

Thank you for signing on to the 4th International Conference on Access Management to be held June 24-26, 2024, in Boston, MA. As an Exhibitor, you are receiving:

- One registration
- One 6' draped table
- Two chairs
- Electric (upon request; email mkaufmann@nas.edu by June 1)
- 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
Monday, June 24	Starting at 7:00 AM	7:30 AM – 7:00 PM	
Tuesday, June 25		7:30 AM – 5:00 PM	
Wednesday, June 26		7:30 AM – Noon	By 1:00 PM

TRB encourages you to attend sessions as your schedule permits.

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

Encore Global
Calvin Pratt, Senior Sales Manager
617-763-2008
calvin.pratt@encoreglobal.com

Shipping Information: [Sheraton Boston FedEx Information & Instructions](#)

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. The Exhibitor assumes entire responsibility for its own acts and those of its employees, agents, officers, and directors and shall indemnify and hold forever harmless the National Academy of Sciences and its employees, agents, officers, and directors against all liabilities, claims, causes of action, losses, and/or damages to persons or property (including expenses and reasonable attorney fees) caused by the willful misconduct or gross negligence of the Exhibitor or its employees, agents, officers, or directors.

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.)