



104th ANNUAL MEETING  
January 5–9, 2025 • Washington, DC

## Patron Terms and Conditions

### **BINDING PATRON TERMS AND CONDITONS**

The Patron's application (the "Application") and confirmation of acceptance of that Application constitute a contract between the Patron and the National Academy of Sciences on behalf of the Transportation Research Board (referred to herein as "TRB"), regarding a patron-benefit package ("Patronage") for the TRB 104th Annual Meeting, January 5–9, 2025 ("Event"). By submitting the Application, the Patron agrees to be bound by and adhere to all terms outlined in these Terms and Conditions, which are incorporated in the Application as if fully set out therein.

### **NATURE OF PATRONAGE**

Patron acknowledges that it is purchasing a package of promotional benefits in exchange for a fee. Doing so does not create any partnership between the Patron and TRB, nor does it provide Patron with any controlling interest in the Event. Acceptance of the Application by TRB does not constitute an endorsement of the Patron or its products or services.

### **PAYMENTS**

The schedule of payments is as follows. Failure to make payments does not release the Patron's contracted financial obligations.

- If Application is submitted on or before September 12, 2024, a 50% deposit is due with the Application, and the balance is due by September 13, 2024.
- If Application is submitted on or after September 13, 2024, a 100% deposit is due with the Application.

### **CANCELLATION**

Any cancellation must be submitted to TRB in writing. If Patron should cancel its Patronage, Patron shall, within 10 days of cancellation, pay TRB the following percentage of the Patron Fee, as liquidated damages and not as a penalty, based on the date cancellation is received:

- On or before September 12, 2024 – 50%
- On or after September 13, 2024 – 100%

### **LOGO**

It is recommended that Patron submit its logo art to TRB as soon as possible after receipt of confirmation of acceptance, so that the logo may be included on the Event's website. Patron must submit its logo art no later than December 2, 2024, to guarantee that it will be included in the printed program, welcome slides, and onsite signage. Patron's failure to submit logo art by this date will not reduce the Patron's contracted financial obligation and may result in the logo not being included in the printed program, welcome slides, and onsite signage.

### **TRB LOGO AND USE OF TRB ANNUAL MEETING GRAPHIC**

Except as indicated in this paragraph, the use of any names and/or logos belonging to TRB is strictly prohibited. The 2025 TRB Annual Meeting graphic (pictured on page 1) is available for use by the Patron, subject to written approval by TRB. Contact [ExpoContracts@spargoinc.com](mailto:ExpoContracts@spargoinc.com) for artwork, and specify your preferred width, in pixels. A final copy of any item bearing the TRB Annual Meeting graphic must be submitted for approval to [ExpoContracts@spargoinc.com](mailto:ExpoContracts@spargoinc.com). The Patron must clearly state on any item bearing the graphic that they are a patron at the TRB Annual Meeting. Any use must not imply or infer that the Patron is representing TRB or that any partnership exists with TRB, or that TRB endorses the Patron and/or its products or services. The graphic may not be altered in any way. The graphic may not be used as a header for a web page, email, or document.

### **ELIGIBILITY**

TRB has the sole right to determine the eligibility of any company to purchase a Patronage.

**HOSPITALITY SUITES**

Only confirmed Annual Meeting patrons and exhibitors are eligible to reserve hotel suites in the Marriott Marquis for hospitality purposes. The Patron shall not reserve hospitality suites directly with the hotel. The Patron must make reservations for any hospitality suites via TRB's Housing Bureau. The Housing Bureau will send confirmations and will include the tentative suite number. The suite number is based upon availability at the time of check-in and is subject to change. Suites may not be open prior to 6:00 AM or after 10:00 PM each day. In addition, suites are limited to no more than 20 people during the hours of 8:00 AM to 5:30 PM on Monday through Wednesday of the meeting. Once the suite is reserved, the Patron must make arrangements directly with the hotel for any food or beverage service. The Hotel will contact the Patron in early December to confirm logistical arrangements. Also, at that time, we recommend that you ask the hotel to include the name of your function and suite number on the hotel's reader board. The Patron shall not place signs anywhere in in the hotel, except they may place one sign immediately outside their hospitality suite in accordance with the Hotel's rules. The Patron is not permitted to display equipment or products or to conduct product demonstrations in suites or guest rooms during the TRB Annual Meeting.

**AMENDMENT AND ADDITIONAL RULES**

Any matters not specifically covered by the preceding Terms and Conditions shall be subject solely to the decision of TRB. At any time, TRB may amend or add to these Terms and Conditions, and all such amendments and/or additions shall be binding on the patron.

*Updated 5/16/2024*