

Thank you for signing on to the TRB 6th International Conference on Roundabouts to be held May 15-18, 2022 in Monterey, CA. I will be your TRB contact onsite. As an Exhibitor, you are receiving:

- One 6' draped table
- Two chairs
- Basic Wi-Fi
- Electric (upon request; email mkaufmann@nas.edu by April 15)

Each table will have a sign identifying assignments. Signs and pop-up displays are permitted only if they fit on top of the provided 6' table.

Audio Visual Requests: Please contact Encore Event Technologies to order any additional audiovisual equipment. Encore will work directly with you on your order and payment.

Encore Event Technologies
Dominic Giuriato
831-646-3756
dominic.giuriato@encoreglobal.com

Exhibit Hours:

	Setup	Exhibits Open	Dismantle
Monday, May 16	4:00 PM – 5:00 PM	5:00 PM – 7:00 PM	7:00 PM – 8:00 PM

Security will not be provided. Please be sure not to leave items of value unattended since the exhibit is located in public space. National Academy of Sciences and the Portola Hotel are not liable for damage or loss to exhibitor's property through theft, fire, accident, or any other cause. Exhibitors should insure their exhibits and display materials. National Academy of Sciences will not assume liability for any injury that may occur to conference attendees, exhibitors or their agents and employees, or others. The exhibitor shall indemnify and hold harmless National Academy of Sciences and its respective employees, agents, representatives, and contractors for any and all claims, losses, costs (including reasonable attorney's fees and costs), damages and/or injury to property and persons.

Address exhibit-related materials to:

[Guest Name & Cell Number]
c/o Eddie Guice, CSM
Portola Hotel & Spa
2 Portola Plaza
Monterey, CA 93940
831-649-7847
(TRB Roundabouts, May 15-18)

DO NOT SHIP TO ARRIVE BEFORE FRIDAY, MAY 13. All boxes should be numbered (1 of 4, 2 of 4, etc.).

TRB reserves the right to make final decisions for any and all exhibit matters not specifically covered herein that may arise.

TRB Contact: Megan Kaufmann, Senior Conference Manager
mkaufmann@nas.edu
(Can be found at the registration desk onsite.)