



Participant/Exhibitor Registration Form

50th Annual Southeastern Transportation Geotechnical Engineering Conference

November 4 – November 7, 2019

Chattanooga Convention Center - Marriott Chattanooga Downtown

Chattanooga, Tennessee

<http://stgec.org>

General Registration Instructions

The Tennessee Department of Transportation is proud to present the 50th Annual Southeastern Transportation Geotechnical Engineering Conference (STGEC). The conference will be held from Monday, November 4 until Thursday, November 7, 2019 at the Chattanooga Convention Center – Marriott Chattanooga Downtown in Chattanooga, Tennessee.

For each participant registering, please fill out a copy of the 2nd 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. Most events except the hotel stay and other items as noted are covered in the registration cost. **Hotel reservations must be made separately by participants.** The room cost has been set at \$107.00 per night plus 17.25% 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 (423) 756-0002 and **mention that you are making reservations for “STGEC”**. The cutoff date for reserving a room at the set rate is Monday, October 14, 2019.

- 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 October 4, 2019.
- **No refunds will be given after October 4, 2019.**

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. Additional exhibit registrants can be made at the individual rates.
- The shipping of materials to and from the facility is the responsibility of the exhibitor. Please visit <https://chattanoogaconventioncenter.org/exhibitor-resources/> for shipping address and other requirements for shipping and storage of packages at the Chattanooga Convention Center.
- If you would like to donate a door prize for the STGEC Conference, please contact Chilyere Anglin Smith or Ginger Bennett by email at Chilyere.Anglin@tn.gov or Ginger.Bennett@tn.gov.
- Setup time is from 10:00 a.m. to 5:00 p.m. on Monday, November 4th.

If you have any questions regarding registration, please contact Travis Smith at (615) 350-4136 or by email at Travis.W.Smith@tn.gov

- Displays must be removed after 3:15 p.m. and no later than 6:00 p.m. on Wednesday, November 6th.
- A \$100.00 late fee is assessed on each exhibitor registered after October 4, 2019.
- **No refunds will be given after October 4, 2019.**

STGEC 2019 Registration Form

Registration Type

	Early Registration (Until 10/4/19)		Late Registration (After 10/4/19)	
Individual	\$325.00	<input type="checkbox"/>	\$375.00	<input type="checkbox"/>
Exhibitor	\$1,500.00	<input type="checkbox"/>	\$1,600.00	<input type="checkbox"/>
Spouse	\$150.00	<input type="checkbox"/>	\$175.00	<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/Exhibitor Information

Check here if this is also the billing information.

First Name: _____ Last Name: _____

Badge Name: _____

Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____

Registrant Email: _____

Special Requests/Accommodations

Vegetarian/Vegan meals (Please Check Box):

Food Allergies / Other Special Requirements (please indicate below)

Exhibition Booth Options

Electricity Needed (Select One): Yes _____ No _____

Please indicate electricity service requirements or other special request below:

Preferred Exhibition Booth Locations

Please list four (4) options. See "Exhibitor Space Layout" at www.stgec.org for available spaces.

(1) _____ (2) _____ (3) _____ (4) _____

STGEC 2019 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: (_____) _____

Billing 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)
Materials & Tests Division - Geotechnical Engineering Section
A building, 1st Floor
6601 Centennial Blvd., Nashville, TN 37243
Attn: Travis Smith

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 Chattanooga Convention Center, its owners, or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless Chattanooga Convention Center, 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