**ORGANIZATIONAL TYPE**
- ALL (or select one or more)
- U.S. DOT
- Other U.S. Federal Government
- Non-U.S. Government
- State Transportation Department
- Other State Government
- Local or Regional Government Agency (City, County or MPO)
- Aviation
- Port Authority
- Transit Agency
- Railroad
- Academia
- Research Institution
- Industry/Commercial
- Contractor /Consultant
- Service/Association/Nonprofit
- Media
- Other

**SUBJECT AREAS**
- ALL (or select one or more)
- Administration and Management
- Marine Transportation
- Aviation
- Materials
- Bridges and Other Structures
- Operations and Traffic Management
- Construction
- Pavements
- Data and Information Technology
- Pedestrians and Bicyclists
- Design
- Pipeline
- Economics
- Planning and Forecasting
- Education and Training
- Policy
- Energy
- Public Transportation
- Environment
- Railroads
- Finance
- Research (about research)
- Freight Transportation
- Safety and Human Factors
- Geotechnology
- Security and Emergencies

**JOB TYPES**
- ALL (or select one or more)
- Attorney
- Business Development Specialist
- CEO/President/Director Executive Officer
- Economic Development
- Elected Official/Staff
- Engineer
- Environmental Analyst
- Enforcement/ First Responder
- Financial/ Accountant/Auditor
- Government Relations/ Public
- Information/Marketing/ Communications
- Operations Coordinator Manager
- Planner/ Modeller
- Policy Analyst
- Professor
- Program or Project Coordinator/Manager
- Purchasing Agent/ Contracts
- Researcher
- Software Engineer/ Developer
- Student
- Technician – Construction, Design, or Materials
- Other

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**Send Order Form:**
TRB 2020 Attendee Mailing List Order
C/o J. Spargo and Associates, Inc.
Email: brittany.spargo@spargoinc.com
Phone: 703-667-5701

Email a Sample Mailing for approval to:
brittany.spargo@spargoinc.com

Bonded Data Management Company
Infocus Marketing, Inc. will send out the email.
(separate fee applies for execution of the email)

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**Make checks payable to:** Spargo

**Submit application to:**
brittany.spargo@spargoinc.com
703-667-5701

**Need Help? Contact:**
brittany.spargo@spargoinc.com
703-667-5701

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**Mail payments to:**
TRB Exposition Management
C/o Andrew Cooper
11208 Waples Mill Rd., Suite 112
Fairfax, VA 22030

**Credit Card Payments:**
An invoice will be sent within one business day with instructions for how to submit a credit card payment online.
2020 Terms and Conditions: To receive a list count, complete this form and return to SPARGO, Inc. All orders must be prepaid in full prior to processing. Purchase orders are not accepted. Lists will be sent directly to Infocus Marketing Inc. The TRB Annual Meeting attendee mailing lists are leased and not sold. They are for one-time use only. (Separate fee applies for execution of the email.)

Deliverability: TRB does not guarantee the deliverability of its lists.

Eligibility: The TRB Annual Meeting Attendee List is available to patrons and contracted exhibitors only to promote transportation related products or services and their participation at the TRB Annual Meeting. TRB reserves the right to refuse lease of the attendee lists at any time.

Turn-Around Time: Infocus Marketing Inc. will receive the list 3-5 business days from receipt of payment and approval from TRB. Order confirmation will be delivered via email.

Order Cancellation: All orders are subject to a $50 cancellation fee. No orders may be canceled after processing and no refunds will be made for orders canceled after processing.

TRB Logo/Logotype and Use of TRB Annual Meetings Logos: The use of the NAS or TRB Logo/Logotype is strictly prohibited. However, the TRB Annual Meeting Logo, as shown in the above header is available for use by Exhibitors subject to written approval by TRB. Contact brittany.spargo@spargoinc.com for approved artwork.

InFocus Fees and E-Mail Submission Deadlines

<table>
<thead>
<tr>
<th>InFocus Fees for Basic Email Transmission:</th>
<th>InFocus Fees for Optional Services:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Set-up Fee: $50 flat fee</td>
<td>• A/B Split: $150 flat fee</td>
</tr>
<tr>
<td>• Transmission: $75 per thousand email addresses</td>
<td>• Any text, code, or artwork changes to HTML email document(s): $100/hour, with a one hour minimum</td>
</tr>
<tr>
<td>• Suppression: $100 flat fee (up to 250K records)</td>
<td>• Any more than two tests/changes: $50 per test/change</td>
</tr>
<tr>
<td>• Tracking Report: $25 flat fee</td>
<td>• Image Hosting: $50 per image</td>
</tr>
<tr>
<td></td>
<td>• Personalization of transmission: $100 flat fee</td>
</tr>
</tbody>
</table>

Submission Deadlines - To help ensure that your message receives maximum attention emails are scheduled into unique daily slots. No more than three mailings will be slotted per day -- first come, first served. To book a slot for a specific day, please note the weekly deadlines below. TRB retains sole discretion on the number of mailings per day.

<table>
<thead>
<tr>
<th>Pre-Show and Show Week Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Show - 3 weeks out</strong> - Week of Dec. 23, 2019</td>
</tr>
<tr>
<td>• Mailing period - Dec. 23-27, 2019</td>
</tr>
<tr>
<td>• Materials due 12/16/2019</td>
</tr>
<tr>
<td><strong>Pre-Show - 2 weeks out</strong> - Week of Dec. 30, 2019</td>
</tr>
<tr>
<td>• Mailing period - Dec. 30 – Jan. 3, 2020</td>
</tr>
<tr>
<td>• Materials due 12/23/2019</td>
</tr>
<tr>
<td><strong>Pre-Show - 1 week out</strong> - Week of Jan. 6, 2020</td>
</tr>
<tr>
<td>• Mailing period - Jan. 6 - 10, 2020</td>
</tr>
<tr>
<td>• Materials due 12/31/2019</td>
</tr>
<tr>
<td><strong>Show Week</strong> - Week of Jan. 13, 2020</td>
</tr>
<tr>
<td>• Mailing period - Jan. 13- 16, 2020</td>
</tr>
<tr>
<td>• Materials due 1/6/2020</td>
</tr>
</tbody>
</table>