



## 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](mailto: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.

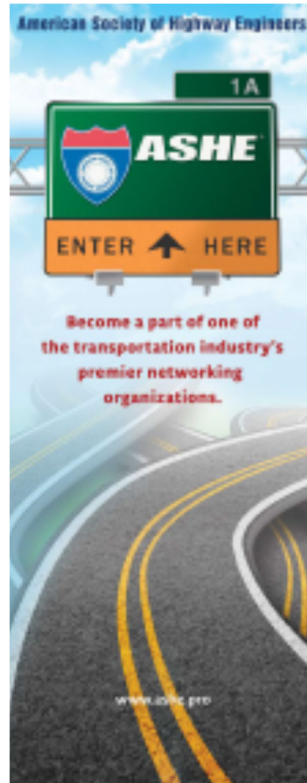
##### Tabletop Banner Display (1 available)

- 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 bakes, 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