS** - The exhibitor shall be responsible for securing any and all necessary licenses or consents for any performances, displays or other use of copyrighted works, patented inventions, or other intellectual property in connection with this Exhibit or any hospitality function that may be held in conjunction with this Exhibit. Further, an exhibitor may not use or prevent live, recorded or broadcast music at the COMTO 2016 Transportation Industry Expo, unless the exhibitor notifies the Show Management of its intent to do so, and the exhibitor has secured all necessary licenses or consents for musical presentation and provide the Show Management with copies of all licenses and consents.

**FAILURE TO OBSERVE RULES** - Any failure to comply with these rules shall, at the sole discretion of Show Management, be cause for closing the offending exhibitor's display, as a result of which exhibitor expressly agrees to hold Show Management harmless and prepayment for such will not be refundable.





**COMMUNICATION CONSENT** - By applying to exhibit in the 2016 Transportation Industry Expo, exhibiting organizations also consent to receive communications sent by or on behalf of COMTO, its related entities, and all partners and contractors related to the 2016 Transportation Industry Expo. Exhibiting organizations consent to receive communications of all types and via all methods, including facsimile (at any and all phone numbers), regular mail (at any and all addresses), express delivery services (at any and all addresses), telephone (at any and all phone numbers), and email (at any and all email addresses). Regarding above described communications, exhibiting organizations waive any right or claim made under the Federal Communications Commission (FCC), Federal Telephone Consumer Protection Act, or any other statute. This consent covers a period of twenty-four (24) months from date of application contract submission.