Exhibitor Prospectus

NRMCA’s ConcreteWorks 2018
Gaylord National Resort & Convention Center
September 29 - October 1, 2018
Metro Washington, DC
#cworks2018
DEFINITIONS

Exposition — NRMCA’s ConcreteWorks 2018

Exposition Owner/Exhibition Management — National Ready Mixed Concrete Association (NRMCA)

Gaylord National Resort & Convention Center – Includes all indoor facilities, parking lots, marshaling areas, exhibit areas and designated demonstration areas (if any).

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

Exhibit Space/Booth – The indoor area of the Gaylord National Resort & Convention Center assigned to an exhibitor for displaying eligible products and services based on qualifications and full payment for said space.

Official Exposition Period – Includes conference and exposition dates of Saturday, September 29 through Monday, October 1, 2018.

Official General Contractor – GES

Years Exhibiting Number – Exhibition management will use the total number of years a company has exhibited at NRMCA’s ConcreteWorks since the year 2010.

Past Participation SF Number – Exhibition management uses the total square footage purchased by an exhibitor for NRMCA’s ConcreteWorks. If a company acquired another company(s), the parent company can use the newly acquired company(s) space as part of its total, but cannot exceed the maximum space sizes allowed by the rules and regulations.
Dear Exhibitor,

On behalf of NRMCA, I want to thank those who continue to support NRMCA’s ConcreteWorks. Without your support, ConcreteWorks would not continue to grow at the rate it has. In 2017, NRMCA welcomed just over 1,000 producers, manufacturers, contractors, drivers and industry staff from all over the United States of America, Canada and even as far away as New Zealand, who came together for NRMCA’s largest ConcreteWorks exhibition to date. NRMCA’s ConcreteWorks 2018 is scheduled for September 29 – October 1, 2018 at the Gaylord National Resort & Convention Center in National Harbor, Maryland, located in metro Washington, D.C.

Last year, NRMCA implemented a priority point formula for the assignment of exhibit space and we will continue this process again this year. Exhibit space will be assigned in the order of priority points for all applications received prior to June 1, 2018. Applications received after June 1 will then be assigned in the order in which they are received. A more detailed explanation of the priority points formula and how it is applied is included in the Exhibitor Prospectus. NRMCA wants to help you promote your company’s participation in the conference. To this end, we have included some complimentary and paid promotional opportunities for your consideration. We hope you’ll plan to utilize the opportunities to announce your participation at ConcreteWorks and gain more exposure for your company. In this year’s Exhibitor Prospectus, we have included a Frequently Asked Questions section which we hope will give you a clear and concise picture of what to expect as an exhibitor at this year’s show. After reviewing the Rules and Regulations and the FAQ’s, please do not hesitate to call me directly with any questions at (240) 485-1152 or by email to jwalgenbach@nrmca.org.

NRMCA looks forward to your participation to make NRMCA’s ConcreteWorks THE show for the ready mixed concrete industry!

Sincerely,

Jessica Walgenbach
Senior Director, Meetings

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QUICK FACTS

EXPOSITION LOCATION, DATES & HOURS

The exposition will be held at the Gaylord National Resort & Convention Center in National Harbor, MD/metro Washington, D.C.

Exhibits must be fully assembled by Saturday, September 29, at 2:00 pm for final walk through and inspection by exhibition management. Exhibitors may not begin dismantling until Monday, October 1 at 10:00 am. Exhibitors must have all materials removed from the hall no later than 6:30 pm on Monday, October 1. Exhibition management is not responsible for any materials left in the exposition hall after that time.

Setup hours are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, September 27, 2018</td>
<td>1:00 pm – 4:30 pm</td>
</tr>
<tr>
<td>Friday, September 28, 2018</td>
<td>8:00 am – 7:00 pm</td>
</tr>
<tr>
<td>Saturday, September 29, 2018</td>
<td>7:00 am – 2:00 pm</td>
</tr>
</tbody>
</table>

Note: Exhibitors with rolling stock will be contacted by GES to determine your specific drive-in time. Vehicle spotting fees will be invoiced directly to exhibitors by GES.

Exhibit hours are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, September 29, 2018</td>
<td>3:30 pm – 7:00 pm</td>
</tr>
<tr>
<td>Sunday, September 30, 2018</td>
<td>7:00 am – 8:00 am</td>
</tr>
<tr>
<td></td>
<td>10:15 am – 1:45 pm</td>
</tr>
<tr>
<td></td>
<td>3:00 pm – 3:15 pm</td>
</tr>
<tr>
<td></td>
<td>4:45 pm – 6:45 pm</td>
</tr>
<tr>
<td>Monday, October 1, 2018</td>
<td>7:00 am – 9:30 am</td>
</tr>
</tbody>
</table>

Teardown hours are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, October 1, 2018</td>
<td>10:00 am – 6:30 pm</td>
</tr>
</tbody>
</table>
EXHIBIT SPACE COST

The rate for exhibit space at NRMCA’s ConcreteWorks 2018 is:

**Member Rate:** $14 per square foot (package does NOT include registration costs for exhibitor personnel)

**Non-Member Rate:** $24 per square foot (package does NOT include registration costs for exhibitor personnel)

**Exhibitor Attendee Registration Rate:** $350 per member exhibitor attendee | $500 per non-member exhibitor attendee

**Member Spouse/Guest:** $350 | **Non-Member Spouse/Guest:** $500

Exhibitor shall pay NRMCA 100% of the exhibit fee at the time of application to reserve exhibit space.

**PLEASE NOTE:** No assignment of space will be made until the FULL exhibit payment along with a signed exhibitor application and registration form is received.

ASSIGNMENT OF EXHIBIT SPACE

A Priority Point formula will be used in the assignment of exhibit space. The formula is as follows:

Years Exhibiting x 10 + Total SF in 2017 show/100 = Priority Number

**APPLICATIONS RECEIVED PRIOR TO JUNE 1, 2018:** Applications and payment received prior to this date will be part of the Priority Assignment Process. The first assignment of exhibit space priority will be based on the priority formula, with the process as follows:
All past exhibitors in NRMCA’s ConcreteWorks will be assigned by priority number first. All new exhibitors will then be assigned in the order in which they were received.

**APPLICATIONS RECEIVED ON OR AFTER JUNE 1, 2018:** Applications received on or after this date will be assigned on a first-come, first-served basis by exhibition management. No applicant will be allowed to select an exhibit space unless the application is signed and payment has been received. Exhibition management will make every attempt to accommodate every request for space, including the preferred location and booth dimensions. Exhibition management reserves the right to reassign exhibitors at any time during the show planning process. If all available space has been assigned, a wait list for space will be kept. When an opening becomes available, exhibit space will be assigned based on the date the application was received. Exhibit space costs for NRMCA’s ConcreteWorks 2018 can be found on the exhibitor application and registration form. All applications received by June 8 will be assigned booth space at the same time, no later than June 22. All applications received after June 8 will be processed as received. The hall will be “open for business” beginning on Saturday.

EXHIBITOR BADGES & WORK PASSES

Registering for exhibitor badges is a simple process. **Pre-registering will better serve you with shorter lines and quicker service on-site.**

Please visit the following website to download the exhibitor attendee registration form: www.nrmca.org/Conferences_Events/ConcreteWorks/index.asp

**Please wear your badge at all times when on the show floor.**

During the installation and dismantling periods, only exhibition management and their official agents, exhibitors and contractors appointed by exhibitors will be allowed on the exhibit floor. Exhibitors and their employees can enter the exhibit area during installation and dismantling only if they are part of the crew assembling the exhibit area and are identified with work passes obtained from exhibition management.

Individuals such as exhibitor-appointed contractors who are involved with the installation and dismantling but not attending the exposition will be required to wear work passes obtained from the company they have been contracted through or by exhibition management if arranged in advance. This will assist in maintaining security and keeping unwarranted persons out of the exhibit hall.

Designate on the registration form a main point of contact for the exhibiting company who can pick up contractor work passes from the NRMCA registration desk (ballroom level) of the Gaylord National during official registration hours.
FREQUENTLY ASKED QUESTIONS

What is included in a standard booth package?

The standard booth package includes a booth with standard pipe and drape, and side rails. Also included is a 6’ skirted table, (2) two chairs, (1) one wastebasket, (1) one basic electric drop (one 500 watt/5 amp 110/120 volt), carpet, (1) one-line/7” w x 44’ l identification sign with the exhibitor’s name in black block letters on a white background, a complimentary company description in the Exhibition Directory, complimentary Expo TV and handout submissions for the exhibition hall (more information on these complimentary opportunities on pg. 9).

Back drape will be 8’ high; side drapes will be 3’ high. Additional furniture is available at an extra charge from GES. Additional electric, wi-fi and rigging is available at an extra charge from the Gaylord National Resort & Convention Center.

How many registrations are included with my booth package?

None. The cost of registration is NOT included in your booth package fees. You will have to register all exhibiting personnel using the Exhibitor Registration Form. All personnel from an exhibiting company is eligible for the exhibitor attendee rate of $350 per person, whether or not they are working the booth.

What is the cost to exhibit at NRMCA’s ConcreteWorks 2018?

The rate for exhibit space at NRMCA’s ConcreteWorks 2018 is:

- Member Rate: $14 per square foot
- Non-Member Rate: $24 per square foot
- Exhibitor Attendee Registration Rate: $350 per member exhibitor attendee | $500 per non-member exhibitor attendee
- Member Spouse/Guest: $350
- Non-Member Spouse/Guest: $500

Exhibitor shall pay NRMCA 100% of the exhibit fee at the time of application to reserve exhibit space.

PLEASE NOTE: No assignment of space will be made until the FULL exhibit payment along with a signed exhibitor application and registration form is received.

How do I register myself and my booth staff?

Attendee registrations are NOT included in your booth package fee. Each person wishing to attend the conference from an exhibiting company, whether that person is working the booth or not, is entitled to the discounted member exhibitor rate of $350 per person ($500 per non-member exhibitor attendee). To register for the conference, please complete the Exhibitor Attendee Form on page 25.

What is the exhibition hall schedule?

The hall will be “open for business” beginning on Saturday with the opening ceremony and extended hours leading into the welcome reception. On Sunday and Monday, in addition to the meal activities (breakfasts, lunch, receptions, breaks, etc.) that will take place in the hall, there are also several hours during which there are no competing activities – this is dedicated exposition time for our registrants to be able to spend in the hall with you, without having to choose between that and other activities. During the times where other activities take place (such as education sessions), the hall will remain available to you should you have any side meetings you may want to schedule with customers and prospective customers.

NRMCA’s ConcreteWorks 2018 exhibition schedule is here: www.nrmca.org/Conferences_Events/ConcreteWorks/index.asp

When will the exhibitor service kit be available?

The exhibitor service kit will be available in the spring of 2018.

Are free customer passes available for the exhibition hall?

No, but NRMCA will provide you with a company-branded electronic exhibition hall Invitation that you can send to your customers and prospects. They can simply bring that invitation to NRMCA’s on-site registration desk and we will issue an exhibition hall Pass (only good for accessing the Hall, not for any other activities during the conference). After the show, NRMCA will bill you $50 for each Exhibit Hall Invitation turned in which is branded with your company name.
Are there opportunities to sponsor conference activities, and if so, who do I contact?

There are great opportunities to advertise and sponsor activities at NRMCA’s ConcreteWorks 2018. Visit the Conference Sponsorship Opportunities webpage to find out more. Contact Jacques Jenkins at (240) 485-1165 or jjenkins@nrmca.org to become a conference sponsor.

There are also paid and complimentary promotional branding opportunities available to exhibitors, separate from event sponsorship. More information on those opportunities can be found on page 9.

How do I order internet access for the conference?

Basic internet is offered in the exhibition hall. If you require high-speed internet for your booth for presentations, streaming, etc., you MUST order a wired or wireless internet connection through the Gaylord National Resort & Convention Center at an additional cost which will be the responsibility of the exhibitor. To order additional internet for your booth, please fill out the internet order form that will be provided in your exhibitor kit.

Are lead retrieval scanners available at the conference?

No. NRMCA will encourage attendees to exchange information via the event mobile app. Information for this app will be released to attendees two weeks prior to the start of the conference.

Can my company hold a meeting during the conference?

NRMCA kindly requests that you do not hold side meetings during official NRMCA events/hours. Organizations can reserve ancillary meeting space at the conference by contacting Rachel Fowler at rachel.fowler@gaylordhotels.com at the Gaylord National Resort. The cost of meeting space, food and beverage is the organization’s responsibility.

Is security provided in the exhibition hall?

Loading dock security personnel are provided during load-in and load-out hours. Security personnel are stationed within the exhibition hall when the hall is closed. Badge checkers for the exhibition hall are stationed at the front doors during exhibition hall hours. The level of security is intended to control the access of people and material to and from the exhibition hall in a safe and organized manner. It is not intended as individual security for your booth and materials. Please remember that the hotel is a public building, do not leave items of value in your booth during load-in and load-out periods, without taking security precautions. NRMCA provides overnight security of the exhibition hall.

Where/Who do I ship my booth to?

Advance shipments should arrive to the GES Warehouse on or between Tuesday, August 28 – Wednesday, September 26. Direct shipments to the show site should arrive on September 28 from 7:00 am – 5:00 pm and September 29 from 7:00 am – 12:00 pm. It is more cost effective to ship in advance to the warehouse.

<table>
<thead>
<tr>
<th>Advance Shipment to Warehouse</th>
<th>Direct Shipment to Show Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>GES</td>
<td>ConcreteWorks 2018</td>
</tr>
<tr>
<td>ConcreteWorks 2018</td>
<td>Exhibiting Company Name, Booth #</td>
</tr>
<tr>
<td>Exhibiting Company Name, Booth #</td>
<td>Gaylord National Resort &amp; Convention Center, D-E Halls</td>
</tr>
<tr>
<td>4801 Hollins Ferry Road, Suite B</td>
<td>201 Waterfront Street</td>
</tr>
<tr>
<td>Halethorpe, MD 21227</td>
<td>National Harbor, MD 20745</td>
</tr>
</tbody>
</table>

Important Rolling Stock Note: GES will contact exhibitors directly to schedule the move-in of rolling stock for Thursday, September 27, starting at 1:00 pm.

Can I carry exhibit materials into the hotel and to my booth?

Yes. Exhibitors may hand carry materials through the door, provided they do not use material handling equipment to assist them.
How do I locate my booth materials upon arriving at the conference?

Exhibitors must first check in at the NRMCA Registration Desk upon arrival to pick up conference badges, badges are required for exhibitors to enter the hall while it is closed to participants. The shows decorator, GES, handles exhibitors’ shipping needs. Freight shipped to GES will be placed at exhibition booths by GES on load-in days. It is recommended that exhibitors have their tracking number available to help identify the location of any missing materials.

I don’t want to pay the non-member rate. Can I become an NRMCA member?

Yes. Information on NRMCA membership may be obtained by contacting: Kimberly Pittmon, (240) 485-1146, kpittmon@nrmca.org or Brett Ruffing, (240) 485-1138, bruffing@nrmca.org.

SPONSORSHIP OPPORTUNITIES

Sponsoring NRMCA’s ConcreteWorks 2018 events and materials helps your company gain visibility and access to reach all conference attendees. All sponsorships are noted in the Conference Brochure to the Exhibition and on-site signage.

To reserve a sponsorship, contact Jacques Jenkins at (240) 485-1165 or jjenkins@nrmca.org.

<table>
<thead>
<tr>
<th>COST</th>
<th>SPONSORSHIP OPPORTUNITIES</th>
<th>QTY. AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,000</td>
<td>LANYARDS</td>
<td>SPONSORED BY:</td>
</tr>
<tr>
<td>SOLD OUT</td>
<td></td>
<td>• Company logo displayed in conjunction with NRMCA’s logo on event neck lanyards (sponsor provides artwork in accordance with deadlines).</td>
</tr>
</tbody>
</table>

All conference participants receive a neck lanyard with their name badge. This exclusive sponsorship places your company’s logo in all attendee welcome packets. This is a terrific way to boost your exposure throughout and after the conference. Sponsor logo will be printed on side one, NRMCA logo will be printed on side two.

<table>
<thead>
<tr>
<th>$5,000</th>
<th>WI-FI</th>
<th>SPONSORED BY:</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Naming rights for event Wi-Fi network connection.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Company logo on relevant signage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Verbal recognition from the podium.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

24-hour, complimentary wireless internet will be provided for conference participants. Sponsoring Wi-Fi is an excellent opportunity for your company to increase its exposure outside of the exhibition hall as well.

<table>
<thead>
<tr>
<th>$3,000</th>
<th>USB KEYS</th>
<th>SPONSORED BY:</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOLD OUT</td>
<td></td>
<td>• Company logo displayed on USB Keys included in the registration welcome packet (sponsor provides artwork in accordance with deadlines).</td>
<td></td>
</tr>
</tbody>
</table>

USB keys are included in attendees Welcome Packet. The USB key is loaded with General NRMCA and ConcreteWorks information. Sponsor logo will be printed on side one, NRMCA logo will be printed on side two.

<table>
<thead>
<tr>
<th>$500</th>
<th>MOBILE CHARGING STATION</th>
<th>SPONSORED BY:</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Your company’s logo displayed on a Mobile Charging Station.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Mobile Charging Station will be centrally located in the NRMCA meeting space, offering conference attendees a chance to charge their devices in a safe and secure manner.
COMPLIMENTARY PROMOTION OPPORTUNITIES

There are two complimentary branding opportunities at NRMCA’s ConcreteWorks 2018. To take advantage of these opportunities, be sure to check off and complete the information on your booth application.

EXPO TV

Expo TV will be hosted on TVs placed in and around each of the lounge areas in the exhibition hall. The TVs will loop through a combination of NRMCA and exhibitor videos. Exhibitors are encouraged to submit a video no more than 2 minutes in length to exhibition management via dropbox, NO LATER THAN MONDAY, SEPTEMBER 3, 2018.

Specifications: DVD Quality, MP4 video suitable for display on a 50” TV (1080p). File name should include your company name.

EXHIBITOR PROMOTIONAL HANDOUTS

NRMCA will distribute bags at the entrance to the exhibition hall. Exhibitors can provide promotional paper literature to be included in each attendee’s bag. The literature must be a single letter size page (either one or two-sided, color). Conference organizers will not fold, staple, or manipulate the literature to allow it to fit within the welcome bag.

Please send 500 copies of your handout to NRMCA HQ at 900 Spring Street, Silver Spring, MD 20910 (Attn: Meetings Department) OR send your electronic literature to exhibition management via dropbox, NO LATER THAN MONDAY, SEPTEMBER 3, 2018.

Specifications: PDF format only, 8 ½” x 11”. File name should include your company name.

PAID PROMOTION OPPORTUNITIES

The Gaylord National Resort offers its groups the opportunity to allow for event-specific branding of areas throughout the NRMCA meeting space and exhibition hall. NRMCA is notifying you of these opportunities should you wish to take advantage. These orders must be placed through NRMCA to ensure only exhibitors receive the privilege.

Specifications and pricing are listed for each type of branding opportunity. These are available to exhibitors on a first-come, first-served basis. If you are interested in purchasing any of these branding opportunities, please fill out the information on the exhibitor booth application.

Specifications: All artwork submissions should be in a PDF format, scaled to size.

<table>
<thead>
<tr>
<th>COST</th>
<th>PROMOTION OPPORTUNITIES</th>
<th>QTY. AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150 ea.</td>
<td>POTOMAC BALLROOM FLAG POLES</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Brand these flag poles overlooking the Potomac Ballroom Pre-Function space. The general sessions, driver awards banquet and some education tracks take place in the Potomac ballrooms.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Details: Double-sided. 4’ w x 7’ h (trimmed to a 45-degree diagonal).</td>
<td></td>
</tr>
<tr>
<td>$150 ea.</td>
<td>MARYLAND BALLROOM FLAG POLES</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Brand these flag poles overlooking the Maryland Ballroom Pre-Function space. The Board of Directors’ meeting will take place in the Maryland ballroom.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Details: Double-sided. 4’ w x 7’ h (trimmed to a 45-degree diagonal).</td>
<td></td>
</tr>
<tr>
<td>COST</td>
<td>PROMOTION OPPORTUNITIES</td>
<td>QTY. AVAILABLE</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>$1,000</td>
<td><strong>EXHIBIT HALL ENTRANCE BANNER</strong></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Your banner will be viewed by attendees as they enter the exhibition hall area. Details: Double-sided. 20’ w x 5’ h.</td>
<td></td>
</tr>
<tr>
<td>SOLD OUT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1,250 ea.</td>
<td><strong>NATIONAL HARBOR CONFERENCE ROOMS STAIRCASE</strong></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Your signage (21 rows) will be on the staircase leading from convention pre-function areas to National Harbor meeting rooms where education sessions and committee meetings will take place. 21 rows. Details: Single-sided. 13’ w x 5.25” h.</td>
<td></td>
</tr>
<tr>
<td>$1,250</td>
<td><strong>PRINCE GEORGE’S EXHIBITION HALL STAIRCASE (LOWER)</strong></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Your signage will be on the staircase leading to convention center pre-function space. 42 available “faces”. Details: Single-sided. 13’ w x 5.25” h.</td>
<td></td>
</tr>
<tr>
<td>$1,250</td>
<td><strong>PRINCE GEORGE’S EXHIBITION HALL STAIRCASE (UPPER)</strong></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Your signage will be on the staircase leading to convention center pre-function space. 31 available “faces”. Details: Single-sided. 13’ w x 5.25” h.</td>
<td></td>
</tr>
<tr>
<td>$1,500</td>
<td><strong>POTOMAC LOBBY BANNER</strong></td>
<td>0</td>
</tr>
<tr>
<td>SOLD OUT</td>
<td>Your banner will be overlooking the stairs/escalators that attendees will use to move between the meeting space and the exhibition hall. Details: Double-sided. 30’ w x 10’ h.</td>
<td></td>
</tr>
<tr>
<td>$3,000</td>
<td><strong>EXHIBIT HALL ESCALATOR LANDING</strong></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Your banner will be viewed by attendees as they move down the stairs/escalators to the NRMCA exhibition hall. Details: Double-sided. 25’ w x 20’ h.</td>
<td></td>
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</tbody>
</table>
GENERAL INFORMATION

TARGET INSTALLATION DATES

Exhibitors will receive their targeted installation dates and times from the official general contractor. Every attempt will be made to ensure that their materials will be delivered to their booths on the day that they are scheduled to arrive. Any exhibitor wishing to change its scheduled installation date and time must submit its request in writing to the exposition’s official general contractor’s freight department.

FAILURE TO HOLD THE EXPOSITION

Should any contingencies prevent the holding of the exposition, exhibition management will refund to the exhibitor the amount of the rental fee paid, less a proportionate share of the expo expenses, and shall then have no further obligation or liability to the exhibitor. Should any contingencies require the moving or postponement of the exposition, no refunds will be made.

SHOW REPRESENTATIVE

Each exhibitor will be required to appoint at least one individual authorized to represent its company in all dealings with exhibition management. Each exhibitor will furnish exhibition management with the name of its official show representative at the time it submits its space application. This representative shall be authorized to enter into any such service contracts as may be necessary and for which the exhibitor shall be responsible. It is the responsibility of the exhibitor to notify exhibition management with the name of another representative should the primary representative be unavailable.

EXHIBITOR SERVICES MANUAL

NRMCA’s ConcreteWorks exhibitor services manual will be provided to the official show representative for each exhibiting company. The manual will contain all necessary information and forms for installation and services as well as registration, housing and official function schedules.

EXHIBITOR DATA

As part of the application process, exhibitors are required to provide certain corporate and/or personal information, including, but not limited to, name, address, telephone and fax numbers, web and email addresses and the identity of and information pertaining to contact persons. By submitting an exhibit space application and contract, the exhibitor acknowledges and agrees that all data provided by the exhibitor may not be sold, but may be distributed by exhibition management to its members as well as any other registrants and exhibitors at NRMCA’s ConcreteWorks in the absolute and sole exclusive discretion of exhibition management.

ELIGIBILITY & EXHIBIT SPACE

ELIGIBILITY

Exhibitors must manufacture equipment, components and parts, provide raw materials for or provide services related to the concrete industry. Specific guidelines have been set for distributors, rental houses, product support providers and auction houses. These guidelines are as follows:

DISTRIBUTORS, RENTAL HOUSES & PRODUCT SUPPORT PROVIDERS

May display their company’s services. They may display product or literature depicting product only if one of the following criteria are met: 1) they have obtained written permission from the exhibiting original equipment manufacturer (OEM); or 2) they are the sole U.S. master distributor to a non-U.S. manufacturer.

AUCTION HOUSES

May display their services; however, new or used equipment cannot be sold from the company’s exhibit stand. This includes actual product being displayed, online auctions, live auctions or showing a live broadcast from an off-site location. Live auctions are not allowed on the exposition floor.

REMANUFACTURED AND USED EQUIPMENT

Remanufactured equipment and components may be exhibited by the OEM of that product or products for the purpose of showing the role of manufacturing in the OEM’s business. Exhibitors may not exhibit in their space any used equipment, except: 1) remanufactured equipment as explained above and 2) equipment produced by the exhibiting company that has a historical theme or background.

EXHIBIT SPACE COST

The cost of exhibit space is based on the desired amount of square footage multiplied by the appropriate rate. The square footage rate is based on the applicant’s membership affiliation and status in NRMCA. In order to be eligible for member prices, applicants must be an NRMCA member in good standing as of January 31, 2018 or apply and pay to become a member before securing your booth space.

The rate for exhibit space at NRMCA’s ConcreteWorks 2018 is:

Member Rate: $14 per square foot
Non-Member Rate: $24 per square foot

Information on NRMCA membership may be obtained by contacting: Kimberly Pittmon: (240) 485-1146 or kpittmon@nrmca.org

PAYMENT FOR EXHIBIT SPACE

Exhibitor shall pay NRMCA 100% of the exhibit fee at the time of application in order to reserve exhibit space. PLEASE NOTE: No assignment of space will be made until the FULL exhibit payment along with a signed exhibitor application and registration form is received.

EXHIBITOR PACKAGE PLAN

The cost of exhibit space includes the following exhibitor package plan, which will reduce the cost to exhibit and add value to your investment:

- Full use of the reserved space within the guidelines of the exposition rules & regulations;
- One 6’ draped table, two chairs and one wastebasket;
- One company identification sign;
- Company recognition and listing in the show directory;
- Pipe and drape for all booths (all except islands will have 8’ high back wall drape and 3’ high side drape);
- Basic electric (one 500 watt/5 amp 110/120 volt); and
- One pre-show and one post-show attendee mailing list, including individuals’ names, mailing addresses and email addresses.

Note: Package does NOT include registration costs for exhibitor personnel. See page 7.
STORAGE AND PACKING MATERIALS/CLEAN FLOOR POLICY

All packing boxes and crates must be stored by the official general contractor for the duration of the exposition. No boxes or crates may be stored behind the exhibitor’s back wall. Proper identification tags will be available from the official general contractor’s service desk. All flammable packing materials such as paper, straw, etc. must be totally enclosed in containers. Materials not complying with these requirements will be considered refuse and will be disposed of by the cleaners.

A clean floor policy will be implemented for NRMCA’s ConcreteWorks 2018. All crates, cardboard boxes, fiber cases and storage items must be labeled and ready for pickup by 12:00 pm on Saturday, September 29. Crates not labeled and ready for pickup will be removed regardless of status. Labor and equipment charges will apply if this policy is not met.

All aisles must be 100% clean of products and any other items that may impede the final aisle cleanup by 2:00 pm on Saturday, September 29.

NATURE OF SPACE ASSIGNMENT

The assignment of space to an exhibitor is not to be construed as a leasing of property. It is merely the granting to the exhibitor of a license to enter upon the designated space for the sole purpose of exhibiting products in conformity with these rules and regulations and subject to the terms of certain leases between Gaylord National Resort & Convention Center as lessors, and exhibition management, as lessee, for the period of NRMCA’s ConcreteWorks 2018.

EXHIBIT SPACE SIZE

A minimum of 100 sq. ft. and a maximum of 3,500 sq. ft. may be reserved by each exhibiting company. The maximum space size is set in order to create a floor plan that will adhere to fire and safety regulations. The maximum space size is set to include the parent company and all its divisions and subsidiaries. Companies and their divisions/subsidiaries applying for multiple exhibit spaces still may not exceed the maximum limit set by exhibition management for their space totals.

A space size reduction shall not be required for an exhibitor who acquires another exhibiting company within 6 months prior to the opening of NRMCA’s ConcreteWorks 2018, even if the combined space size of the exhibitor and the acquired exhibitor exceeds the maximum space size stated above.

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. Exhibitors are not permitted to display separately in their space any equipment, components or products built by non-exhibiting manufacturers or other non-qualifying divisions of exhibiting manufacturers (hereafter “non-exhibiting manufacturers”), unless the space shared is with a member in good standing with NRMCA.

If a component made by a non-exhibiting manufacturer is normally furnished as an integral part of the equipment being exhibited, the exhibitor of the equipment may include the component but cannot call any special attention to it, provided that this component not occupy more than 50% of the exhibit space.

SHARED EXHIBIT SPACE

Exhibitors must notify exhibition management of their intent to share their allocated space. If an exhibitor does not notify exhibition management, exhibition management will take action described under “Penalties for Violation of Exposition Rules” section.

EXHIBITS

Exhibits are permitted only in the official areas of NRMCA’s ConcreteWorks.

NO OTHER EXHIBITS OR DEMONSTRATIONS

NRMCA’s ConcreteWorks exhibitors and their dealers and/or distributors will not exhibit or participate in any exhibit or demonstration within 100 miles of the Gaylord National Resort & Convention Center during the official exposition period.

NO HOTEL EXHIBITS

Exhibition management will not permit exhibitors to do the following: 1) rent or assign any public space or sleeping rooms for exhibit purposes at any time during the official exposition period, nor 2) permit the use of any public space or sleeping rooms for entertainment purposes or press conferences during the hours of the official exposition period.

SPACE REDUCTION POLICY

Any company decreasing its space prior to August 8, 2018 will receive a refund of the difference in booth costs, less a $125 administrative fee. Any company reducing its space on or after August 8, 2018 will not receive a refund.

CANCELLATION POLICY

Any notice of cancellation of exhibit space by an exhibitor must be made in writing to exhibition management. This cancellation policy does not depend upon whether the exhibit space is resold or reassigned.

Any company cancelling its exhibit space before August 8, 2018 will receive a refund of 50% of its payment. Any company cancelling on or after August 8, 2018 will not receive a refund.

EXHIBITOR PROPERTY SOLD

If an exhibitor’s property/organization changes management or is bought by another company, the booth space becomes the asset of the new exhibiting company.

ADMISSION TO THE EXHIBITS

Admission to the exposition floor will be by badge only. Adequate precautions will be taken to ensure that only authorized persons are admitted to the exhibit area. Exhibition management will take immediate and firm steps to remove anyone from the exhibit floor who is not entitled to be there in accordance with exposition rules.

REGISTRATION

Exhibit personnel will be required to register by submitting an exhibitor personnel registration form. We strongly recommend that all exhibitor personnel register in advance of the exposition. Exhibitors may register their guest, spouses or children through the same means.

Exhibitor personnel registration costs are as follows:

- Member: $350
- Non-Member: $500
- Member Spouse/Guest: $350
- Non-Member Spouse/Guest: $500

CHILDREN

Under no circumstances will children under 18 years of age be permitted on-site during the installation and dismantling periods. During exposition hours, children
under 18 years of age will be allowed in the exposition hall only under the supervision of an adult who is also registered to attend the exposition. Children younger than 18 years of age must be registered for identification purposes.

**EXHIBITOR ADMITTANCE DURING NON-EXPOSITION HOURS INSTALLATION & DISMANTLING PERIODS**

During the installation and dismantling periods, only exhibition management and their official agents, exhibitors and contractors appointed by exhibitors will be allowed on the exhibit floor. Exhibitors and their employees are allowed to enter the exhibit area during installation and dismantling only if they are part of the crew assembling the exhibit area and are identified with exhibitor badges and work passes obtained from exhibition management. Individuals such as exhibitor-appointed contractors who are involved with the installation and dismantling but not attending the exposition will be required to wear work passes obtained from exhibition management. This will assist in maintaining security and keeping unwarranted persons out of the exhibit hall.

**OFFICIAL EXPOSITION DAYS**

Representatives of exhibiting companies will be permitted to enter the exhibit area one hour before the start of official exposition hours and one hour after the close of the exposition, provided they have properly checked in with exhibition security. If an exhibitor wishes to have any dealers, press or customers in its booth during non-exposition hours, permission must be received in writing from exhibition management. Permission granted for such a request will only be valid for the time period of two hours prior to the opening and two hours after the close of the exposition and only on the day of the request.

**PHOTOGRAPHS & VIDEOS**

Any exhibitor can prohibit the taking of still photographs or video within its exhibit either completely or selectively. Delegates will not be allowed to take photos and/or videos during the installation or dismantling periods without permission from the exhibitors. Delegates will be allowed to take photographs and video from the aisle during the hours of exposition.

**WORK RULES & EXHIBITOR-APPOINTED CONTRACTORS**

**EXHIBITOR CERTIFICATE OF INSURANCE**

The exhibitor shall insure against said risks of loss or damage to property and injury and secure and furnish exhibition management with each insurer’s covenant not to exercise any legal or equitable right it may have against exhibition management or the Gaylord National Resort & Convention Center and provide exhibition management with a Certificate of Liability insurance evidencing such coverage with exhibition management, NRMCA, GES and the Gaylord National Resort & Convention Center named as additional insureds. Exhibitors must provide exhibition management copies of certificates of insurance for workers’ compensation and employers’ liability, comprehensive general liability and automobile liability insurance. The workers’ compensation and employers’ liability insurance must provide a minimum limit of $500,000 and meet the requirements established by the state in which the exposition is being held. Comprehensive general liability coverage must provide at least $1 million/$2 million in coverage and shall name exhibition management, NRMCA, and GES as additional insureds. Automobile liability should include all owned, non-owned and hired vehicles with limits of $500,000 bodily injury and $500,000 property damage liability. Exhibition management must receive the Certificate(s) of Insurance no later than 30 days prior to the commencement of installation. Certificates of Insurance can be mailed to:

Exhibition Management  
900 Spring Street  
Silver Spring, MD 20910  
Fax (301) 587-1605  
Email: meetings@nrmca.org

**EXHIBITOR-APPOINTED CONTRACTORS**

An Exhibitor-Appointed Contractor (EAC) is any company other than the designated official general contractor that provides services such as display installation and dismantling, models, florists, photographers, audio visual firms, etc. and need access to your exhibit any time during installation, exposition dates or dismantling.

**RULES & REGULATIONS**

If the exhibitor wishes to use an independent contractor, the following rules and regulations must be adhered to by the exhibitor and the independent contractor. THESE RULES WILL BE STRICTLY ENFORCED. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the exhibition site. The exhibitor must complete the non-official contractor request form in the exhibitor services manual. Also, the exhibitor must inform whether this contractor is authorized to order exposition services on the exhibitor’s behalf.

Exhibitors must submit a non-official contractor form for all EAC working on their behalf no later than August 8, 2018. This form can be found in the exhibitor services manual.

The EAC shall refrain from placing an undue burden on any of the exposition’s official contractors by interfering, in any way, with the official contractor’s work.

The EAC will not solicit business on the exposition floor during any of the overall days of the exhibition, including installation, exposition dates and dismantling.

The EAC is responsible for adhering to all rules and regulations requiring badging.

If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the exhibition, the EAC will immediately cease such disruption or be removed from the exhibition site. Exhibition management will have the final decision in such instances.

EAC who provide installation and dismantling services will be sent the proper information from the exhibitor services manual upon receipt of request by the authorizing exhibitor.

In performing work for its clients, the
EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contractors as determined by the commitments made and obligations assumed by exhibition management in any contracts with the official contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the exhibit site.

**INSURANCE REQUIREMENTS FOR EXHIBITOR-APPOINTED CONTRACTORS**

A Certificate of Insurance is required for workers’ compensation and employers’ liability, comprehensive general liability and automobile liability insurance. The workers’ compensation and employers’ liability insurance must provide a minimum limit of $500,000 and meet the requirements established by the state in which the exhibition is being held. Comprehensive general liability coverage must provide at least $1 million/$2 million in coverage and shall name exhibition management and NRMA as additional insureds. Automobile liability should include all owned, non-owned and hired vehicles with limits of $500,000 bodily injury and $500,000 property damage liability. Exhibition management must receive the Certificate of Insurance no later than August 8, 2018 prior to the commencement of installation.

**SERVICES PROVIDED REGULATIONS**

Exhibitor-appointed contractor services will be limited to the erection, dismantle and preparation of “display” materials only. Labor and/or services for the installation and dismantling of “products” to be displayed by exhibitors must be contracted from the official general contractor designated by exhibition management for that service.

The official general contractor will handle the use of power washers to clean equipment. The use of power sprayers or spray paint to touch up equipment and tires will only be allowed in designated areas in the marshaling and assembly areas. Exhibitors can hand wipe, buff or touch up paint (with brushes) their own equipment and display pieces within the exhibitor’s assigned exhibit space. Spray painting is not permitted inside the exhibit hall.

**WORK RULES: EXHIBIT INSTALLATION, OPERATION AND DISMANTLING**

All work involved in the erection and dismantling of exhibits of the movement of freight in the Gaylord National Resort & Convention Center is under the official general contractor’s jurisdiction. Exhibitors are expected to comply with the official general contractor’s union requirements in effect at the Gaylord National Resort & Convention Center.

In the interest of the exhibitors, exhibition management has selected certain firms as official contractors for such services as handling of exhibit shipments, rental of furniture and other stand equipment, decorations, signs, flowers, etc. All service contractors selected by exhibition management employ appropriate personnel. Exhibitors must use the official contractors or facility appointed exclusive service provider for drayage, rigging, electrical, plumbing, custom cleaning (please refer to the exhibitor-appointed contractors section of the rules for details) and food service.

For other services, exhibitors desiring to use contractors other than those officially appointed by exhibition management or appointed by the Gaylord National Resort & Convention Center should refer to the exhibitor-appointed contractors/ independent service contractors section.

**GRATUITIES TO EXHIBIT LABOR**

Exhibition management and official show contractors have established a strict “no tipping” rule. Exhibitors must observe this rule during the entire period of the show, from the commencement of installation until the completion of dismantling. This rule provides that no exhibitor, or representative of an exhibitor, may give any amount of gratuities, tips or gifts of any kind to workers, foremen or anyone else connected with the hauling of equipment or setting up or removal of the exhibit for any reason whatsoever. Any infractions should be reported to exhibition management. The official general contractor has agreed to refuse acceptance of any time card to which a tip has been added. There will be no gratuities included on any drayage invoices.

Any exhibitor that pays gratuities to labor is acting not only against their own interest, but against the interest of the exposition. Any exhibitor who is solicited for a gratuity should report such solicitation immediately either to exhibition management or to an official with the official general contractor.

**BUILDING & OPERATING YOUR STAND**

**EXHIBIT DESIGN & USE OF EXHIBIT SPACE**

These rules and regulations are designed to allow each exhibitor the opportunity to maximize the use of its space without infringing on the ability of the surrounding exhibitors to maximize use of their space.

No portion of a machine, product or display piece may extend beyond the boundaries of the exhibitor’s assigned exhibit space.

Any demonstration or activity which results in excessive obstruction of aisles or prevents ready access to a nearby exhibitor’s stand shall be suspended for any period specified by exhibition management.

**STANDARD EXHIBITS**

Standard exhibits are defined as exhibits with a depth of 10 feet regardless of whether they are in-line or perimeter (open on one side to the aisle), corner (open on two sides to the aisle) or peninsula (open on three sides to the aisle) configuration.

Exhibit materials, components and identification signs will be permitted to a maximum height of 10 feet or 3 meters (there is no height limit for product and/or machinery other than the height of the ceiling).

- There is a 5-foot setback for booth materials above 4 feet in height for solid objects (items such as truss columns are generally accepted as they do not interfere with sight lines).
- Exhibitors are required to have a plain finish back wall (standard drape is 8-feet high). Company identification and/or graphics are not allowed on the back wall facing the neighboring exhibitor.
- No signage may face into an adjoined exhibit within 5-feet of the neighboring exhibit.
- Hanging signs and hanging truss are NOT permitted in standard exhibits.
- All machinery must be set back a minimum of 6 inches from all aisles for safety purposes.
CORNER EXHIBITS (WITH A DEPTH OF 20 FEET OR MORE)

Corner exhibits are defined as an exhibit located on a corner (two sides open to aisles) with a depth of 20 feet or more totaling 400 square feet or more.

- Exhibit materials, components and identification signs will be permitted to a maximum height of 15 feet or 4.5 meters (there is no height limit for product and/or machinery other than the height of the ceiling).
- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 15-foot/4.5 meter height restriction.
- Hanging signs and/or graphics will be permitted to be hung at unlimited height.
- Hanging signs and/or graphics must be hung a minimum of 5 feet from neighboring exhibits on all sides.
- Exhibitors are fully responsible for all costs associated with rigging installation/dismantle of their hanging signs about their exhibits. Due to liability, all hanging sign assembly and rigging must be arranged through the exhibition’s official general contractor, in accordance with all structural integrity requirements of the Gaylord National Resort & Convention Center.
- All machinery must be set back a minimum of 6 inches from all aisles for safety purposes.

PERIMETER EXHIBITS (WITH A DEPTH OF 20 FEET OR MORE)

Perimeter exhibits are defined as an exhibit located against a wall (one side open to aisle) with a depth of 20 feet or more totaling 400 square feet or more.

- Exhibit materials, components and identification signs will be permitted to a maximum height of 15 feet or 4.5 meters (there is no height limit for product and/or machinery other than the height of the ceiling).
- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 15-foot/4.5 meter height restriction.
- Hanging signs and/or graphics will be permitted to be hung at unlimited height.
- Hanging signs and/or graphics must be hung a minimum of 5 feet from the back of the booth to avoid encroaching on the neighboring exhibitor’s booth.
- Exhibitors are fully responsible for all costs associated with rigging installation/dismantle of their hanging signs about their exhibits. Due to liability, all hanging sign assembly and rigging must be arranged through the exhibition’s official general contractor, in accordance with all structural integrity requirements of the Gaylord National Resort & Convention Center.
- All machinery must be set back a minimum of 6 inches from all aisles for safety purposes.

ISLAND EXHIBITS

Island exhibits are defined as an exhibit that is open on all sides to the aisle.

- Exhibit materials, components and identification signs will be permitted to a maximum height of 20 feet or 6 meters (there is no height limit for product and/or machinery other than the height of the ceiling).
- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 20-foot/6-meter height restriction.
- Hanging signs and/or graphics will be permitted to be hung at unlimited height.
- Hanging signs and/or graphics can be placed on the booth line on all sides of the exhibit.
- Exhibitors are fully responsible for all costs associated with rigging installation/dismantle of their hanging signs about their exhibits. Due to liability, all hanging sign assembly and rigging must be arranged through the exposition’s official general contractor, in accordance with all structural integrity requirements of the Gaylord National Resort & Convention Center.
- All machinery must be set back a minimum of 6 inches from all aisles for safety purposes.

CANOPIES AND CEILINGS

Covered exhibits, canopies and/or multi-level exhibits are not permitted during the exhibition.

PLATFORMS

Equipment and viewing platforms are not limited in height, but may not exceed the height of the equipment.
TOWERS

A tower is considered a freestanding exhibit component separate from the main exhibit fixture that is used for identification and display purposes only. Towers will be permitted to a height and depth that correspond to the height restrictions for the appropriate exhibit configuration of which they are a part. For example, towers that are part of a peninsula exhibit will not exceed 20 feet/6 meters in height.

All towers in excess of 15 feet/4.5 meters must have drawings available for inspection by exhibition management and the official general contractor during the time the tower is being erected, exhibited and dismantled at the exposition site. The plans must include a signature or stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use. A signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings must also be included.

SIGNS ON EXHIBITS OR PRODUCTS

No company sign or advertising 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.

PROTECTION OF HOTEL PROPERTY

Exhibitors and their third-party representatives shall be fully responsible to pay for any and all damages to property owned by the Gaylord National Resort & Convention Center or NRMCA, which results from any act or omission of exhibitors or third-party representatives, including the cost for removal of excessive amounts of debris. Nothing shall be pasted, tacked, taped, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furnishings. Exhibitor agrees to leave the property in the same condition as existed at the start of installation.

EQUIPMENT SALES, SOLD SIGNS & CUSTOMER NAMES

Any exhibitor may receive orders for, or sell its equipment during the exposition and shall be responsible for collecting and paying any applicable local, state and federal taxes and for obtaining any necessary licenses needed to sell merchandise.

No “SOLD” or “FOR SALE” signs or signs listing the price are allowed to be displayed on products. Permanently affixed customer names may be included on products but are limited to eligible products and cannot be included on any signs or literature.

ADHESIVE-BACKED DECALS

Adhesive-backed (stick-on) decals or similar items (except nametags) are not permitted and may not be distributed by exhibitors.

EXTRA LIGHTING

All special illumination must be indirect and completely shielded so as to eliminate glare and interference with other exhibitors and guests. All lights must comply with fire marshal requirements for the facility. The use of flashing or rotating lights will not be allowed. Products on display which have such lighting must be pre-approved by exhibition management.

INFLATABLE OBJECTS

Static helium balloon displays are permitted in the Gaylord National Resort & Convention Center, however, when released, are difficult to retrieve and require the use of an aerial lift. The exhibitor will be charged for any cost incurred to remove the balloons at the end of the event. Helium balloons may not be used as giveaways. The use of mylar balloons is prohibited in the facility.

MOTION & NOISE CONTROL

Loudspeakers of any kind must be directed toward the interior of the exhibitor’s exhibit space. Speakers may not face aisles or other exhibitors’ booths.

Demonstrations found by exhibition management to be objectionable due to noise or sound pressure/vibration levels will be closed down. Exhibition management recommends noise levels not to exceed 10 decibels above ambient levels. Measurements will be taken by exhibition management during exposition hours from a distance no greater than 10 feet from the offending display.

First Warning Action – The exhibitor will be issued a written warning indicating a violation has occurred and instructing the exhibitor to immediately lower the noise level.

Second Warning Action – The source of the noise shall be shut off for a maximum of one (1) hour.

Third Action – The source of the noise shall be shut off for the remainder of the exposition. There will be no refund, in whole or in part, of any exhibit fees.

Exhibitors are responsible for supervising the actions of employees, visitors and spectators testing display equipment located in their exhibit area. Exhibitors must take every effort to respond to neighboring exhibitors’ complaints concerning noise, sound and/or vibration nuisances.

LANDSCAPING MATERIALS

To prevent a delay in handling such materials used in an exhibit, materials must be delivered to the Gaylord National Resort & Convention Center in bags or in another manner approved by the official general contractor. Installation and removal is the exhibitor’s responsibility and at its expense.

SOUND DEVICES, MOVIES, SLIDES, VIDEOS & TV

Audio-visual 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 is prohibited. The operation of radio or television sets receiving outside broadcasts is prohibited. Recording, filming, taping with handheld or tripod mounted video equipment in the exposition hall is prohibited without the permission of both exhibition management and the exhibitor or exhibitors being recorded, and these activities cannot interfere with exhibit operations or pedestrian traffic. Exhibitors shall be responsible for securing any and all necessary licenses or consents for any performances, displays or other uses of copyrighted work, patented inventions or other intellectual property in connection
with their exhibit, housing and hospitality facilities at the exposition. Exhibition management and NRMCA are authorized to record and use audio-visual materials recorded at ConcreteWorks 2018.

Radio and television reporters and cameramen seeking “news segments” during exposition hours must obtain and wear official PRESS CREDENTIALS during their visits and their activities cannot interfere with exhibit operations or pedestrian traffic.

**SUBMISSION OF FLOOR PLANS FOR 1,000 SQUARE FEET OR LARGER**

Exhibitors with exhibit space of 1,000 square feet or larger must submit a detailed floor plan to exhibition management for approval no later than August 8, 2018. The floor plan should include the dimensions, height and descriptions of all structures in the exhibit including signs, walls, drapes and products to be displayed. All plans will be treated in strict confidence. All exhibitors will receive written approval from exhibition management of their floor plans within 30 days of the submission date. If your company does not receive written approval from exhibition management, do not assume approval has been granted.

Exhibitors and exhibitor-appointed contractors are required to comply with all exhibit stand regulations when designing their company’s exhibits. Exhibition management recognizes floor plan modification can happen during show planning, however, these modifications can impact neighboring exhibitors. Any modifications to the approved floor plan made prior to the show installation by the exhibitor or its appointed contractor must be re-submitted for approval by exhibition management. Any modifications to the approved floor plan made on-site during show installation must be approved by exhibition management prior to implementing the change. Modifications made without the consent of exhibition management may be denied and any costs incurred are at the expense of the exhibitor.

Floor plans can be emailed to exhibition management at: meetings@nrmca.org

All exposition rule restrictions pertaining to height, signs, etc., do not include the exhibitor’s products. Exhibitors are warned not to depend upon measurements scaled from the exposition floor plan; if detailed measurements are required, contact exhibition management. Exhibitors are cautioned not to arrange for their exhibit construction until written approval of their dimensional sketch has been given by exhibition management.

**SECURITY & SAFETY**

**SECURITY**

Every reasonable precaution will be taken to protect property during the installation, exposition and dismantling periods, however, exhibition management, NRMCA, service contractors nor the Gaylord National Resort & Convention Center are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes. Exhibition management recommends that exhibitors make special arrangements for additional protection of their stands if desired.

**SAFETY DEVICES**

The exhibitor agrees to accept full responsibility for compliance with federal, state or local safety, fire and other regulations to provide and maintain adequate safety devices.

**FLAMMABLE MATERIALS**

Vehicles that remain in the Gaylord National Resort & Convention Center as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-quarter (1/4) tank or five (5) gallons of fuel, whichever is less. During move-in/move-out of these materials, a fire marshal may be required at the prevailing rate.

The use of welding equipment, open flames or smoke emitting material during installation, as part of an exhibit, or during dismantling is strictly prohibited.

No flammable materials of any nature, including decorative material, may be used in any booth. In accordance with federal, state and local fire regulations any fabric used in a booth shall be flameproof. All lighting must comply with local fire regulations.

**FOOD & BEVERAGE SERVICE**

Any food or beverages, including bottled water and alcoholic beverages (this includes food or beverage items used for promotional purposes) to be distributed by an exhibitor must be ordered from and are subject to regulation and permit requirements of the Gaylord National Resort & Convention Center.

Alcoholic beverages as with all other food and beverage may not be served by anyone other than an authorized employee of the Gaylord National Resort & Convention Center. The exhibitor must obtain host liquor liability insurance and provide exhibition management with documentation of the insurance.

**LITERATURE DISTRIBUTION**

Circulars, catalogs, magazines, folders and other matter may be distributed only at the exhibitor’s booth and must be related to the products and/or services on display or eligible for display (see Eligible Equipment above) and which are directly available from the exhibitor.

Distribution from booth to booth or in the aisles is forbidden, and exhibitors must confine their exhibit activities to the space for which they have contracted. Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor’s space is not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations. (Please see “Penalties for Violations of Exposition Rules” on page 12.)

Only literature published or approved by exhibition management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual booths) or on transportation provided by exhibition management. Canvassing on any part of the Gaylord National Resort & Convention Center property is strictly prohibited and any person doing so will be requested to leave the premises and his/her material will be removed at the same time. The only exception to this rule is those survey organizations that may be utilized by exhibition management.

**LOTTERIES & CONTESTS**

As permitted by law, exhibitors will be allowed to hold lotteries, contests, games of chance and giveaways in their assigned space. Exhibitors are responsible to be
been aware of and abide by all local, state and federal laws regarding this topic. There is no public address system available to announce winners.

**PRESS CONFERENCES**

Press conferences during exposition days shall be coordinated through exhibition management and held in rooms designated by exhibition management. Suitable rooms on the exposition grounds will be made available for exhibitors interested in conducting a press conference, briefing or other event involving invitations to accredited media attending or traveling to the exposition. Exhibitors must apply for the meeting room space, make arrangements for the media function and obtain authorization for the event through exhibition management by completing the press conference request form in the exhibitor services manual. Every effort will be made to accommodate all requests.

Events involving an invitation to accredited media must be sponsored and administered by exhibitors in the exposition who shall accept responsibility for adherence to the official exposition rules and regulations. No press conferences will be allowed during exposition hours outside of this designated area, including hotel, restaurant or demonstration areas.

**PRIZES & GIVEAWAYS**

Distribution of giveaways or drawings for prizes is allowed in the booth during the exposition as permitted by law. Exhibitors may not distribute items that, in the opinion of exhibition management, can be distracting (i.e., whistles). Food or beverages (including bottled water) to be distributed by an exhibitor must be ordered from the Gaylord National Resort & Convention Center. Exhibitors are responsible for federal, state and local laws and taxes, if any.

**PROMOTIONAL ITEMS**

Promotional items directly related to the exhibitor’s business and products (company hats, t-shirts, scale models, etc.) may be sold at the exposition, if desired. Food or beverages (including bottled water) to be distributed by an exhibitor must be ordered from the Gaylord National Resort & Convention Center. This is considered a method of promoting interest in the exhibitor’s equipment and/or services, similar to the distribution of sales literature, technical information, etc. The exhibitor is responsible for collecting and paying any applicable local, state and federal taxes.

**USE OF CONCRETEWORKS LOGO**

The exhibitor acknowledges that the exposition names and logos are trademarks owned by NRMCA. Appropriate use of the exposition names and logos are permitted by companies exhibiting at the 2018 event that wish to publicize the exposition and/or the fact that the exhibitor is participating in the exposition. Any reproduction of the exposition logo shall include the trademark symbol.

Exhibitors at NRMCA’s ConcreteWorks 2018 may also request permission from exhibition management to use the show name and logo on commemorative items to be given away by the exhibitor. Any request shall be made in writing to exhibition management, describing the proposed use, the type of items on which the name and logo would be placed and a statement that such items would not be sold. Exhibition management reserves the right to deny any request, or any use of the exhibition name and logo, that it finds to be inappropriate, offensive or not in the best interests of the exposition.

**MEETING/FUNCTION SPACE – Gaylord National Resort & Convention Center**

**UTILIZATION OF MEETING/FUNCTION SPACE**

Exhibition management and NRMCA have the authority to approve or deny the rental of any meeting/function space at the Gaylord National Resort & Convention Center to organizations affiliated with NRMCA’s ConcreteWorks 2018. Only exhibitors, sponsors, supporting organizations or officially co-located groups will be permitted to utilize meeting/function space.

This space can be used for hosting social functions, hospitality suites, promotional events, focus groups, research activities, client meetings, staff offices and staff training. Meeting space cannot be used for exhibitors or be subleased.

Any fees or service charges associated with the meeting/function space during rental, including but not limited to room set fees, electrical, patch fees, catering, AV, special staging, special furniture, etc. will be set by the Gaylord National Resort & Convention Center and are the sole responsibility of the requesting organization. Nothing can be affixed to meeting room walls or doors without written approval of the Gaylord National Resort & Convention Center.

**ENTERTAINMENT RULES**

Exhibitors are not allowed to utilize hospitality suites outside of their rented booth space during exposition hours, nor during time periods when official events of NRMCA’s ConcreteWorks are scheduled.

**FIELD TRIPS**

No event within 100 miles of the Gaylord National Resort & Convention Center organized by manufacturers, service providers, dealers or distributors to manufacturers or service providers’ plants/facilities or equipment installations are permitted during the official exposition period which runs from Friday, September 28, through Monday, October 1, 2018.

**INVITATIONS**

Exhibitors are encouraged to communicate with exposition visitors in advance of the exposition urging visits to exhibit booths or hospitality suites.

Pre-printed cards suitable for distribution to exposition visitors as invitations to visit hospitality suites are permissible, provided the information on such cards is limited to company name, room or suite name/number, name of the individual handing out the card, and the hours, within the limits of this general policy, when the hospitality suites will be open. Invitations are limited to exhibitors.

**AGREEMENT & ENFORCEMENT OF RULES**

**CLOSING EXHIBIT BOOTH EARLY**

Any exhibitor who begins to dismantle or pack part of their exhibit before the official closing time of the show will be considered to be in violation of the exposition rules and subject to penalties as described below.

**AGREEMENT TO RULES & LAWS**

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 exhibition management, provided that such amendments shall not substantially diminish
rights or increase the liability of an exhibitor (and written notice is given to exhibitors). Further, the exhibitor agrees to comply with all local, state and federal laws and regulations. The exhibit space application and contract 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. Exhibitors will receive a copy of their signed contract along with their confirmation letter.

EXHIBITION MANAGEMENT RESERVES THE RIGHT TO RESTRICT ACTIVITIES AND RESTRICT AND/OR CLOSE EXHIBITS WHICH, IN THE OPINION OF EXHIBITION MANAGEMENT, ARE OR BECOME OBJECTIONABLE. This includes persons, things, conduct, printed matter or anything of a character which is deemed not to be in the best interest of all exhibitors or exhibition management. An exhibitor’s space shall not be used to publicize meetings to be held outside the exposition that will detract from exposition attendance. All matters and questions not covered by these rules and regulations and all interpretations of these rules and regulations are subject to final decision by exhibition management. Any questions should be addressed to exhibition management.

RIGHT OF ENTRY AND INSPECTION

Exhibition management in its absolute discretion shall have the right at any time to enter the area occupied by exhibitors or otherwise inspect the exhibitor’s materials.

ENFORCEMENT OF EXPOSITION RULES

Reasons for enforcement, the primary reasons for the enforcement of exposition rules, are: 1) protect the integrity of the exposition, its participants, owners and exhibition management; 2) ensure compliance with the laws, codes, ordinances and contracts of the exhibit facility, municipality and the state in which the exposition is held; and 3) ensure that all exhibitors are treated fairly.

PROCEDURES FOR IDENTIFYING AND HANDLING VIOLATIONS

1. An exhibitor should contact exhibition management if there are any questions concerning the procedures for identifying and handling violations of the exposition rules and regulations.

2. Exhibition management will routinely inspect the exhibit floor during exposition installation, exposition days and dismantling. Its duty will be to assist in the interpretation and enforcement of the rules. Exhibition management will have the final decision concerning all exposition rules.

3. Upon discovery of a violation of the exposition rules in an exhibit, exhibition management will issue a written notice to the exhibit representatives in the exhibit and explain the nature of the violation.

4. The violation must be corrected a) immediately, if the violation poses a safety hazard, b) by 1:00 pm on September 29, 2018 if the violation occurs during exposition installations, or c) before the opening of the next exposition day, if the violation occurs during exposition days. If the exhibit in violation is unoccupied, exhibition management will do its best to alert the representatives of the exhibit, but if unreachable, will correct the violation.

5. Violations involving ineligible equipment or exhibitors must be corrected IMMEDIATELY during exposition days and are subject to the penalties listed below.

6. An exhibitor receiving notice of a violation will have its exhibit re-inspected by exhibition management.

7. If the inspection reveals that the violation has not been corrected or if the same violation is found at any time after the first violation, a second notice will be given and the procedures noted above for the first violation will be repeated.

8. Failure to correct a violation immediately in the case of ineligible equipment (see item 5 above) or a safety hazard violation (see item 4 above) or after the second notice in the case of other violations, or a third occurrence of the same violation will result in a penalty being administered by exhibition management in accordance with the exposition rules and regulations listed below.

9. An exhibitor wishing to appeal a violation notice must do so by contacting exhibition management within the time allowed on the written notice to correct the violation.

PENALTIES FOR VIOLATION OF EXPOSITION RULES

Exhibition management reserves the right to penalize an exhibitor for an uncorrected violation in the exposition rules and regulations. Violations during the installation period or exposition days will result in one or more of the following:

1. Draping off or covering the item in violation for a period specified by exhibition management at the exhibitor’s expense.

2. Immediate removal or draping off the entire exhibit at the exhibitor’s expense.

3. Removal of the item in violation at the exhibitor’s expense.

4. Loss of priority points for next exhibiting year.

5. Other sanctions as deemed appropriate by exhibition management.

In addition to the above sanctions, NRMCA’s ConcreteWorks exhibition management reserves the right to impose and enforce additional sanctions, including but not limited to barring the exhibitor from participation in one or more future expositions. All decisions shall be final.

THE EXHIBITOR AGREES TO:

1. The exhibitor shall make no claim for any reason whatsoever against either the Gaylord National Resort & Convention Center, exhibition management or NRMCA for loss or damage to property or for injury to himself or his employees while in or about the Gaylord National Resort & Convention Center or for loss or damage by reasons of failure to hold the exposition as scheduled, failure to provide exhibit space, removal of the exhibit or any other act of exhibition management. This includes, but is not limited to, any indirect, incidental, consequential, punitive or special damages, lost profits, lost savings, loss of goodwill or otherwise arising out of or relating to the exposition or any act of omission of exhibition management, NRMCA or the Gaylord National Resort & Convention Center.
2. Exhibitor shall bear its own risks of loss or damage to property and injury.

3. That exhibitor shall make no claim against exhibition management or NRMCA for any reason for the acts or omissions of any contractor or for charges or billings (including overtime charges) for services rendered to the exhibitor by any contractor, or due to any change to the targeted installation or dismantling time for the exhibit, or any delays in move-in or move-out of the exhibit.

4. Neither exhibition management nor NRMCA shall be liable for any delay, failure in performance, loss or damage due to fire, explosion, power blackout, earthquake, flood, the elements, strike, embargo, labor disputes, acts of civil or military authority, war, acts of God, acts of terrorism, acts or omissions of carriers or suppliers, acts of regulatory or government agencies, or other cause beyond its reasonable control, whether or not similar to the foregoing.

5. The exhibitor shall:
   a. Insure against all said risks of loss or damage to property and injury and secure and furnish exhibition management with each insurer’s covenant not to exercise any legal or equitable right it may have against exhibition management, NRMCA or the Gaylord National Resort & Convention Center and provide exhibition management with a Certificate of Insurance evidencing such coverage with exhibition management, NRMCA, and the Gaylord National Resort & Convention Center and GES named as additional insureds.

Exhibitors must provide exhibition management copies of certificates of insurance for workers’ compensation and employers’ liability, comprehensive general liability and automobile liability insurance. The workers’ compensation and employers’ liability insurance must provide a minimum limit of $500,000 and meet the requirements established by the State in which the exposition is being held. Comprehensive general liability coverage must provide at least $1 million/$2 million in coverage and shall name exhibition management, NRMCA, and GES as additional insureds. Automobile liability should include all owned, non-owned and hired vehicles with limits of $500,000 bodily injury and $500,000 property damage liability. Exhibition management must receive the Certificate(s) of Insurance no later than 30 days prior to the commencement of installation.

Certificates of Insurance can be mailed to:

Exhibition Management
900 Spring Street
Silver Spring, MD 20910
Fax (301) 587-1605
Email: meetings@nrmca.org

b. If failing to insure against all such risks, or failing to secure and furnish each insurer’s covenant not to sue, the exhibitor shall indemnify and hold harmless exhibition management, NRMCA, and the Gaylord National Resort & Convention Center from any and all loss or damage to property and injury aforesaid.

c. Follow the Gaylord National Resort & Convention Center’s rules and all other applicable laws, ordinances, codes and regulations as applicable to the exhibit space. Pertinent information related to this will be distributed within the exhibitor services manual.

6. Exhibitor shall assume entire responsibility and hereby agrees to protect, indemnify, defend and save exhibition management, NRMCA and the Gaylord National Resort & Convention Center and their employees and agents, harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney’s fees arising out of or caused by exhibitor’s installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the indemnitee.

If the exhibitor has any questions or concerns about the exposition rules and regulations, please contact exhibition management at (240) 485-1152.
Three easy ways to sign up for exhibit space:
1. By Fax: (301) 565-8200 (secure)
2. By Email: meetings@nrmca.org
3. By Mail: NRMCA’s ConcreteWorks, c/o Sun Trust Bank, PO Box 79433, Baltimore, MD 21279

EXHIBITOR COMPANY INFORMATION: List company name EXACTLY as you wish it to appear on all lists, mailings, promotional materials, etc. PLEASE TYPE.

Company Name

Mailing Address

City        State/Province  Zip/Postal Code

Phone     Fax       Website Address

PRIMARY CONTACT PERSON REGARDING ALL EXHIBITOR INFORMATION (This person will receive all information pertaining to the exhibition. This is not an exhibitor attendee registration form. Please use exhibitor attendee registration form on page 25 to register for the event.)

Name and Title

Mailing Address

City        State/Province  Zip/Postal Code

Phone     Fax     Email

SECONDARY CONTACT PERSON REGARDING ALL EXHIBITOR INFORMATION (This person will receive all information pertaining to the exhibition.)

Name and Email

MEMBERSHIP AFFILIATION:  □ NRMCA Member  □ Non-Member

EXHIBIT SPACE RATES: Member Rate: $14 per square foot | Non-Member Rate: $24 per square foot

EXHIBIT SPACE REQUEST: Space request should be made in 10-foot increments, with a minimum of 100 sq. ft. and a maximum of 3,500 sq. ft.

□ □ □ = square feet @ $ per square foot = $

PAYMENT METHOD

Payment Information (note: booth space WILL NOT be assigned until full payment is received): All registration and application forms must be accompanied with payment in order to be processed. All payments must be made in U.S. dollars and made payable to “NRMCA.” NRMCA’s ConcreteWorks’ cancellation policy is located in the exposition rules and regulations. Applications received without payment will not be processed.

☐ VISA ☐ MasterCard ☐ American Express ☐ Check #

Credit Card Number _______________________________ Exp. Date/CVV# _______________

Name as it appears on Credit Card _______________________________

Signature of Cardholder ___________________________________________

All exhibitors MUST sign below to validate booth space application.

ACCEPTANCE: We, the undersigned, hereby apply for a license to use NRMCA’s ConcreteWorks 2018 exhibit space. We understand that upon acceptance, this application becomes a contract upon terms and conditions mutually agreed to by the parties. In making this application, we agree to exhibit under and comply with the rules and regulations of NRMCA’s ConcreteWorks 2018 and any amendments thereto, and the terms in all space assignment letters sent to us, all of which are made a part of this agreement. This agreement shall bind the parties hereto, and their respective permitted successors and assigns.

Signature: ___________________________________________ Date: __________________________
There are several complimentary and paid promotional and branding opportunities available to exhibitors. Please complete this form and return it with your booth application. The deadlines for submissions are listed below but NRMCA kindly requests early submissions.

**COMPANY DESCRIPTION**
To be included in the show directory, please provide a **COMPANY DESCRIPTION** (no more than 100 words) describing your company’s products and/or services in the space provided below. Please type or print neatly:

WORK PASSES
Person Picking Up Work Passes:

How many work passes will you require for move-in?
# _____________

How many work passes will you require for move-out?
# _____________

**Deadline for submission is Wednesday, September 12, 2018.**

<table>
<thead>
<tr>
<th>PAID PROMOTIONAL OPPORTUNITIES</th>
<th>COST</th>
<th>PAID PROMOTIONAL OPPORTUNITIES</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ # of 28 Potomac Ballroom Flag Poles</td>
<td>$150 ea.</td>
<td>_____ # of 1 Prince George’s Staircase (Lower)</td>
<td>$1,250</td>
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<tr>
<td>_____ # of 23 Maryland Ballroom Flag Poles</td>
<td>$150 ea.</td>
<td>_____ # of 1 Prince George’s Staircase (Upper)</td>
<td>$1,250</td>
</tr>
<tr>
<td>_____ # of 1 Exhibition Hall Entrance Banner</td>
<td>SOLD OUT</td>
<td>_____ # of 1 Potomac Lobby Banner</td>
<td>SOLD OUT</td>
</tr>
<tr>
<td>_____ # of 2 National Harbor Conference Rooms Staircase</td>
<td>$1,250 ea.</td>
<td>_____ # of 1 Exhibition Hall Escalator Landing</td>
<td>$3,000</td>
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</tbody>
</table>

**SPONSORSHIP OPPORTUNITIES**

<table>
<thead>
<tr>
<th></th>
<th>COST</th>
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<tbody>
<tr>
<td>LANYARDS</td>
<td>SOLD OUT</td>
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<tr>
<td>WI-FI</td>
<td>$5,000</td>
</tr>
<tr>
<td>USB KEYS</td>
<td>SOLD OUT</td>
</tr>
<tr>
<td>MOBILE CHARGING STATIONS</td>
<td>$500</td>
</tr>
</tbody>
</table>

**PLEASE CHECK ALL ITEMS THAT YOUR COMPANY WILL PARTICIPATE IN OR PURCHASE.**

**Deadline for all submission is Wednesday, September 5, 2018, unless otherwise noted.**

**COMPLIMENTARY OPPORTUNITIES | Deadline for submission is Wednesday, August 29, 2018.**

- [ ] Expo TV (complimentary) | [ ] Handouts (complimentary) | [ ] Show directory company description (complimentary)
- [ ] (1) One basic electric drop-in booth (500 watts/5 amps 110/120 volts) (complimentary)

**PAYMENTS** Payment Method: [ ] AMEX | [ ] MasterCard | [ ] VISA | [ ] Check enclosed (made payable to NRMCA in U.S. funds drawn from a U.S. bank only.) | [ ] Use credit card number from application on page 1.

Credit Card Number ____________________________________________ Exp. Date/CVV# ______________________

Name as it appears on Credit Card ________________________________________________

Signature of Cardholder ________________________________________________
Exhibitor Attendee Registration Form

Registration is NOT included in exhibit booth fees. Please complete one page for each company registrant. Please type or print clearly.

Three easy ways to register:
1. By Fax: (301) 565-8200 (secure) 2. By Email: meetings@nrmca.org
3. By Mail: NRMCA’s ConcreteWorks, c/o Sun Trust Bank, PO Box 79433, Baltimore, MD 21279

First Name    Last Name    Email

Title | Company

Mailing Address

City    State/Province    Zip/Postal Code

Phone    Fax

Spouse/Guest Name (if Attending)

Spouse/Guest Email Address (for Information About Spouse Program)    Age of Guest (if Under 18)

Emergency Contact Name    Phone    Relationship

Email of person to receive confirmation: _____________________________

Please indicate if you have any special needs (physical or dietary): _____________________________

REGISTRATION and PAYMENT

<table>
<thead>
<tr>
<th></th>
<th>Member</th>
<th>Non-member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Delegate</td>
<td>□ $350</td>
<td>□ $500</td>
</tr>
<tr>
<td>Exhibitor Spouse/Guest</td>
<td>□ $350</td>
<td>□ $500</td>
</tr>
</tbody>
</table>

REGISTRATION TOTAL: $ ___________________________ 

PAYMENTS | Registration will not be processed without payment. Also note: by mailing a check there will be a delay in processing.
Payment Method: □ AMEX | □ MasterCard | □ VISA | □ Check Enclosed (made payable to NRMCA in U.S. funds drawn from a U.S. bank only.)

Credit Card Number: _____________________________________________

Expiration Date/CVV#: ____________________________________________

Signature: _______________________________________________________

Card Holder Name (as it appears on card): ___________________________
Registration Information & Policies

Registration Fee: includes access to NRMCA’s ConcreteWorks, registration materials, attendance at education sessions and social functions. The CONCRETEPAC and RMC Research & Education Foundation Fundraiser and some spouse activities require a separate registration form and fee.

Badges and meeting materials will be distributed on-site.

Spouse/Guest Registration: All spouses and/or guests must be non-industry attendees. Any industry professional attending NRMCA’s ConcreteWorks must pay the delegate registration fee. Please note: The spouse hospitality suite and program activities are reserved for those spouses and guests who have paid full registration rates and not a-la-carte registration fees.

Age Limits: Registrants over age 12 must pay the registration fee. Children under age 12 need not pay the registration fee, but must be registered as an attendee. You will be asked to provide the age of anyone under 18 years old.

Cancellations/Refunds: All cancellations and substitutions must be made in writing to the NRMCA Meetings Department at meetings@nrmca.org or faxed to (301) 565-8200. Registration cancellations must be received on or before Thursday, August 30, 2018, to be honored, and is subject to a $125 administration fee. Substitutions are accepted at any time.

NO REFUNDS WILL BE MADE AFTER THURSDAY, AUGUST 30, 2018.

Confirmation: Confirmation of registration will be emailed to all registrants within 72 hours of receipt of registration. Please list the email address of everyone who should receive a copy of the confirmation on your registration form.

Questions: If you would like additional information or have any questions, please contact the NRMCA Meetings Department at meetings@nrmca.org or (240) 485-1152.

Hotel and Reservation Information

Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor, Maryland 20745

Gaylord National Resort & Convention Center Website

Discounted Room Rate: $249/night plus applicable taxes for a single/double occupancy and premium rooms.

Discounted Resort Rate: $22/night plus applicable taxes. The daily resort fee covers several in-room amenities which include, but are not limited to: National Harbor bus transportation throughout the National Harbor, high-speed internet access in guestroom, daily credit for dry cleaning, two bottles of water per room per day, fitness center and pool access, coupon book, etc.

Reservation Cut-Off Date: The hotel reservations cut-off date for the NRMCA discounted room rate is Tuesday, September 4, 2018. Rooms are available until the cut-off date or until the block sells out, whichever occurs first. We suggest that you make your hotel reservations as soon as possible.

Reservation Call-In Code: NRMCA’s ConcreteWorks 2018

Reservation by Phone: 1-877-382-7299 (option 4)

Reservations Online: https://book.passkey.com/go/nrmcaconcreteworks2018

Other Reservation Information: Each additional person to a room is $20 plus applicable taxes. Children twelve (12) years and under are free when occupying the same room as their parents. All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card. If a company or individual is picking up the charges for an attendee, please contact the Gaylord National for a credit card authorization form. By having this form on file with the hotel, your attendee will not be required to provide payment upon check-in.

Hotel check-in time is 3:00 pm local time. Hotel check-out time is 11:00 am local time.

Transportation Information

Hotel Transportation: The Gaylord National Resort & Convention Center does NOT provide shuttle service to/from airports.

Hotel Parking: The on-site parking fee is $12 hourly, $30 daily. Valet parking is $43 daily.

Airports: Three major airports service the Washington, DC, Maryland, and Virginia area:

Ronald Reagan Washington National Airport (DCA)
Hotel Direction: 8 miles W. SuperShuttle fee is $18 one way and a reservation is required. Estimated taxi fare: $28 one way

Washington Dulles International Airport (IAD)
Hotel Direction: 35 miles W. SuperShuttle fee is $44 one way and a reservation is required. Estimated taxi fare: $80 one way

Baltimore/Washington International Thurgood Marshall Airport (BWI)
Hotel Direction: 42 miles N. SuperShuttle fee is $45 one way and a reservation is required. Estimated taxi fare: $70 one way

Other Transportation:

Metro Stations: Braddock Road Station 4.8 miles NW or Branch Ave Metro 8 miles NW

Train Stations: Amtrak Station ALX 5.6 miles NW

On-Site Car Rental Station: Hertz (301) 567-4160
NRMCA’s
CONCRETEWORKS
2018
September 29 - October 1
National Harbor, MD
connect • grow • build

For more information visit www.nrmca.org