August 14, 2015

Dear Exhibitor:

Please reserve December 8-9, 2015, on your calendar and plan to join us in Ames for the 69th Annual Iowa County Engineers Conference. The conference will be held in the Scheman Building on the Iowa State University campus. Please note the conference is held December 8-10, with exhibitors present December 8-9, 2015.

This is a great opportunity as a trade association, material and equipment supplier, service provider, or other group associated with county government operations to showcase your products and services to all Iowa county engineers and technicians. Plan now to exhibit! You have the chance to visit one-on-one with virtually every county engineer in Iowa without the economic and time constraints of traveling to each county. This conference annually draws more than 400 engineers, technicians and supervisors from all over the state. Visit www.cpm.iastate.edu/event for more information or to register.

To assist you in your decision to exhibit, a tentative program for the 69th Annual Iowa County Engineers Conference is included. Note the times designated for exhibits. PAY SPECIAL ATTENTION TO THE TIME YOU ARE ALLOWED TO BREAK DOWN ON WEDNESDAY AND THE ASSOCIATED PRIZE DRAWINGS. WE ASK THAT YOU NOT BREAK DOWN YOUR EXHIBIT PRIOR TO 2:30PM ON WEDNESDAY, DECEMBER 9. The prize drawing time will again be during the Wednesday Awards Luncheon (approximately 12:30). Also, I have included guidelines for the exhibition area and other information for exhibitors.

Exhibit space is limited and reservations will be terminated when all spaces are assigned. Only one exhibit space will be available to each exhibitor, and the ICEA reserves the right to achieve a balance of exhibition types. Priority is given to 2014 exhibitors and then in order of registration receipt for non-2014 exhibitors.

We hope to see you December 8-9, 2015!

Sincerely,

Keith Knapp
Conference Coordinator
Iowa County Engineers Association Annual Conference
2015 Exhibit Rules and Regulations

Sponsored By:
Iowa County Engineers Association (ICEA)

Co-Sponsored By:
ISU Institute for Transportation (InTrans)

Managed By:
ISU Conference Planning and Management (CPM)

All exhibitors displaying at the 69th Annual Iowa County Engineers Conference to be held in Ames, Iowa, at the Scheman Building from December 8-10, 2015, are required to register either online or via hard copy registration, and subscribe to all Exhibit Rules and Regulations. Failure to follow Exhibit Rules and Regulations may result in cancellation of the right to exhibit. (All exhibits shall conform to all federal, state and local laws and regulations.) The full conference takes place December 8-10, 2015.

The 69th Annual Iowa County Engineers Association Conference Exhibit Rules and Regulations as described herein have been prepared and approved by the Conference Planning Committee.

Definitions
69th Annual Iowa County Engineers Association Conference: referred to as the Conference.

Equipment/Services: Product (equipment or services) displayed by any exhibitor, which comply with the rules for eligibility.

Exhibit Space: The indoor area at the Scheman Building assigned to an exhibitor for the purpose of displaying eligible products and services based on qualifications and full payment of the said display area. Effective in 2014: Exhibits will be placed on both 1st floor AND 2nd Floor.

Conference Management: ISU Conference Planning & Management, organizers of the Iowa County Engineers Association Conference.

Conference Sponsors: 69th Annual Iowa County Engineers Association Conference is sponsored by the Iowa County Engineers Association. The co-sponsor of the Conference is the ISU Institute for Transportation.

Conference Location
Iowa County Engineers Association Conference will be held at the Scheman Building. The Scheman Building is part of the Iowa State Center located on the southeast corner of the Iowa State University campus in Ames, Iowa. Ample free parking is located surrounding to the building.

Conference exhibit dates and hours (preliminary) will be
Tuesday, December 8, 2015
10:30 am to 1:00 pm
2:45 pm to 3:30 pm
5:00 pm to 5:30 pm

Wednesday, December 9, 2015
7:30 am to 9:00 am
11:15 am to 11:45 am
12:30 pm Prize Drawing - at Luncheon
2:00-2:30 pm (Exhibit Booths can be taken down after this time)

Installation & Dismantling Schedule
The following schedule represents the installation and dismantling periods for the 69th Annual Iowa County Engineers Association Conference. No set-up will be allowed during the exhibit times.

Installation Schedule
Monday, December 7, 2015
5:00 pm to 8:00 pm

Tuesday, December 8, 2015
7:30 am to 10:30 am

Dismantling Schedule
Wednesday, December 9, 2015
2:30 pm to 5:00 pm
Displays are to remain in place until the prescribed dismantling time.

Failure to Hold the Conference
Should any contingencies prevent the holding of the Conference; the Conference Management will return such portion of the exhibit space payment as may be determined to be equitable by the Iowa County Engineers Association and the ISU Institute for Transportation. Please note this conference will not be cancelled due to inclement weather, even if ISU classes are dismissed.

Exhibitor Cancellation Policy
Any notice of cancellation of exhibit space by an exhibitor must be made in writing to Conference Management. This cancellation policy does not depend upon whether the exhibit space is resold or re-assigned. Any company cancelling its exhibit space before December 1, 2015, will receive a full refund of their registration fee less a $100 cancellation fee. No refund on or after December 1, 2015.

Exhibitor Representative
Each exhibitor will be required to appoint at least one individual authorized to represent their company in all dealings with Conference Management. Each exhibitor will furnish Conference Management with the name of its official 69th Annual Iowa County Engineers Association Conference Representative at the time it submits its Exhibit Registration Form. It is the responsibility of the exhibitor to notify Conference Management with the name of another representative in case the primary representative is unavailable.

Payment for Exhibit Space
Checks for exhibit space must be made payable to Iowa State University, and must be in U.S. funds or a draft drawn from a U.S. bank. Visa, Discover, and MasterCard credit cards are accepted for exhibit space payments. Space must be paid for prior to start of the Conference.
Exhibit Space Cost and Payment Schedule
The rate structure is as follows:
8 feet wide x 8 feet deep booth $480
12 feet wide x 8 feet deep booth $630
16 feet wide x 8 feet deep booth $790
Visit www.cpm.iastate.edu/event to register or view more information about the conference.

The fee includes exhibit space (one 6’ table, 2 chairs, 1 wastebasket, and electricity), one registration to the conference, name badge, Tuesday and Wednesday lunches, and one list of conference participants. Fee does not include Wednesday Banquet (you can purchase a banquet ticket for $35). Cost for each additional person in your booth is $75. Use a separate form for each additional person you register from your company.

Assignment of Exhibit Space
All exhibit space assignments will be made by Conference Management. Every attempt will be made to accommodate exhibitor space requests. Conference Management will take into consideration an applicant’s size requirements and product type. 2014 conference exhibitors will be given priority followed by new exhibitors in order of receipt where possible. The first assignment of exhibit space priority will be based on the above mentioned priority formula.

Sub-Leasing of Exhibit Space
The exhibitor agrees not to reassign, grant, sublease or license the use of space, or any part thereof allotted to them.

Admission to the Exhibits
Admission to the exhibit floor will be by badge only. Adequate precautions will be taken to ensure that only authorized persons are admitted to the exhibit area.

Signs on Exhibits or Products
No company sign or advertising indoors shall be displayed at a height that exceeds the outer wall height of the stand or the maximum wall height for that area, except that the name, trademark, or insignia used on a product as sold may be carried on the product exhibited.

No Outdoor Exhibits
Outdoor exhibits will not be allowed at Iowa County Engineers Annual Conference to be held in Ames, Iowa, at the Scheman Building from December 8-9, 2015.

Defacing of Building or Exhibit Facilities
Each exhibitor is liable for any defacing, damage from their own acts to the exhibit building, or exhibit facilities.

Equipment and/or Services
An exhibitor may receive orders for, or sell its product during the Conference and shall be responsible for collecting and paying any applicable local, state and federal taxes and obtain any necessary licenses needed to sell merchandise.

Extra Lighting
All special illumination must be indirect and completely shielded so as to eliminate glare and interference with other exhibitors and guests. The use of flashing or rotating lights will not be allowed. Electricity is the sole permissible agent for illuminating purposes.

Inflatable Objects
Helium filled balloons and other inflatable objects are permitted within the height restrictions indoor as long as the objects are within the confines of the assigned space. No hot air balloons will be permitted. Overnight storage of helium or compressed air cylinders in the building is prohibited.

Motion & Noise Control
Exhibitors are requested to take every reasonable precaution to minimize the noise emanating from their exhibit areas.

Sand, Stone, Gravel & Wood Chips
To prevent a delay in handling such materials used in an indoor exhibit, material must be delivered to the Scheman Building in bags. Removal is the exhibitor’s responsibility and at their expense.

Sound Devices, Movies, Slides, Videos & TV
Audiovisual presentations and closed circuit exhibitor-generated materials are permitted within a given exhibit as long as they are not operating to the detriment of a neighboring exhibitor. The use of sound devices such as: megaphones, loudspeakers, or other devices to attract attention are prohibited. Exhibitors shall be responsible for securing any and all necessary licenses or consents for any performances, displays or other uses of copyrighted works, patented inventions or other intellectual property in connection with their exhibit, housing and hospitality facilities at the Conference.

Security
Every reasonable precaution will be taken to protect property during the installation, Conference and dismantling periods. However, Conference Management, Sponsor, and Co-sponsor will not be held liable for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes.

Storage and Packing Materials
The storage of packing boxes, crates, etc. for the duration of the Conference is included in the space rates.

Flammable Materials
No flammable materials of any nature, including decorative material, may be used in any exhibit space.

Food & Beverage Service
Food and beverage items will be provided in the exhibit areas for participants. No food & beverage should be distributed by exhibitors. No alcoholic beverages may be served by exhibitors.

Literature Distribution
Circulars, catalogs, magazines, folders and other matter may be distributed only at the exhibitor’s stand and must be related strictly to the products and/or services on display or are directly available from the exhibitor.

Prizes and Giveaways
Distribution of giveaways or drawing for prizes is permitted in your exhibit space during the Conference or as part of the presentation during the Awards Luncheon on Wednesday afternoon, December 9. Contact Conference Management onsite if you would like to contribute a prize to the drawing.

AGREEMENT TO RULES
The exhibitor agrees that the exhibiting company and its employees and agents will abide by these rules and by any amendments that may be put into effect by Conference Management, provided that such amendments shall not substantially diminish rights or increase the liability of an exhibitor (and written notice is given to exhibitors). The Exhibit Registration Form must be signed by an official of the exhibiting company indicating that these rules have been read and agreed to before any space assignment will be made.
Monday, December 7, 2015
4:00 – 8:00 p.m. Early Exhibitor setup

Tuesday, December 8, 2015
7:30 a.m. Exhibitor setup
10:30 Registration, Scheman First Floor Lobby, Exhibits Open for Viewing
11:00 AGC Social Time with Conference Attendees
12:00 p.m. Conference Opening Luncheon with AGC
1:00 Afternoon Session
1:45 Keynote Address
2:45 Refreshment Break
3:30 Local Systems, Session A
5:00 Participant/Exhibitor discussion time in the exhibit area
5:30 Exhibits close for the evening

Wednesday, December 9, 2015
7:30 a.m. Continental Breakfast in the Exhibit Area; Exhibits Open
9:00 a.m. Morning Concurrent Sessions
Session A – Technology Applications
Session B – Human Resource Issues
Session C – Waters and Drainage Issues
Session D – Roadway Safety
11:15 Exhibitor/Participant opportunities
11:45 Awards Luncheon
  • Technician 25-year Awards
  • Technical School Scholarship Awards
  • Prize Drawings (Exhibitor drawings, ICEA prize drawing)
1:00 p.m. Roundtables – Subjects Determined by the Local System District Representatives
2:00 Concrete Sundaes
2:30 Exhibits Close/Tear-down
2:30-4:15 Engineers Program
Technicians Program
5:00 Students arrive for Banquet
6:00 Banquet and Evening Program (ticket required)

Thursday, December 10, 2015
7:30 a.m. Breakfast and Video
8:30 General Session with continuous break refreshments
11:00 Local Systems, Session B
11:45 Adjourn

BREAK SPONSORSHIP:
Increase your exposure by sponsoring one of the Conference Breaks! This is available to both those that exhibit, and those who do not. Sponsorship includes the following: Name recognition in the conference agenda and signage on the break tables. Two sponsors per break are available on a first come, first serve basis, with a total of 2 breaks available (break assignments are at the discretion of the conference management). Sponsorship is $1,000 per break. To reserve your spot, use the attached form or register online on the conference website at: www.cpm.iastate.edu/event.

MARK YOUR CALENDARS – Scheman Building in Ames
December 6-8, 2016       December 5-7, 2017       December 4-6, 2018
# EXHIBITOR REGISTRATION FORM

**69th ANNUAL IOWA COUNTY ENGINEERS CONFERENCE**

December 8-9, 2015  
Iowa State University – Scheman Building  
Ames, Iowa  
www.cpm.iastate.edu/event

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**Registration Information:**  
- **Mr.**  
- **Ms.**  
- **Mrs.**  
- **Dr.**  

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### ICEA Exhibit Registration  
(Choose one fee, use separate form for each representative in exhibit booth)

- **8’ x 8’ booth @ $480**  
- **8’ x 12’ booth @ $630**  
- **8’ x 16’ booth @ $790**  
- **Additional Exhibitors @ $75**  
- **Wednesday Banquet @ $35**  
- **Break Sponsor @ $1,000**  

**Total** $____

**Note:** $100 fee if cancelled by 12/1/15; no refund after 12/1/15.

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**It’s easy to Register!**  

- **Online** — www.cpm.iastate.edu/event  
- **Mail** — Registration Services  
  Iowa State University  
  1601 Golden Aspen Drive #110  
  Ames, IA 50011  
- **Fax** — (515) 232-6716  
- **Phone** — (515) 294-6222

- **I have special dietary needs and/or need accommodations for a disability as follows:**

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**Method of Payment:**  

- **Check (Payable to Iowa State University)**
- **Credit Card**  
  - **Visa**  
  - **MasterCard**  
  - **Discover**

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**Note:** **Only one registration per form - Photocopy for additional registrations.**

* Iowa State University requests this information to preregister you in a conference. No one outside the university, with the exception of participants in this conference, is routinely provided this information. If you fail to provide the required information, we cannot promise accurate registration. (Reference: Iowa Code, Chapter 22.11; Iowa Fair Information Practices Act)