



**23RD ANNUAL
AAR/BOE
HAZARDOUS
MATERIALS SEMINAR
MAY 25-27, 2010**

**WESTIN CROWN CENTER
KANSAS CITY, MISSOURI**



The Bureau of Explosives (BOE) has been providing valuable inspection services, employee training, and information products to the hazardous materials transportation industry and emergency response community since 1907. Join over 500 hazmat professionals at our annual two and a half day seminar, featuring more than 30 technical sessions and innovative training workshops. Numerous exhibitors will be on hand to display their latest products and services. Plan now to attend the BOE Seminar for the latest information on hazmat safety and security.

Many of our workshops satisfy DOT General Awareness or function-specific, training and OSHA requirements for annual training. Don't miss out on this unique opportunity to receive top-quality instruction from recognized experts in the rail, trucking and chemical industries, the U.S. Department of Transportation, the Federal Railroad Administration and Transport Canada.

Exhibitor space is still available!

For More Information Call 719-584-7151,

Email: boeadm@aar.com

or visit

http://www.boe.aar.com/boe-hazmat_seminar.htm



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 Pueblo, CO 81001

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 Fax: (719) 584-7151
 Email: sam_chapman@aar.com

February 11, 2010

Dear Exhibitor,

The Transportation Technology Center, Inc. (TTCI), and the Association of American Railroads (AAR) would like to invite you to participate in the 23rd Annual AAR/Bureau of Explosives (BOE) Hazardous Materials Seminar. The seminar is scheduled for May 25-27, 2010 at the Westin Crown Center, 1 East Pershing Road, Kansas City, MO 64108. Attendance at this seminar is expected to exceed 500 people from all facets of the hazardous materials industry, including chemical shippers, carriers, and emergency response personnel.

Indoor exhibit space at the conference will be available at a cost of \$1,100.00 per booth. The cost of each exhibit space will include one 8' x 10' booth, one exhibitor identification sign, and two booth representatives. A maximum of two additional representatives can each be registered at the reduced conference rate of \$475.00 per person. Exhibitors are encouraged to bring actual products for demonstration or display. The dates and times for the exhibits are listed below.

MONDAY	May 24	1:00 pm – 6:00 pm	(Conference Registration Opens)
MONDAY	May 24	1:00 pm – 7:00 pm	(Exhibitor Set-up)
TUESDAY	May 25	7:30 am - 5:00 pm	(Exhibit Hall Hours)
TUESDAY	May 25	5:00 pm – 7:00 pm	(Reception in the Exhibit Hall)
WEDNESDAY	May 26	7:30 am - 4:30 pm	(Exhibit Hall Hours)
WEDNESDAY	May 26	4:30 pm - 6:30 pm	(Exhibitor Break-down)

Please note the time change for Exhibitor Set-up to better accommodate schedules. The exhibit hall will be secured at 7:00 p.m. Arrangements MUST be made in advance for set-up after this timeframe.

The seminar will begin with the General Session at 8:30 a.m. on Tuesday, May 25, 2010, and will end at 12:00 p.m. on Thursday, May 27, 2010.

If your company wishes to purchase additional exhibit space, an additional two representatives will be allowed. Many past exhibitors have inquired if they may invite their local sales representative to the show. If you wish to have your local salesperson be present at your booth, please note their name on the registration form. You may have a different salesperson each day. The registration cost for these individuals will be waived. These individuals will not receive a certificate of attendance or any conference material. Please note that sales representatives will only be entitled to attend the activities in the exhibit hall. A **maximum of two sales representatives** per booth will be allowed. Please call

Viola Arguello with any questions regarding this policy. Booth locations will be determined on a first come, first served basis. **Exhibitors are urged to submit your registration early.** Please refer to the enclosed exhibit diagram to assist in your booth selection and to the following website for the most current updates to the layout http://www.boe.aar.com/boe-hazmat_seminar.htm. Please indicate on the application *three choices* for booth location. *TTCI reserves the right to reassign booth space in order to more easily accommodate the flow of attendees.*

Rooms at the Westin Crown Center are available at a reduced rate for seminar participants by calling the Reservation line: 1-888-627-8538 or Online at:
<http://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=1001219370&key=7C60>

Be sure to mention that you are attending the “**AAR/BOE Hazardous Materials Seminar**” to receive the reduced rate. Rooms are blocked and reserved at the guaranteed convention rate of \$145.00 single/double occupancy. **Hotel reservations must be made by May 3, 2010 to receive this discount.** Reservations made after this cut-off date are subject to room availability. You are encouraged to make reservations as early as possible.

We hope you will join us in Kansas City. If you have any questions please do not hesitate to call at 719-584-7151 or email at boeadm@aar.com

Sincerely,

A handwritten signature in black ink, appearing to read "Sam Chapman". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Sam Chapman
Manager Hazardous Materials

EXHIBITOR RULES AND REGULATIONS

STANDARD BOOTH DESCRIPTION AND HEIGHT RESTRICTIONS

All booths should be assembled in a manner that does not detract from or obstruct adjacent booths. No exhibit or other material may exceed the 8' height of the backdrop or the 3' height of the side rails. A display may stand 8' in height only if it is flush with the backdrop and extends no more than 3' from the back line of the booth. Displays that do not conform to these specifications must be approved by TTCI prior to the show. Displays violating this policy may be dismantled or relocated at the discretion of TTCI.

SET-UP AND REMOVAL OF EXHIBITS

Exhibit set-up will be from 1:00 p.m. until 7:00 p.m. on Monday, May 24, 2010. All exhibits must be completely installed by 7:00 p.m. on this date. Space not claimed and occupied by 7:00 p.m. on Monday may be forfeited and reassigned. Arrangements **MUST** be made in advance for set-up after this timeframe. Exhibits must be removed from the Westin Crown Center by 6:30 p.m. on Wednesday, May 26, 2010. However, exhibitors may not remove, dismantle or begin to pack materials or displays before 4:30p.m. Wednesday, May 26. Any exhibitor who begins to tear down prior to this time will jeopardize its participation in future shows.

PROPER USE OF EXHIBIT SPACE

Exhibitors may not reassign, sublet or allow other companies to use the whole or any part of the space assigned by TTCI. Exhibitors may not display or advertise any goods or services not manufactured, distributed or otherwise provided by the exhibiting company during the normal course of business without prior approval from TTCI. All displays, demonstrations, sales activities, etc., must be contained within the reserved booth space and may not impede traffic through the aisles. The use of audio-visual or other special effects equipment may not obstruct or otherwise interfere with adjacent booths.

SHIPPING, DECORATING AND SERVICES

Shipping, drayage and show decorating will be provided by George Fern Co., 751 Wyoming, Kansas City, MO 64101, Phone: 816-221-0525, Fax: 816-471-1602 and email Joe Villarreal at JVillarreal@georgefern.com . An exhibitor service kit will be mailed to registered exhibitors 60 days prior to the event. This kit will provide complete instructions, shipping information and cost of available services like furniture rental, special booth decorations, signs, labor, electrical and janitorial services. As a reminder, registered exhibitors will receive an 8'x10' exhibit space and sign only. Please adhere to the deadline dates for ordering supplies from George Fern. Onsite ordering will cost more.

EXHIBITOR CANCELLATION POLICY

Payment includes a non-refundable deposit in the amount of \$200.00. Prior to April 16, 2010, refunds due on cancellations (less deposit) will be made only if the space is resold. There will be no refunds on space canceled after May 7, 2010. All booth cancellations must be made **in writing** and submitted to the BOE. Cancellation notices may be faxed to Viola Arguello at 719-584-7151, emailed to boeadm@aar.com or mailed to TTCI, 55500 DOT Road, P.O. Box 11130, Pueblo, Colorado 81001. A written confirmation will be mailed to you no later than 10 business days or will be faxed upon request. Without a written confirmation of cancellation, all terms of this application will apply. To cancel a registration (i.e. "Additional Booth Attendee") written notification must also be made to the BOE. A written confirmation notice will be sent to the booth coordinator no later than 10 business days after notification. Without this confirmation of cancellation, your company will be responsible for payment (\$475.00). You may, however, replace/substitute a booth representative at any time up until the first day of the seminar.

LIABILITY

TTCI shall bear no liability for any claim, loss or damage of any kind or nature whatsoever, arising out of or in connection with this seminar, including any loss of or damage to the goods or property of the exhibitor. It is the responsibility of the exhibitor to protect and provide the security for its exhibit, demonstration, goods, materials, and/or equipment before, during and after the exhibition. The exhibitor is responsible for taking all measures necessary to protect other parties and property from any harm which might result from or be caused by its exhibit,

demonstration, goods, materials, and/or equipment. The exhibitor shall be solely liable for any and all damage, costs or expenses caused by or resulting from any act or exhibit of the exhibitor. Exhibitor agrees to defend, indemnify, and hold TTCI harmless from all claims of third parties arising from any act or exhibit of the exhibitor, providing that exhibitor shall not be responsible for damages attributed solely to the actions of a third party or TTCI.

INSURANCE

The exhibitor shall secure, furnish and maintain insurance which must be in effect during all periods of the exhibitor's participation in the seminar, including, but not limited to, the seminar itself and the preparation, set-up, and tear down of the seminar as follows:

- Workers compensation in the minimum amounts required by statute
- Employer's liability in the minimum amount of \$1,000,000.00; and
- Comprehensive general liability insurance with contractual liability minimum combined limits of \$1,000,000.00 for bodily injury, property damage, and/or theft per occurrence.

Insurance certificates must be received prior to the seminar.

CANCELLATION AND RELOCATION

TTCI reserves the right to cancel or relocate the event. If TTCI cancels or relocates the event due to circumstances within TTCI's control, TTCI's liability shall be limited to a refund of payment for rental costs paid TTCI by the exhibitor in accordance with the payment section of this Agreement. In the event that TTCI has no control over the cancellation or relocation of the seminar, TTCI has no liability of any kind but may, in its discretion, refund any payments for rental costs paid by the exhibitor. In any event, TTCI's maximum and sole liability, if any, to the exhibitor in the event of cancellation or relocation shall be for the return of the deposit or a portion of the deposit, as TTCI, in its discretion, determines.

REJECTION OF APPLICATION

TTCI reserves the right to cancel or refuse rental or display space to any person or company whose conduct or display of goods, in the opinion of the show manager, is incompatible with the general character and objectives of the seminar.

COMPLIANCE WITH THE LAW

TTCI and the exhibitor shall comply with all laws and/or ordinances of the United States, the State of Missouri and the city of Kansas City and wherever applicable, all rules and regulations of the local police and fire departments during the seminar and during the preparation, set-up, and tear down of the exhibits.

SHOW HOURS

TUESDAY, May 25, 2010	7:30 am - 5:00 pm	(Exhibit Hall Hours)
TUESDAY, May 25, 2010	5:00 pm - 7:00 pm	(Reception in the Exhibit Hall)
WEDNESDAY, May 26, 2010	7:30 am - 4:30 pm	(Exhibit Hall Hours)

Type or Print Information Exactly as it Should Appear in the Program and on the Booth Sign

Company/Organization:

Street Address:

City:

State:

Zip Code:

Products, services, or programs to be exhibited (This information will be included in the Seminar proceedings book. Please limit to 25 words or less) Don't forget to include web site addresses.

List Three Choices of Booth Locations:

1.

2.

3.

Please Place By:

Please Do Not Place By:

Confirmation Exhibitor Kit should be mailed to:

Name:

Title

Street Address

City:

State:

Zip Code:

Phone Number:

Fax Number:

Email:

Booth Representatives:

(Representative listed first will be responsible for the booth during the seminar)

Booth One:

Name:

Title:

Email:

Name:

Title:

Email:

Booth Two (If Applicable):

Name:

Title:

Email:

Name:

Title:

Email:

Additional Booth Representatives (\$475.00 Each Registration):

Name:

Title:

Email:

Name:

Title:

Email:

Local Sales Representative, May 25 (No Charge)

Name:

Title:

Email:

Local Sales Representative, May 26 (No Charge)

Name:

Title:

Email:

BOOTH RATES:

Each in-line 8' x 10' Booth

\$1,100.00

PAYMENT:

Payment of \$1,100.00 must be submitted with this application. Payment can be made with a credit card, or by check. We accept VISA, Mastercard, Discover, and American Express. Applications received without payment will not be processed, and booth assignments will not be made until payment is received.

Payment Type: Visa Discover Check
 Mastercard American Express Number _____

Card Holder's Name:
Card Number:
Expiration Date:
Make Check Payable to: Transportation Technology Center, Inc., P.O. Box 11130, Pueblo, CO 81001

PROOF OF INSURANCE:

Copy of certificate of insurance providing coverage as outlined in Section 7 of Exhibit Rules and Regulations **MUST** be submitted with application form.

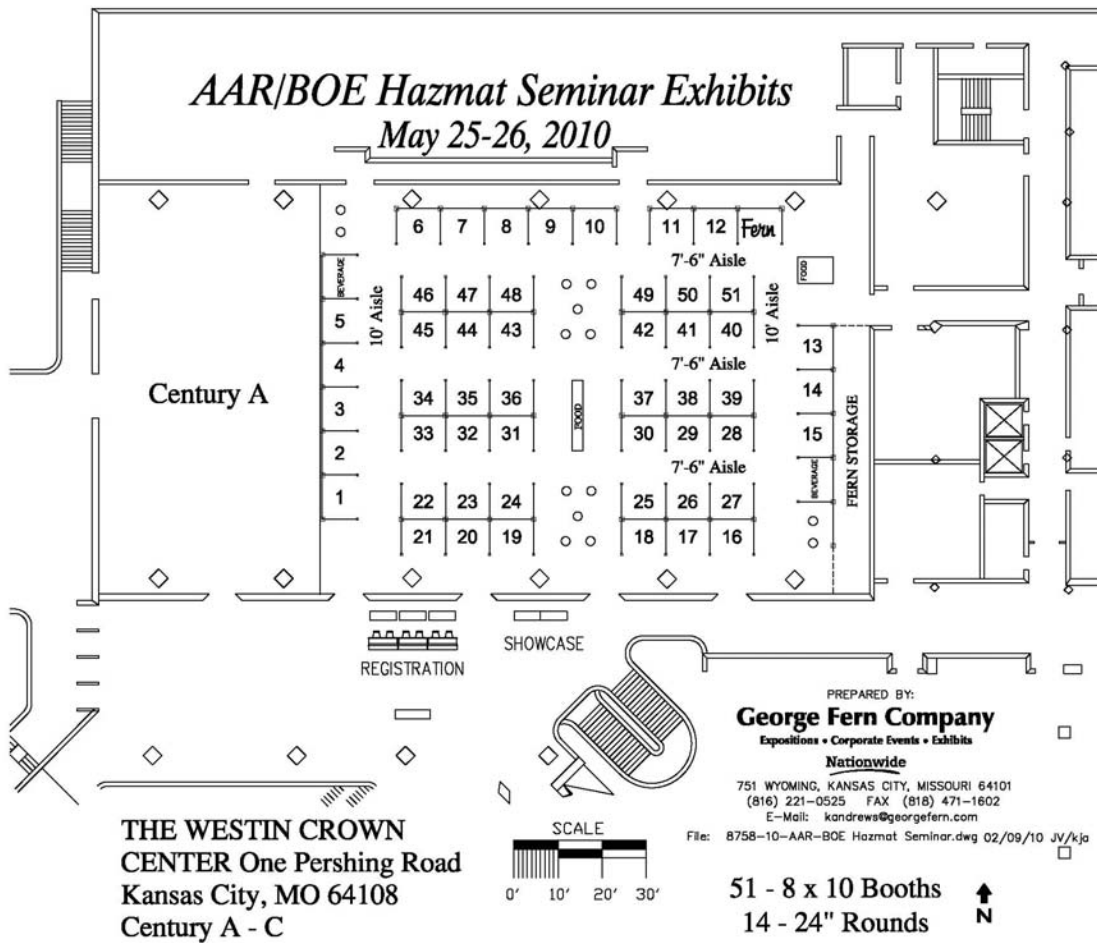
CANCELATION POLICY:

See Exhibitors Rules and Regulations sheet.

The undersigned hereby authorizes TRANSPORTATION TECHNOLOGY CENTER INCORPORATED to reserve exhibit space at the Westin Crown Center for use by the above company/organization during the 23rd Annual AAR/BOE Hazardous Materials Seminar, May 25-27, 2010. The undersigned agrees to abide by the "Exhibition Rules and Regulations" and to all conditions under which exhibit space at the Westin Crown Center, Kansas City, MO is leased to TTCI and ensure that all representatives working in the booth are aware of the terms, conditions and rules pertaining to the seminar.

<p>Return application and payment to: TRANSPORTATION TECHNOLOGY CENTER, INC. Bureau of Explosives 55500 DOT Road P.O. Box 11130 Pueblo, CO 81001 Phone/Fax: 719-584-7151; Email: boeadm@aar.com</p>
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Authorized Signature: _____ Date: _____



For updates on available booth space go to:
http://www.boe.aar.com/boe-hazmat_seminar.htm