



AMERICAN SOCIETY OF HIGHWAY ENGINEERS

EXHIBIT DISPLAY BOOTH POLICY

ASHE Exhibit Display Booths are available to all Regions/Sections for use at conventions/conferences/seminars/other functions for exposure of ASHE. Regions/Sections wishing to request a Display booth should contact Amanda Schumacher, Public Relations Committee Chairman at arc.schumacher@gmail.com or phone 908-319-8829. The display booths will be available on a first-come basis.

The request should indicate the purpose for exhibiting the display booth, the dates for the exhibit and other appropriate information. The request must be made (15) business days before the event. To expedite the process, a booth request form should be filled out and sent along with the request. (Form may be found in the Appendix under Forms).

Other ASHE approved literature and a tablecloth may be provided upon request, if available (brochures, handouts, copies of the scanner, giveaways, etc.)

Shipping costs to and from the requesting Regions/Sections will be paid by ASHE National. Receipt of return mailing should be sent to Amanda Schumacher for processing via ASHE National Treasurer.

Instructions for return mailing will be given when the request is received.

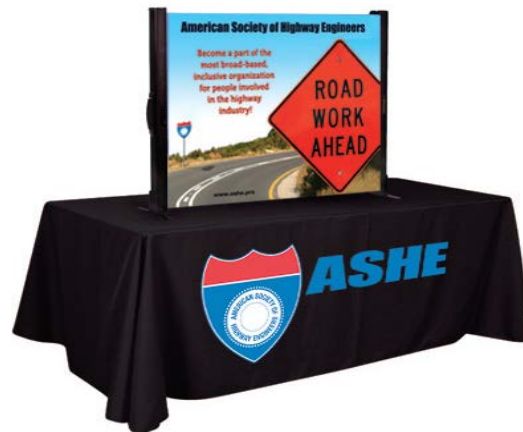
The requesting Region/Section will be responsible for the care and maintenance of the display booth and will pay the cost of any damage incurred between the date of shipment and the return. The display booth should not be returned without making any necessary repairs.



Regions/Sections will be permitted to add photographs, literature and other materials along with the display booth consistent with the ASHE Mission Statement.

Tabletop Banner Display (2 available)

- Horizontal pull-out type Banner for a six or eight foot table in bag
- Measurements – one design is 43” long x 36” high ; the other is 4’ wide and 54” high
- Quick setup, easy breakdown, very portable
- ASHE Logo imprinted table cover in bag
- ASHE Brochures, promos and scanners when available, will be sent for your use.
- Instructions for Banner setup and table cover folding are inside each case.
- **Shipping** – The Banner and the table cover are in separate bags and will be sent in one heavy-duty cardboard box, weighing about 13 pounds. The brochures, promos and scanners will be sent in that same package unless more scanners are needed that available, and in that case, it will be sent directly to you from TNT graphics.





Pull Out Banner Display (1 available)

- Vertical pull-out type Banner to be used as a display next to the table
- Measurements – 33.5" width x 80" high
- Quick setup, easy breakdown, very portable
- ASHE Logo imprinted table cover in bag
- ASHE Brochures, promos and scanners when available, will be sent for your use.
- Instructions for Banner setup and table cover folding are inside each case.
- **Shipping** – The Banner and the table cover are in separate bags and will be sent in one heavy-duty cardboard box, weighing about 13 pounds. The brochures, promos and scanners will be sent in that same package unless more scanners are needed that available, and in that case, it will be sent directly to you from TNT graphics.

