



AMERICAN SOCIETY OF HIGHWAY ENGINEERS EXHIBIT DISPLAY BOOTH POLICY

ASHE Exhibit Display Booths-Guidelines and Request Information

ASHE display Booths are available to all Regions/Sections for use at conferences, seminars, and other functions to promote ASHE and its mission.

Request Process

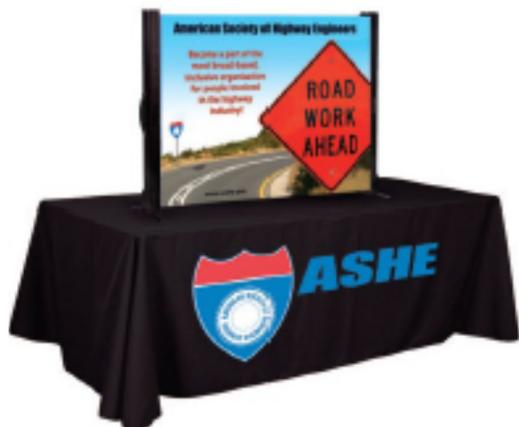
- Booths are available on a first-come, first-served basis.
- To request a display booth, contact Public Relations Committee Chair, Amanda Schumacher, her email is: aschumacher@verdantas.com
- Requests must be submitted at least fifteen (15) business days prior to the event date.
- Include the following in your request:
 1. Purpose of the display
 2. Event name and location
 3. Exhibit dates
 4. Any additional relevant details
 5. Completed booth request forms.

Display Banners

ASHE currently offers two types of display banners as well as promotional materials when available.

Tabletop Banner Display (1 available)

- Type: Horizontal pull-out banner
- Size Options: 43" (W) x 36" (H)
48" (W) x 54" (H)
- Use: Fits a 6- or 8-foot table
- Features: ASHE logo imprinted tablecloth, its lightweight and portable and setup and folding instructions are included
- Shipping: Banner and table cover in separate boxes, packed in 1 heavy duty box, brochures, giveaways, and Scanner magazine included when available.



Vertical Banner Display

- Type: Vertical pull-out banner for standing display next to table
- Size: 33.5" (W) x 80" (H)
- Features: ASHE logo imprinted tablecloth, its lightweight and portable and setup and folding instructions are included
- Shipping: Banner and table cover in separate bakes, packed in 1 heavy duty box, brochures, giveaways, and Scanner magazine included when available.



Shipping and Return Guidelines

- Shipping costs to and from the event location are covered by ASHE National.
- Return Process: Return instructions will be provided upon approval of the request. Regions/Sections are responsible for proper care and maintenance of the display booth during use.
- If damage occurs, the Region/Section is responsible for any repairs, do not return booth without arranging necessary repairs.
- Please send receipt of return shipping to Amanda Schumacher for processing via the ASHE National Treasurer