



# 24<sup>TH</sup> ANNUAL AAR/BOE HAZARDOUS MATERIALS SEMINAR MAY 24-26, 2011

MARRIOTT UNION STATION  
ST. LOUIS, 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 available!***

For More Information Call 719-584-7151

Email: [boeadm@aar.com](mailto:boeadm@aar.com)

or visit

[http://www.boe.aar.com/boe-hazmat\\_seminar.htm](http://www.boe.aar.com/boe-hazmat_seminar.htm)



**Sam Chapman**  
 Manager Hazardous Materials  
 Transportation Technology Center, Inc.  
 55500 DOT Road  
 Pueblo, CO 81001

Office Phone: (719) 584-0749  
 Cell Phone: (719) 250-8768  
 Fax: (719) 584-7151  
 Email: sam\_chapman@aar.com

February 22, 2011

Dear Exhibitor,

The Transportation Technology Center, Inc. (TTCI), and the Association of American Railroads (AAR) would like to invite you to participate in the 24th Annual AAR/Bureau of Explosives (BOE) Hazardous Materials Seminar. The seminar is scheduled for May 24-26, 2011 at the Marriott Union Station, 1820 Market Street, St. Louis, MO 63103. 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 \$500.00 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 23	1:00 pm – 6:00 pm	(Conference Registration Opens)
MONDAY	May 23	1:00 pm – 7:00 pm	(Exhibitor Set-up)
TUESDAY	May 24	7:30 am - 5:00 pm	(Exhibit Hall Hours)
TUESDAY	May 24	5:00 pm – 7:00 pm	(Reception in the Exhibit Hall)
WEDNESDAY	May 25	7:30 am - 4:30 pm	(Exhibit Hall Hours)
WEDNESDAY	May 25	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 24, 2011, and will end at 12:00 p.m. on Thursday, May 26, 2011.

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 or email Viola Arguello at (719) 584-7151 or [boeadm@aar.com](mailto:boeadm@aar.com) 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](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 Marriott St. Louis Union Station are available at a reduced rate for seminar participants by calling the Reservation line: 1-800-410-9914.

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 \$142.00 per night single/double occupancy. **Hotel reservations must be made by April 30, 2011 to receive this discount.** Reservations made after this cut-off date are subject to space and rate availability. You are encouraged to make reservations as early as possible.

We hope you will join us in St. Louis. If you have any questions please do not hesitate to call at 719-584-7151 or email at [boeadm@aar.com](mailto: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 at the end.

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 23, 2011. 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 Marriott Union Station by 6:30 p.m. on Wednesday, May 25, 2011. However, exhibitors may not remove, dismantle or begin to pack materials or displays before 4:30p.m. Wednesday, May 25. 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 in 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, DRAYAGE, AND SHOW DECORATING 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](mailto: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 22, 2011, refunds due on cancellations (less deposit) will be made only if the space is resold. There will be no refunds on space cancelled after May 6, 2011. 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](mailto: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 (\$500.00). 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 St. Louis 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 24, 2011	7:30 am - 5:00 pm	(Exhibit Hall Hours)
TUESDAY, May 24, 2011	5:00 pm - 7:00 pm	(Reception in the Exhibit Hall)
WEDNESDAY, May 25, 2011	7:30 am - 4:30 pm	(Exhibit Hall Hours)

**Type or Print Information Exactly as it Should Appear on the Booth Sign**

Company/Organization:

Street Address:

City:

State:

Zip Code:

Products, services, or programs to be exhibited (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:

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 (\$500.00 Each Registration):**

Name:

Title:

Email:

Name:

Title:

Email:

**Local Sales Representative, May 24 (No Charge)**

Name:

Title:

Email:

**Local Sales Representative, May 25 (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 by 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., 55500 DOT Road, P.O. Box 11130, Pueblo, CO 81001 Attn: BOE Seminar

**PROOF OF INSURANCE:**

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

**CANCELLATION POLICY:**

See Exhibitors Rules and Regulations sheet.

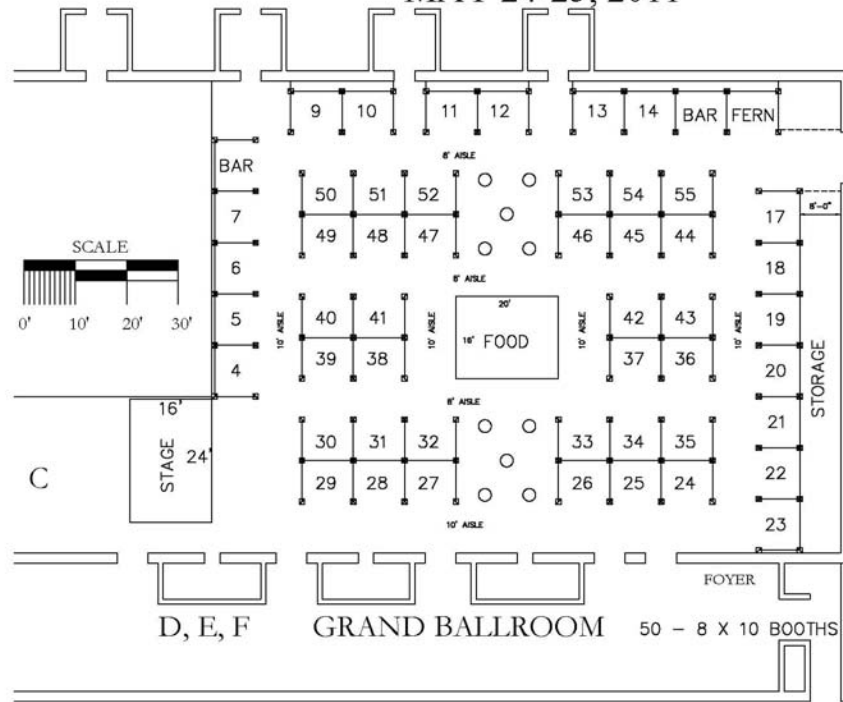
The undersigned hereby authorizes TRANSPORTATION TECHNOLOGY CENTER, INC. to reserve exhibit space at the Marriott St. Louis Union Station for use by the above company/organization during the 24<sup>th</sup> Annual AAR/BOE Hazardous Materials Seminar, May 24-26, 2011. The undersigned agrees to abide by the "Exhibition Rules and Regulations" and to all conditions under which exhibit space at the Marriott St. Louis Union Station, St. Louis, 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.

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](mailto:boeadm@aar.com)

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# AAR BOE HAZMAT SEMINAR

MAY 24-25, 2011



**GEORGE**  
**fern**  
EXPOSITION SERVICES

751 Wyoming, Kansas City, Missouri 64101  
816.221.0525 Fax 816.471.1602  
Email: kandrews@fermexpo.com

Account Executive: Joe Villarreal

Revision Date: 01/28/11

Convention City: St. Louis, MO

File Name: 8758-11-AAR BOE Hazmat Seminar-R1

Drawn By: Hinge Han

Convention Center: Marriot Union Station

Disclaimer: This plan is for informational purposes only. It is not a contract. All dimensions are approximate and subject to change without notice. The user assumes all responsibility for the accuracy of the information provided. The user agrees to indemnify and hold the exhibitor harmless from all claims, damages, and expenses, including reasonable attorneys' fees, arising from the use of this plan, whether or not such claims, damages, and expenses are caused in whole or in part by the negligence of the exhibitor.

For updates on available booth space go to:  
[http://www.boe.aar.com/boe-hazmat\\_seminar.htm](http://www.boe.aar.com/boe-hazmat_seminar.htm)



# 24<sup>th</sup> Annual AAR/BOE Hazmat Seminar

St. Louis Union Station Marriott  
May 24-26, 2011

## Sponsorship Registration Form

Consider becoming a sponsor for the 2011 AAR/BOE Conference. This is an excellent opportunity to maximize your marketing and it provides you with additional exposure before, during, and after the conference.

### CONTACT INFORMATION

Name \_\_\_\_\_ Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

### SPONSORSHIP FEES

- Platinum Sponsor \$2,500
- Gold Sponsor \$1,500
- Silver Sponsor \$500

### PAYMENT

- Check (payable to Transportation Technology Center, Inc.)

#### Credit Card

- Visa
- MasterCard
- Discover

Name as it appears on card \_\_\_\_\_  
Billing Address \_\_\_\_\_  
Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Signature \_\_\_\_\_

Mail, fax or email completed form and payment to:  
BOE Seminar  
Attn: Viola Arguello  
P.O. Box 11130  
Pueblo, CO 81001  
Fax: (719) 584-7151  
Email: boeadm@aar.com

Cancellation Policy: No refunds will be made for conference sponsor fees.