



**Participant/Exhibitor Registration Form**  
**49<sup>th</sup> Annual Southeastern Transportation Geotechnical Engineering Conference**  
**October 8 – October 11, 2018**  
**Crowne Plaza-Louisville Airport, Louisville, Kentucky**  
**<http://stgec.org>**

*General Registration Instructions*

The Kentucky Transportation Cabinet is proud to present the 49<sup>th</sup> Annual Southeastern Transportation Geotechnical Engineering Conference (STGEC). The conference will be held from Monday, October 8 until Thursday, October 11, 2018 at the Crowne Plaza-Louisville Airport in Louisville, Kentucky.

For each participant registering, please fill out a copy of the 2<sup>nd</sup> page of this registration form. We encourage participants to register online at <http://stgec.org>. For each participant, indicate the registration type, the events they wish to attend, and their personal information. All events except the hotel stay are covered in the registration cost. **Hotel reservations must be made separately by participants.** The room cost has been set at \$119.00 per night plus 16.07% tax. To book hotel reservations please visit the Hotel and Travel section of our website to get more information. You may also call the hotel at (800) 633-8723 and **mention that you are making reservations for “STGEC”**. The cutoff date for reserving a room at the set rate is Friday, September 7, 2018.

- The participant registration includes admission to all technical sessions, breakfast, lunch, banquet, field trip, and receptions. Please indicate the events you plan on attending so that we may obtain an accurate head-count. Accurate headcounts are needed in order to control costs and keep registration fees at a reasonable rate. There are no discounts for unattended events.
- A \$50.00 late fee is assessed on each participant registered after September 7, 2018.
- **No refunds will be given after September 7, 2018.**

*General Registration Instructions for Exhibitors*

The STGEC Conference would not be as successful as it has been over the years without the support of our exhibitors. If paying online the Exhibitor can choose any available space within their chosen category. If paying by check, booth space will be assigned in order of when we receive your check and the lowest available booth number in the category selected. STGEC reserves the right to adjust the exhibitor layout as needed to accommodate conference requirements. Opening reception, breakfast, lunch, and breaks will be in the exhibit area.

- The exhibitor registration includes a 10' wide x 8' deep booth area with a table and 2 chairs, pipe and drape where appropriate, linen/skirts, trash can, electricity, wireless internet, and one (1) conference registration. The conference registration includes admission to all technical sessions, breakfast, lunch, banquet, field trip, and receptions.
- The shipping of materials to and from the facility is the responsibility of the exhibitor. Please see the attached Shipping & Receiving Policy information for shipping address and other requirements for shipping and storage of packages at the Crowne Plaza – Louisville Airport.
- If you would like to donate a door prize for the STGEC Conference, please contact Michael Carpenter or J. C. Wilhoite at (502) 564-2374 or by email at [michael.carpenter@ky.gov](mailto:michael.carpenter@ky.gov) or [james.wilhoite@ky.gov](mailto:james.wilhoite@ky.gov).
- Setup time is from 10:00 a.m. to 5:00 p.m. on Monday, October 8<sup>th</sup>.
- Displays must be removed after 3:15 p.m. and no later than 6:00 p.m. on Wednesday, October 10<sup>th</sup>.
- A \$100.00 late fee is assessed on each exhibitor registered after September 7, 2018.
- **No refunds will be given after September 7, 2018.**

## STGEC 2018 Registration Form

### Registration Type

	Early Registration (Until 9/7/18)		Late Registration (After 9/7/18)	
Individual	\$275.00	<input type="checkbox"/>	\$325.00	<input type="checkbox"/>
Exhibitor	\$1,500.00	<input type="checkbox"/>	\$1,600.00	<input type="checkbox"/>
Spouse	\$125.00	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>

Transportation will be available for the convenience of all registered spouses. Contact the Registration Desk to schedule transportation.

### Event Selection

Please indicate the events you expect to attend. Accurate headcounts are essential to keep costs down and registration fees at a reasonable level.

Event	Monday	Tuesday	Wednesday	Thursday
Opening Reception	<input type="checkbox"/>			
Breakfast		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch		<input type="checkbox"/>	<input type="checkbox"/>	
Banquet			<input type="checkbox"/>	
Field Trip & Lunch				<input type="checkbox"/>

### Individual Information

Check here if this is also the billing information.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Badge Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

The Crowne Plaza provides 24-hour complimentary shuttle service to and from the Louisville International Airport. Shuttle service to locations within a 3-mile radius of the hotel is also complimentary. Please contact the Crowne Plaza directly at (800) 633-8723 to arrange shuttle transportation. If further information or travel assistance is needed, please contact Adam Ross at 502-782-5155 or adam.ross@ky.gov.

If you have any questions regarding registration, please contact Daryl Greer at (502) 782-3820 or by email at daryl.greer@ky.gov

## STGEC 2018 Registration Form (cont.)

Total Amount Due: \$ \_\_\_\_\_

(Please make checks payable to STGEC)

Please indicate the billing address below if it is different from the registration address.

If you are registering multiple people and the billing address is the same as one of the registrants, please be sure to indicate which one is the correct billing address.

### *Billing Information*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

If you are paying with a check, please send your registration information along with the check, **payable to STGEC**, to the following address:

STGEC (Southeastern Transportation Geotechnical Engineering Conference)  
P.O. Box 1643  
Frankfort, KY 40601  
Attn: Michael Carpenter or Daryl Greer

### *Meal Type*

Vegetarian/Vegan (Select One): Yes \_\_\_\_\_ No \_\_\_\_\_

Other Special Requirements (please indicate below)

### *Exhibition Booth Options*

Electricity Needed (Select One): Yes \_\_\_\_\_ No \_\_\_\_\_

Please indicate electricity service requirements below:

## SHIPPING AND RECEIVING POLICY

### Shipping & Storage

The following are the rates and guidelines for packages and materials that are routed through the Shipping and Receiving Departments of the Crowne Plaza Louisville Airport.

\$4.00 per item (minimum) – normal delivery (70 pounds)

\$75.00 per skid/crate – normal delivery (250 pounds)

\$10.00 per box over 75 pounds and less than 100 pounds

Additional charges will be incurred for oversize/overweight packages.

\$75.00 per skid/crate minimum – weighted freight (250 pounds)

\$100.00 per crate – for each 250 pounds (max. 500 lbs)

**There is not a raised loading dock at the Crowne Plaza Louisville Airport. All skids or oversized/overweight deliveries must be made on vehicles with lift-gates.**

Provisions must be made for off-loading of any crate that is in excess of 500 pounds by calling the hotel Catering Manager at least two weeks prior to delivery to arrange for rental of a forklift at an additional charge, dependent on the size of the crate.

Normal delivery consists of any standard package delivery through normal carriers such as Federal Express, UPS, Airborne Express, etc. When normal delivery arrives on a skid or crate, the rate, which benefits the guests, will apply. For example: A skid with 15 small/medium boxes delivered to the Shipping & Receiving Department would incur charges of \$4.00 per box to total \$60.00, instead of the \$75.00 charge.

Freightliner deliveries consist of those deliveries made by freight/storage companies that handle large, oversize shipments not normally handled by your normal package carriers. Standard charge is \$75.00 per skid (based on 4x4x4 size). Any delivery in excess of this standard size or in excess of the weight limit of 250 pounds will be charged \$100.00 per 250 pounds.

***The Crowne Plaza Louisville Airport does not unload any oversize/overweight packages.***

**A storage rate will be charged to all guests that have packages stored on the hotel property for more than 7 days. Any item stored in excess of 14 days shall be disposed of. Letters and small boxes (8" x 8" x 2") will be delivered to the Front Desk at no charge.**

**All packages/freight must be addressed to:**

Company contact person

Southeastern Transportation Geotechnical Engineering Conference

October 8-11, 2018

Crowne Plaza Louisville Airport

830 Phillips Lane

Louisville, KY 40209-1387

***Do not put any Hotel employee's name on the package.***

**EXHIBITOR LIABILITY**

Exhibitor is expected to keep booth safe and avoid damaging hotel property. Exhibitor shall be fully responsible to pay for any and all damages to Crowne Plaza – Louisville Airport, its owners, or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless Crowne Plaza – Louisville Airport, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

\_\_\_\_\_  
NAME OF EXHIBITOR

\_\_\_\_\_  
SIGNATURE