

## Meeting Space Package Terms and Conditions

### **BINDING APPLICANT TERMS AND CONDITIONS**

This Meeting Space Package Application (the “Application”) and confirmation of acceptance of that Application constitute a contract between the Applicant and the National Academy of Sciences on behalf of the Transportation Research Board (referred to herein as “TRB”), regarding the Applicant’s use of the assigned meeting space (referred to herein as the “Meeting Space”) at the TRB 105<sup>th</sup> Annual Meeting (the “Event”), January 11–15, 2026, in Washington, DC. By applying for the meeting space package, the Applicant 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. Any violation of the Terms and Conditions could subject the Applicant to one or more of the following at the discretion of TRB: Suspension of future participation privileges or expulsion from the Meeting Space. In the event of any such actions, Applicant acknowledges and agrees that TRB is not liable to Applicant for any refunds of fees or for any of the Applicant’s other expenses related to their use of the Meeting Space.

### **EXHIBITOR / PATRON STATUS REQUIREMENT**

Applicant must already have been confirmed as an Exhibitor and/or a Patron of the Event to qualify for the use of Meeting Space.

### **USE OF THE MEETING SPACE**

Applicant affirms that their use of the Meeting Space is for the purpose of interacting with TRB attendees and/or to hold meetings of the Applicant’s own staff. Acceptable examples of Meeting Space use include staff meetings (or use as a staff office), receptions or other food functions, promotional presentations, training on use of Applicant’s products, etc. However, Applicant shall not use the Meeting Space as an exhibit, nor shall they use the Meeting Space to present research papers or technical sessions. Applicant shall not sublet the Meeting Space to any other organization, nor shall Applicant promote the goods or services of any organization other than its own. Applicant shall confine its activities to the inside of the Meeting Space. However, Applicant may place one pop-up banner (not exceeding 39” wide x 78” high) immediately outside the meeting room door.

### **FACILITY**

The Meeting Space is in the Walter E. Washington Convention Center (the “Facility”). TRB has rented the Meeting Space from the Facility and is allowing the Applicant to have access to it under the terms indicated herein. The Applicant is *not* renting the Meeting Space from the Facility and therefore shall not interact with Facility staff regarding that space. Any issues with the Meeting Space (including, but not limited to, room setup, temperature, noise, etc.) should be addressed only to TRB staff. If the Facility staff need to be contacted, it will be done exclusively by TRB staff.

### **MEETING-SPACE LOCATION, SETUP, AND ACCESS TIMES**

Applicant will be assigned to the specific Meeting Space for the specific times (“Use Period”) indicated on the Application.

- If the Application includes a conference room, the room will be set with a conference table for 20 people, plus perimeter seating for five. Attendance in the room must not exceed 25 people. For each day of the Use Period, the Applicant may enter the Room no earlier than 7:00 AM and must depart no later than 10:00 PM.
- If the Application includes a reception room, the room will be set for a standing (flow) reception for 100 people. For each day of the Use Period, the Applicant may enter the room no earlier than 4:30 PM and must depart no later than 10:00 PM. Receptions may start no earlier than 5:30 PM and end no later than 9:00 PM.

Applicant shall not make any changes to the setup of the Meeting Space.

## **VACATING OF MEETING SPACE**

Applicant shall vacate and remove all its materials from the Meeting Space no later than 10:00 PM on the final day of the Use Period. Failure to do so may result in additional fees.

## **AUDIOVISUAL AND CATERING**

TRB does not provide any catering or audiovisual equipment. TRB will provide Applicant with contact information for Aramark, the official caterer for the meeting, and Encore, the official audiovisual equipment provider for the meeting. Applicant shall have the option to purchase services directly from those vendors. Note that outside food or beverage is prohibited in the Facility. Applicant is responsible for ordering and paying for these services.

## **PROMOTION**

Promotion of the Applicant's activities in the Meeting Space are the responsibility of the Applicant. TRB will not list them in the Printed Program, Online Program, or mobile app. However, Applicant does have the option to purchase advertising space in the Printed Program or in the AM Express daily e-newsletter.

All promotions, announcements, advertisements, and invitations must clearly indicate the Applicant's organization name and must not imply that Applicant's event is an official part of the TRB Annual Meeting. To avoid misunderstandings, Applicant should submit any proposed copy to TRB prior to printing.

## **MATERIALS HANDLING**

Applicant must hand carry into the Meeting Space any materials to be used in the Meeting Space. Neither TRB nor the general contractor for the meeting will provide freight handling services for the Meeting Space. The Facility cannot accept any shipments for the Meeting Space. The Applicant shall not use the loading dock of the Facility, nor shall the Applicant bring anything into the Meeting Space that requires the use of wheels. If the Applicant also is an exhibitor, they may ship their Meeting Space materials to their exhibit booth, and then hand carry them into the Meeting Space from there.

## **MEETING REGISTRATION**

The Applicant's representatives and guests in the Meeting Space must be registered as attendees of the 2026 TRB Annual Meeting. Applicant's representatives and guests shall wear identification badges furnished by TRB at all times while they are in the Meeting Space. Placement of business cards over official TRB badges or in any way altering the badge is prohibited.

## **APPLICANT RESPONSIBILITY FOR PROFESSIONAL CONDUCT**

It is the responsibility of the Applicant to ensure that all of its representatives are aware of, and adhere to, these Terms and Conditions, and conduct themselves in a professional manner. Any Applicant representatives conducting themselves in a manner that is deemed by TRB to be unprofessional may be asked to leave the Meeting Space.

## **PAYMENTS**

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

- If Application is submitted on or before September 11, 2025, a 50% deposit is due with the Application, and the balance is due by September 12, 2025.
- If Application is submitted on or after September 12, 2025, a 100% deposit is due with the Application.

## **CANCELLATION**

Any cancellation must be submitted to TRB in writing. If Applicant should cancel its use of the Meeting Space, Applicant shall, within 10 days of cancellation, pay TRB the following percentage of the total meeting-space package price, as liquidated damages and not as a penalty, based on the date cancellation is received:

- On or before September 11, 2025 – 50%
- On or after September 12, 2025 – 100%

If Applicant should cancel its status as an Exhibitor and/or Patron of the Event, TRB will cancel the Meeting Space and Applicant will be subject to the above-mentioned liquidated damages based on the time its exhibit booth and/or patronage was cancelled.

## **GIVAWAYS AND DRAWINGS**

Giveaways and drawings are not permitted in the Meeting Space.

## **PHOTOGRAPHY / RECORDING BY APPLICANTS**

The Applicant's employees, representatives, and agents may not photograph, video-record, or audio-record any Meeting attendees, unless the attendees have given the Applicant permission to do so in writing.

## **PHOTOGRAPHY / RECORDING OF APPLICANTS' IMAGES**

The Applicant agrees that the voices and likenesses of its employees, representatives, and agents may be photographed or recorded by TRB or its agents for use in any media now known or hereafter devised in perpetuity, and hereby releases TRB from any liability due to such usage.

## **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 2026 TRB Annual Meeting graphic (pictured on page 1) is available for use by the Applicant, subject to written approval by TRB. Contact [exhibitcontracts@spargoinc.com](mailto:exhibitcontracts@spargoinc.com) for artwork (just specify your preferred width, in pixels). A final copy of any item bearing the TRB Annual Meeting graphic must be submitted for approval to [exhibitcontracts@spargoinc.com](mailto:exhibitcontracts@spargoinc.com), prior to distribution. The Applicant must make it clear on any item bearing the TRB Annual Meeting graphic that they are organizing their own activity at the TRB Annual Meeting and that they are not part of the official program. Any use must not imply or infer that the Applicant is representing TRB or that any partnership exists with TRB, or that TRB endorses the Applicant 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 or document.

## **RESPONSIBILITY OF PROPERTY**

Applicant shall be liable for any damage or loss to Applicant's property resulting from theft, fire, accident, or any other cause. Applicant shall insure its own equipment, materials, and personal property. TRB shall not assume liability for any injury that may occur to Applicant's employees, agents, or visitors.

## **INDEMNIFICATION**

To the extent permissible by law, the Applicant shall indemnify and hold harmless the National Academy of Sciences, and its officers, directors, agents and employees, and the Washington Convention and Sports Authority from and against any and all liabilities, damages, actions, losses, claims, costs, and expenses (including reasonable attorney's fees) on account of personal injury, death, or damage to or loss of property arising out of or contributed to by any act, omission, negligence, fault, or violation of a law or ordinance by the Applicant, its employees, agents, contractors, members, patrons, or invitees. The foregoing shall not apply with respect to any liability, damage, or loss directly and solely caused by the gross negligence or willful misconduct of TRB.

## **WAIVER OF RIGHTS**

Any rights of TRB under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of TRB.

## **FAILURE TO PRESENT**

If Applicant fails to use the Meeting Space during its scheduled time, Applicant shall not be relieved of its obligation to pay the full fee for the use of the Meeting Space.

## **DAMAGE TO FACILITY**

Applicant is liable for any damage caused by Applicant, Applicant's agents, employees, or representatives to building floors, walls, or columns. Applicant shall not apply paint, lacquer, adhesive, or other coatings to building columns, floors or walls, or furniture contained in the Walter E. Washington Convention Center.

## **REVISION TO MEETING SPACE LOCATION**

TRB reserves the right to revise the meeting space, provided any alternate space is of equal size.

## **ELIBILITY**

TRB has the sole right to determine the eligibility of any organization for Meeting Space use.

## **NO SMOKING OR VAPING**

The use of tobacco products is prohibited in the Walter E. Washington Convention Center.

## **PROHIBITED ITEMS**

The following are expressly prohibited in the Facility: Flammable or non-flammable compressed gases, helium-filled balloons, live animals (except service dogs), birdseed, glitter, confetti, adhesive-backed decals, open flames, flammable or combustible liquids/materials, hazardous chemicals and materials, explosives, blasting agents, and any other materials prohibited by law or by the Walter E. Washington Convention Center. Applicant assumes full responsibility for any costs or liabilities resulting from Applicant's failure to comply with these prohibitions.

## **COMPLIANCE WITH OTHER APPLICABLE REQUIREMENTS**

Applicant agrees that it shall comply with all Federal and District of Columbia laws and regulations, and with all Washington Convention Center Authority rules, policies, and procedures.

## **PROHIBITED PRACTICES**

Without limitation of the foregoing, the following are prohibited in or around the Meeting Space:

- Use of any space outside of the assigned Meeting Space, except for one pop-up banner (not to exceed 39" wide x 78" high) placed immediately outside the door.
- Distribution of materials or literature for any organization other than Applicant's. (Distribution within the Meeting Space of the Applicant's *own* materials is OK.)
- Use of games, contests, lotteries, raffles, drawings, or other games of chance.
- Use of any backdrops, pop-up booths, or other displays.

## **AMENDMENTS 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 Applicant.

*Updated 03/10/2025*