



Function Space Terms and Conditions

BINDING APPLICANT TERMS AND CONDITIONS

This Function Space 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 function space (referred to herein as “the Room”) at the TRB 106th Annual Meeting (the “Event”), January 10–14, 2027, in Washington, DC. By applying for use of the Room, 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 Room. 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 Room.

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 the Room.

USE OF THE ROOM

Applicant affirms that its use of the Room is for the purpose of interacting with TRB attendees and/or holding meetings of the Applicant’s own staff. Applicant shall not use the Room as an exhibit, nor shall it use the Room to present research papers or technical sessions. Applicant shall not sublet the Room 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 Room. However, Applicant may place one pop-up banner (not exceeding 39” wide x 78” high) immediately outside the door of the Room.

FACILITIES

The Room will be located either in the Walter E. Washington Convention Center (“Convention Center”) or the Marriott Marquis Washington DC (“Marriott Marquis” or “hotel”), referred to collectively herein as the “Facilities.”

FUNCTION SPACE

Based on the Applicant’s request in the Application, Applicant’s assigned function space shall be either of the following:

- If Applicant requested a meeting room, the Room will be in the Convention Center for Sunday through Wednesday of the Event. 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, the Applicant may enter the Room no earlier than 7:00 AM and must depart no later than 10:00 PM. Applicant shall not make any changes to the setup of the Room. Any issues regarding the Room (including, but not limited to, setup, temperature, noise, etc.) should be addressed only to TRB staff. The Applicant shall not interact directly with the Convention Center regarding the Room. (If the Convention Center staff need to be contacted, it will be done exclusively by TRB staff.)
- If Applicant requested reception space, the Room will be either in the Convention Center or the Marriott Marquis, for the Monday or Tuesday of the Event. (Reception Space in the Convention Center can accommodate up to 100 people; reception space in the Marriott Marquis can accommodate up to 500 people.) Applicant shall work directly with the Facility to determine the setup of the Room. The reception may start no earlier than 6:00 PM and must end no later than 9:00 PM. For the assigned day, the Applicant may enter the Room no earlier than 5:00 PM and must depart no later than 10:00 PM.

VACATING OF THE ROOM

Applicant shall vacate and remove all its materials from the Room no later than 10:00 PM on the final day that the Room is assigned. Failure to do so may result in additional fees.

AUDIOVISUAL EQUIPMENT

TRB does not provide any audiovisual equipment. TRB will provide Applicant with contact information for Encore, the official audiovisual equipment provider for the meeting. Applicant shall have the option to order and pay directly for any equipment or services needed from Encore.

FOOD AND BEVERAGE

TRB does not provide any food or beverage.

- If the Room is in the Convention Center, TRB will provide the Applicant with contact information for Aramark, the official caterer for the Convention Center.
- If the Room is in the Marriott Marquis, TRB will provide the Applicant with contact information for the hotel's catering department.

Applicant shall have the option to order and pay directly for any food or beverage needed from the above providers. (Note that outside food or beverage is prohibited in the Facilities.)

PROMOTION

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

MEETING REGISTRATION

The Applicant's representatives and guests in the Room must be registered as attendees of the 2027 TRB Annual Meeting. Applicant's representatives and guests shall wear identification badges furnished by TRB at all times while they are in the Room. Placement of business cards over official TRB badges or altering the badge is prohibited.

APPLICANT RESPONSIBILITY FOR PROFESSIONAL CONDUCT

It is the responsibility of the Applicant to ensure that all 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 Facility.

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 before September 11, 2026, a 50% deposit is due with the Application, and the balance is due by September 11, 2026.
- If Application is submitted on or after September 11, 2026, 100% payment is due with the Application.

CANCELLATION

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

- Before September 11, 2026 – 50%
- On or after September 11, 2026 – 100%

If Applicant should cancel its status as an Exhibitor and/or Patron of the Event, TRB reserves the right to cancel the Room, in which case the 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 Room.

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 2027 TRB Annual Meeting graphic (pictured on page 1) is available for use by the Applicant, subject to written approval by TRB. Contact ExpoContracts@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 ExpoContracts@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, the Washington Convention and Sports Authority, the Marriott Marquis Washington DC; and their respective officers, directors, agents and employees; 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 Room during its scheduled time, Applicant shall not be relieved of its obligation to pay the full fee for the use of the Room.

DAMAGE TO FACILITIES

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, pins, lacquer, adhesive, or other coatings to building columns, floors or walls, or furniture contained in the Facilities.

REVISION OF FUNCTION SPACE LOCATION

TRB reserves the right to revise the function space assigned, provided any alternative function space is of equal or greater size.

ELIBILITY

TRB has the sole right to determine the eligibility of any organization for function space use.

NO SMOKING OR VAPING

The use of tobacco products is prohibited in the Facilities.

PROHIBITED ITEMS

The following are expressly prohibited in the Facilities: 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 or by the Marriott Marquis Washington DC. 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 rules, policies, and procedures of the Walter E. Washington Convention Center and the Marriott Marquis Washington DC.

PROHIBITED PRACTICES

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

- Use of any space outside of the Room, 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.
- Use of games, contests, lotteries, raffles, drawings, or other games of chance.
- Use of any backdrops, pop-up booths, or other displays.

HEALTH AND SAFETY POLICIES

Applicant acknowledges that a risk of exposure to infectious diseases exists in any event or public space, including the TRB Annual Meeting. Applicant agrees to comply with all rules and regulations, including any health and safety mandates, of the Walter E. Washington Convention Center, the Marriott Marquis Washington DC, and the National Academy of Sciences; and with all laws and regulations of the United States and the District of Columbia. TRB reserves the right to deny entry, without refund, to any of Applicant's representatives who do not comply.

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 3/11/2026