

STGEC 2020

Southeastern Transportation
Geotechnical Engineering Conference



Participant/Exhibitor Registration Form

51st Annual Southeastern Transportation Geotechnical Engineering Conference

October 19 – October 22, 2020
Hilton Daytona Beach Oceanfront Resort
Daytona Beach, Florida
<http://stgec.org>

General Registration Instructions

The Florida Department of Transportation is proud to present the 51st Annual Southeastern Transportation Geotechnical Engineering Conference (STGEC). The conference will be held from Monday, October 19 until Thursday, October 22, 2020 at the Hilton Daytona Beach Oceanfront Resort in Daytona Beach, Florida.

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 \$129.00 per night plus 12.5% 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 (386) 254-8200 and **mention that you are making reservations for “STGEC”**. The cutoff date for reserving a room at the set rate is Saturday, September 26, 2020.

- 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 19, 2020.
- **No refunds will be given after September 19, 2020.**

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.

If you have any questions regarding registration, please contact Ellen Sliger
at (850) 414-4795 or by email at support@stgec.com

- The exhibitor registration includes a 10' wide x 8' deep booth area with a table and 2 chairs, linen/skirts, trash can, electricity, 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 see the attached for shipping address and other requirements for shipping and storage of packages at the Hilton Daytona Beach Oceanfront Resort.
- If you would like to donate a door prize for the STGEC Conference, please contact Ellen Sliger by email at support@stgec.com.
- Setup time is from 10:00 a.m. to 5:00 p.m. on Monday, October 19.
- Displays may be removed after 3:15 p.m., and no later than 6:00 p.m. on Wednesday, October 21st.
- A \$100.00 late fee is assessed on each exhibitor registered after September 19, 2020.
- **No refunds will be given after September 19, 2020.**

STGEC 2020 Registration Form

Registration Type

| | Early Registration (Until 09/19/20) | | Late Registration (After 09/19/20) | |
|------------|--|--------------------------|---------------------------------------|--------------------------|
| 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 | \$175.00 | <input type="checkbox"/> | \$200.00 | <input type="checkbox"/> |

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: (_____) _____

If you have any questions regarding registration, please contact Ellen Sliger at (850) 414-4795 or by email at support@stgec.com

Registrant Email: _____

STGEC 2020 Registration Form (cont.)

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 requests below.

If you do not request electricity you will not have it.

Preferred Exhibition Booth Locations

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

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

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)
Attn: William Broyles
4206 Brownsboro Glen Rd.
Louisville, KY 40241

If you have any questions regarding registration, please contact Ellen Sliger
at (850) 414-4795 or by email at support@stgtec.com

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 Hilton Daytona Beach Hotel, its owners, or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless Hilton Daytona Beach Hotel, 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



Hilton Daytona Beach Resort Shipping Instructions

PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names, unless the items are specifically for their use (e.g., hotel specifications, rooming lists, or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **386.255.0543**. Package deliveries should only be scheduled after the recipient has completed the check-in process.

PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

(Guest Name) (Guest Cell Number)
c/o FedEx Office at Hilton Daytona Beach Resort
100 North Atlantic Ave
Daytona Beach, FL, 32118
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center
Hilton Daytona Beach Resort
100 North Atlantic Ave
Daytona Beach, FL 32118
Phone: 386.255.0543
Fax: 386.255.0545
Email: usa5637@fedex.com

Operating Hours
Mon – Fri: 7:30am - 6:30pm
Saturday: 8:00am - 2:00pm
Sunday: Closed

SHIPMENTS WITH SPECIAL REQUIREMENTS

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office in advance of shipping their items to Hilton Daytona Beach Resort with any specific questions. If you have any special needs (e.g., refrigeration requirements, after hours delivery requests, or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

ON-SITE PACKAGE DELIVERY

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Hilton Daytona Beach Resort, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting /event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES / MEETING ROOMS

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at Hilton Daytona Beach Resort, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



Hilton Daytona Beach Resort Shipping Instructions

UPON YOUR ARRIVAL

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **386.255.0543**; a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

UPON YOUR DEPARTURE

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office, indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

PACKAGE HANDLING AND STORAGE FEES

| PACKAGE WEIGHT | PACKAGE PICKUP OR DROP OFF BY GUEST | PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE |
|-------------------------|-------------------------------------|--|
| Envelopes up to 1.0 lb. | \$2.00 | \$5.00 |
| 0.0 – 1.0 lb. | \$2.00 | \$5.00 |
| 1.1 – 10.0 lbs. | \$10.00 | \$15.00 |
| 10.1 – 20.0 lbs. | \$15.00 | \$20.00 |
| 20.1 – 30.0 lbs. | \$20.00 | \$30.00 |
| 30.1 – 40.0 lbs. | \$25.00 | \$40.00 |
| 40.1 – 50.0 lbs. | \$25.00 | \$50.00 |
| 50.1 – 60.0 lbs. | \$35.00 | \$50.00 |
| 60.1 – 150.0 lbs. | \$35.00 | \$70.00 |
| Pallets & Crates* | \$150.00 or \$0.75/lb. > 200 lbs. | \$150.00 or \$0.75/lb. > 200 lbs. |

Package weights will be rounded up to the nearest pound.

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00 or \$0.75/lb. > 200 lbs., which is applied to each pallet/crate handled.

| PACKAGE WEIGHT | STORAGE FEE AFTER 5 DAYS |
|-------------------------|--------------------------|
| Envelopes up to 1.0 lb. | No Charge |
| 0.0 – 10.0 lbs. | \$5.00 |
| 10.1 – 30.0 lbs. | \$10.00 |
| 30.1 – 60.0 lbs. | \$15.00 |
| 60.1 – 150.0 lbs. | \$25.00 |
| Pallets & Crates | \$50.00 |
| Over 6.5' in Size | \$25.00 |

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

ADDITIONAL SERVICES

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.



Hilton Daytona Beach Resort Decorator Package Shipping Instructions

DECORATOR SHIPPING INSTRUCTIONS

FedEx Office is proud to be a partner of Hilton Daytona Beach Resort in offering Guest Package Services on-site. This service includes receiving all inbound packages shipped to the hotel's physical address. FedEx Office staff is on-site in both the Business Center and the Parcel Office to meet the needs of the guests and employees of the hotel.

FedEx Office understands the role of the Decorator. As such, a customized workflow has been created to allow FedEx Office to effectively operate the parcel area of the property without impeding the work of the Decorator.

INBOUND PACKAGES

Two different options are available for every Decorator package arriving at the property's loading dock.

A. Immediate Release Packages

Provided that the Decorator is on the property and ready to take possession/custody of the packages upon their arrival, FedEx Office will complete an immediate release of the Decorator labeled packages to the Decorator as soon as packages are received from the carrier.

B. Received and Processed Packages

Any Decorator packages received and processed by FedEx Office that are stored overnight will incur applicable receiving fees. Payment by the Decorator will be required at the time of package release. As a sign of our partnership with Decorators, we are pleased to offer discounts of the retail handling fees assessed on processed packages.

To provide a seamless experience for guests, and reduce confusion regarding package locations, Decorators are encouraged to emphasize the off-site receiving address for event shipments. This workflow will avoid FedEx Office handling fees on Decorator packages delivered directly to the property.

OUTBOUND PACKAGES

FedEx Office is available to setup an outbound shipping desk within or near the meeting space to handle outbound shipments, as long as advanced notice and approval is provided during the event planning stages. Outbound handling fees apply to all outbound packages taken into possession by FedEx Office.

FedEx Office Business Center

Hilton Daytona Beach Resort
100 North Atlantic Ave
Daytona Beach, FL 32118
Hotel Ext: 1380
Phone: 386.255.0543
Fax: 386.255.0545
Email: usa5637@fedex.com

Operating Hours

Monday–Friday: 7:30am - 6:30pm
Saturday: 8:00am - 2:00pm
Sunday: Closed

Guest Package Office

Hotel Ext: 1381
Phone: 386.255.0548
Email: pm5637@fedex.com

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.



Hilton Daytona Beach Resort

Outbound Shipping Instructions for Events

HOW TO SCHEDULE OUTBOUND SHIPPING

A FedEx Office Team Member can be made available at the meeting room listed below to assist and accept outbound packages. During this time, shipping supplies will be available to support all of your packaging and shipping needs.

Meeting Room: _____

Date: _____

Start Time: _____ End Time: _____

Event Name: _____

Event Contact Name: _____

Contact Phone Number: _____

The FedEx Office Business Center can also accept packages during normal business hours. Packaging supplies (boxes, tape, cushioning, etc.) are available for purchase at the FedEx Office Business Center during the hours listed. Complimentary FedEx Express® shipping supplies and airbills are also available 24 hours a day.

FedEx Office Guest Package Services

Hotel Ext: 1381

Phone: 386.255.0548

Fax: 386.255.0545

Email: pm5637@fedex.com

Business Center Ext: 1380

Business Center Phone: 386.255.0543

Email: usa5637@fedex.com

Operating Hours

Monday–Friday: 7:30am - 6:30pm

Saturday: 8:00am - 2:00pm

Sunday: Closed

Follow these 4 steps to expedite the processing of your package

1. Complete a Shipping Airbill Form and be sure to include a FedEx account number, as well as your personal or business return address and not the address of the property.
Please note: Outbound handling fees are applied to all packages, regardless of carrier, and are assessed in addition to the shipping/transportation charges.
2. Ensure all of your packages are properly sealed.
3. Affix the carrier's airbill form to each outgoing package.
4. Take your package(s) to the FedEx Office processing area during the times listed above or to the FedEx Office Business Center during normal business hours.

Once you have completed the steps above, FedEx Office will process your package(s) into the FedEx Office Package Tracking System and securely store them until release to the carrier. Retain your tracking number(s) and you're all set! With FedEx Office Guest Package Services, it's that simple.

OUTBOUND HANDLING FEES

| PACKAGE WEIGHT | DROP OFF BY GUEST | PICKUP BY FEDEX OFFICE |
|-------------------------|-----------------------------------|-----------------------------------|
| Envelopes up to 1.0 lb. | \$2.00 | \$5.00 |
| 0.0 – 1.0 lb. | \$2.00 | \$5.00 |
| 1.1 – 10.0 lbs. | \$10.00 | \$15.00 |
| 10.1 – 20.0 lbs. | \$15.00 | \$20.00 |
| 20.1 – 30.0 lbs. | \$20.00 | \$30.00 |
| 30.1 – 40.0 lbs. | \$25.00 | \$40.00 |
| 40.1 – 50.0 lbs. | \$25.00 | \$50.00 |
| 50.1 – 60.0 lbs. | \$35.00 | \$50.00 |
| 60.1 – 150.0 lbs. | \$35.00 | \$70.00 |
| Pallets & Crates* | \$150.00 or \$0.75/lb. > 200 lbs. | \$150.00 or \$0.75/lb. > 200 lbs. |

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00 or \$0.75/lb. > 200 lbs., which is applied to each pallet/crate handled.

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services.