

Thank you for signing on to the TRB Innovations in Travel Analysis and Planning to be held June 4-6, 2023, in Indianapolis, IN. As an Exhibitor, you are receiving:

- One registration
- One 6' draped table
- Two chairs
- Basic Wi-Fi
- Electric (upon request; email mkaufmann@nas.edu by May 12)
- Listing in program

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. Distribution of literature may be made only from the exhibit.

Exhibit Hours:

	Setup	Open	Dismantle
Sunday, June 4	Starting at Noon	1:00 PM – 5:30 PM	
Monday, June 5		8:00 AM – 7:30 PM	
Tuesday, June 6		8:00 AM – 5:00 PM	By 6:00 PM

TRB encourages you to attend sessions as your schedule permits.

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

Markey's Event Technology
Skyler Lotts
317-697-0832
SLotts@markeys.com

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 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:

Ida Grady, Crowne Meetings Director
Crowne Plaza Indianapolis Downtown Union Station
123 W. Louisiana Street
Indianapolis, IN 46225
Hold For: TRB June 4-6 (Guest Name & Number)

Hotel's Receipt & Storage Fees:

0-5 lbs: \$5 ea.
6-20 lbs: \$15 ea.
20-50 lbs \$20: ea.
Over 50 lbs: \$25 ea.
Crates/Pallets: \$75 ea.

DO NOT SHIP TO ARRIVE BEFORE FRIDAY, JUNE 2. All boxes should be numbered (1 of 4, 2 of 4, etc.). Written permission is required for any heavy equipment or packages over 50 pounds that will be brought to the hotel. The HOTEL is not responsible for transferring any outside equipment to or from the meeting rooms.

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.)