



Participant/Exhibitor Registration Form
51st Annual Southeastern Transportation Geotechnical Engineering Conference
October 17 – October 20, 2022
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 17 - Thursday, October 20, 2022 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 \$137.00 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 Monday, September 26, 2022. A deposit on one night and taxes is due at time of reservation.

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 16, 2022.

No refunds will be given after September 16, 2022.

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, 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.

All exhibitors must include an signed 'EXHIBITOR LIABILITY' form with their registration.

Setup time is from 10:00 a.m. to 5:00 p.m. on Monday, October 17

Displays may be removed after 3:15 p.m., and no later than 6:00 p.m. on Wednesday, October 19th.

A \$100.00 late fee is assessed on each exhibitor registered after September 16, 2022.

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

No refunds will be given after September 16, 2022.

STGEC 2020 Registration Form

Registration Type

	Early Registration (Until 09/16/22)		Late Registration (After 09/16/22)	
Individual	\$350.00	<input type="checkbox"/>	\$400.00	<input type="checkbox"/>
Exhibitor	\$1,600.00	<input type="checkbox"/>	\$1,700.00	<input type="checkbox"/>
Guest	\$150.00	<input type="checkbox"/>	\$175.00	<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"/>	<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

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

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

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

Shipping Instructions

PREPARING YOUR SHIPMENT

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. Package deliveries should only be scheduled after the recipient has completed the check-in process.

PACKAGE LABELING STANDARDS

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

Box of

Hilton Daytona Beach
Oceanfront Resort
100 North Atlantic Ave
Daytona Beach, FL 32118

Guest Services
Phone: 386-254-8200

Shipping & Receiving
Supervisor

Arlene Stoll

Phone: 386-944-1381

email astoll@daytonahilton.com

SHIPMENTS WITH SPECIAL REQUIREMENTS

Meeting and event planners, exhibitors and attendees are encouraged to contact Shipping and Receiving in advance of shipping their items to Hilton Daytona Beach Oceanfront 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 in advance of your event.

ON-SITE PACKAGE DELIVERY

In most cases, Shipping & Receiving will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Hilton Daytona Beach Oceanfront Resort, but please consult with a Shipping & Receiving team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, Resort 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 at the Resort 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 Resort team member dedicated to perform these additional services. Please note that Resort 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, Shipping & Receiving will complete delivery or pickup of packages to guest suites at Hilton Daytona Beach Oceanfront Resort, but please consult with a Shipping & Receiving team member for any specific delivery limitations that may exist. Shipping & Receiving 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 Oceanfront Resort

Shipping Instructions

UPON YOUR ARRIVAL

A handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **386-944-1381** 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, Resort requires the package recipient's signature before a package can be released to the guest.

Release signatures are captured at the time of package pickup or package delivery to the recipient.

UPON YOUR DEPARTURE

All outbound packages must have a completed carrier airbill affixed to each package. 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 Shipping & Receiving, indicating when those items will be picked up.

Shipping and Receiving 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 HOTEL
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 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 .5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

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.

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 Resort team member dedicated to perform these additional services. Please note that Resort 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. The Resort does not provide such insurance. Neither the Resort, nor the employees, agents or contractors of Resort 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 Resort may establish from time to time for receiving and delivering of packages.