

53rd Annual

# Kansas Asphalt Paving Conference

Thursday • December 3, 2009

University of Kansas

Kansas Union

Lawrence, Kansas

## EXHIBIT INFORMATION

### About the Conference

The 53<sup>rd</sup> Annual Kansas Asphalt Paving Conference is sponsored by the Department of Civil, Environmental, & Architectural Engineering and Continuing Education at the University of Kansas. Expected attendance will be 350-400 people. Special programs will include presentations on current asphalt paving issues and projects. In addition, there will be a continental breakfast, morning and afternoon refreshment breaks, and lunch. Continuing a popular aspect of the conference we will have exhibitor space for companies to showcase their products.

### Location & Lodging

The conference will be held on the fifth floor of the **Kansas Union, University of Kansas campus**. Exhibit booths will be in the Big 12, Jayhawk, and Parlor rooms. *We have room for 20 booths*. Since we do not know the number of potential exhibitors, and since all spaces are equally configured, availability will be on a first-come, first-served basis. Please see the KU Union floor plan for booth locations.

If you need overnight accommodations, rooms will be available at the Holiday Inn Holidome, 200 McDonald Dr., Lawrence, Kan. More detailed information will be sent with your confirmation letter after registering for the conference.

### Benefits of Exhibiting

- Name and logo on Web site
- Exhibit space and exposure to all participants at the conference—all food breaks will be in exhibit hall
- Two full conference registrations, including all sessions, continental breakfast, breaks and lunch

### Booth Space & Amenities

Each booth space is 10' wide by 8' deep. Please do not exceed space limits. Each booth will be provided with a 6-foot covered and skirted table, two chairs and electricity (you bring the extension cord).

### Registration & Fees

Please see attached registration form for details. Your signature on the registration form indicates your acceptance of our rules and regulations as explained in this document.

### Break/lunch Sponsorship

All refreshment breaks and preconference continental breakfast will be in the center of the Big 12 and Jayhawk rooms, with one station in each half of the exhibit area. The lunch function will be a short distance away in the Ballroom.

Because this conference operates on a tight budget, we are soliciting sponsorships from our exhibitors for the two breaks, lunch and a conference give-away item. Companies interested in sponsoring independently or joining a group of other exhibitors to sponsor a break or the luncheon can indicate this information on the registration form. To acknowledge sponsorships, we will provide appropriate signage during breaks recognizing the sponsor(s). Sponsors will also be mentioned in the program and on the Web site.

### Set-up Time

Exhibitors will be allowed to set up the evening before the conference, from 3:00 to 11:00 p.m. There will be no security or conference staff available. Exhibitors can also set up starting at 6:45 a.m. the morning of the conference but booths should be up and in place by 8:00 a.m. The floor in the exhibit rooms will be clearly marked with tape prior to your arrival to indicate a booth space. We ask your cooperation is staying within the allotted space. If exhibitors overreach the boundaries, conference staff will ask you to move your display the morning of the conference.

### Loading & Unloading at the Kansas Union

There are two ways to unload at the Kansas Union. The first is through the front doors of the Union (fourth level) on Jayhawk Blvd. You will need to stop at the traffic booth and explain your need to unload in front of the Union. They will give you a pass to unload. Take your display through the front doors to the elevators at the end of the main corridor. Go up one floor to the 5<sup>th</sup> floor.

The other alternative is to park in the parking facility to the north of the building. There is a covered bridge from the parking garage to the Union that takes you to an elevator. Take the elevator to the 5<sup>th</sup> floor. We have parking passes available at a reduced cost (\$6/day). Indicate on your registration form if you need a parking pass for Thursday. On Wednesday, it will be cheaper to pay by the hour using the machines in the stairway lobbies.

### Shipping Information

- The sponsoring group is responsible for all arrangements and expenses involved in shipping materials, merchandise, exhibits, and any other items the group arranges to move to and/or from the Union. The Union must be notified in advance of shipping arrangements to ensure proper acceptance of items upon arrival at the Union. Call the **Kansas Union Business Office at 785-864-4651**. The Union is not responsible for lost or stolen items.
- No COD packages will be accepted.
- For large single shipments, special arrangements must be made by contacting the **Kansas Union Business Office 785-864-4651**.
- Shipments should not arrive more than **3 days** before the event.
- Please address all packages to:  
**Kansas Union, Room 476**  
**Attn: Geotechnical Conference/Lisa Kring**  
**1301 Jayhawk Blvd.**  
**Lawrence, KS 66045**

### Dismantling

Exhibitors should plan to stay throughout the program day. The conference will be over at 4:15 p.m. and displays can be dismantled at that time.

### Rules & Regulations

All of the rules and regulations below are to be construed as part of the space rental contract. KUCE staff reserve the right to interpret them as well as make final decisions on points these rules do not cover.

- **Use of Space:** Reassignment, subletting or sharing any part of the allotted booth space is prohibited. Solicitations and distribution of printed advertising must be confined to the booth space only. Operation of objectionable material and sound devices will not be allowed. Aisles must be kept clear.
- **Loss or Damage**  
In connection with this exhibit, the exhibitor agrees to hold harmless the Department of Civil, Environmental & Architectural Engineering and KU Continuing Education for any damage or liability of any kind or for any damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by the exhibitor or any person thereon with the consent of the exhibitor and that the exhibitor will indemnify and hold harmless the sponsoring societies from all liability whatsoever, on account of such damage or injury, whether or not caused by negligence of or breach of an obligation by the exhibitor or its employees or representatives.
- **Cautions**  
Exhibitors must use materials that will pass local fire inspection regulations. Drapes and curtains must be flameproof. Volatile liquids, gases or combustible substances may NOT be present.

### Refund & Cancellation policy

We encourage you to send a substitute if you cannot attend. A full refund of registration fees, less a \$15 administrative fee, or a voucher to apply to future seminars will be available if requested in writing and received **seven** days before the conference date. No refunds will be made after that date, but you may transfer your registration to another seminar. A \$30 fee will also be charged for returned checks. KU Continuing Education reserves the right to cancel the course and return all fees in the event of insufficient registration. The liability of the University of Kansas is limited to the registration fee. The University of Kansas will not be responsible for any losses incurred by registrants, including but not limited to airline cancellation charges or hotel deposits.

### Program Accessibility

We accommodate persons with disabilities. Please call 785-864-5823 or mark the space on the registration form, and a KU Continuing Education representative will contact you to discuss your needs. To ensure accommodation, please register at least two weeks before the start of the conference.

The University of Kansas is committed to providing programs and activities to all persons, regardless of race, religion, color, national origin, ancestry, sex, age disability, and veteran status. In addition, university policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.

**Privacy Policy**

KU Continuing Education does not share, sell or rent its mailing lists. You have our assurance that any information you provide will be held in confidence by KU Continuing Education.

43rd Annual

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University of Kansas

Kansas Union

Lawrence, Kansas

## Sponsorship & Exhibit Opportunities

Gain easy access to 400 asphalt paving professionals.

### Increase Your Exposure to Key Customers

By sponsoring an event at the Asphalt Paving Conference, you demonstrate your support for the asphalt paving industry while receiving benefits and enhancing your reputation among the participants.

In addition, exhibiting at the Asphalt Paving Conference puts your products and services within easy grasp of 400 professionals authorized to purchase those goods and services.

### Sponsorship Opportunities

**Exclusive:** Lunch for conference participants--name and logo on Web site and printed in conference program plus on-site signage \$1000

**Exclusive:** Give-away item printed with name and logo (amount to be determined by product)

**Sole:** (two opportunities): Refreshment break --name and logo on Web site and printed in conference program plus on-site signage \$500

**Joint:** Refreshment break—name and logo along with other companies on Web site and printed in conference program plus on-site signage \$100

### Benefits of Sponsorship

- Your company's name and logo on Website and program if received by **October 1**
- Access to 400 asphalt paving professionals
- Special signage recognizing your sponsorship throughout the conference
- A listing on the conference Web page with a link to your Web site

### Exhibiting Opportunities

Standard 8x10-foot exhibit space--includes one 6-foot table w/cloth and skirting, two chairs, electrical access, and two registrations to the conference, including continental breakfast, refreshments, lunch and access to all sessions. (Exhibit space is limited. Available on a first-come, first-served basis.) \$500

### Benefits of Exhibiting

- Your company's name and logo printed in conference program if received by **October 1**
- Access to 400 asphalt paving professionals

- Exhibit in the conference meeting room area
- Two conference registrations, including refreshments, lunch and access to all sessions
- Listing on the conference Web page with a link to your Web site

For more information about sponsoring an event or exhibiting at the conference, please contact, Barbara Solberg, program manager, 785-864-7859, [bsolberg@ku.edu](mailto:bsolberg@ku.edu) , or visit our Web site at <http://www.ContinuingEd.ku.edu>

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## Application and Contract for Exhibit Space and/or Sponsorship

Company Name: \_\_\_\_\_

Web Site Address: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Trade: \_\_\_\_\_

Exhibitor's Name: \_\_\_\_\_ E-mail \_\_\_\_\_

Title: \_\_\_\_\_ Phone # \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax # \_\_\_\_\_

Authorized Company Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

### Booth Rates:

	FEE	Total
___ Standard exhibit space. Includes one 6-foot table w/cloth and skirting, two chairs, electrical access (bring own extension cord), two full conference registrations (includes refreshments & lunch)	\$500	_____
Name of person in booth 1. _____		
Name of person in booth 2. _____		
___ Additional helpers for the booth (one registration per helper) Advance (by Nov. 3)	\$115 ea.	_____
	Late (after Oct. 20)	_____ \$150 ea.
Name of additional attendees: _____		
___ Parking Pass • Thursday	\$6 ea.	_____

### Additional Promotional Opportunities

___ My company would like to sponsor an entire refreshment break. Only your company name will be prominently displayed at break areas.	\$500	_____
___ My company would like to sponsor lunch.	\$1,000	_____
___ My company would like to sponsor conference give-away item (undetermined amount)		_____
___ My company would like to join other companies to sponsor a refreshment break or lunch. (Along with other companies donating, your company name will be prominently displayed at the break areas)	\$100	_____
	TOTAL	\$ _____

### Payment Options:

\_\_\_ Mail or fax (785-864-5074) this form with credit card authorization  
Charge to: Credit card company \_\_\_\_\_  
Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Name on card \_\_\_\_\_  
Signature: \_\_\_\_\_

\_\_\_ Payment enclosed. Mail form and check payable to University of Kansas:  
University of Kansas Continuing Education  
Attn: Barbara Solberg, 1515 St. Andrews Dr., Lawrence, KS 66047-1625

\_\_\_ Bill company. Tax ID# \_\_\_\_\_ Purchase Order# \_\_\_\_\_