



Participant/Exhibitor Registration Form
52nd Annual Southeastern Transportation Geotechnical Engineering Conference
October 30 – November 2, 2023
Sheraton/Le Meridien Charlotte Hotel
Charlotte, North Carolina
<http://stgec.org>

General Registration Instructions

The North Carolina Department of Transportation is proud to present the 52nd Annual Southeastern Transportation Geotechnical Engineering Conference (STGEC). The conference will be held from Monday, October 30 - Thursday, November 2, 2023 at the Sheraton/Le Meridien Charlotte Hotel in Charlotte North Carolina.

For each participant registering, please fill out a copy of the 2nd page of this registration form. We encourage participants to register online at <http://stgec.org>. For each participant, indicate the registration type, the events they wish to attend, and their personal information. Most events except the hotel stay and other items as noted are covered in the registration cost. **Hotel reservations must be made separately by participants.** The room cost has been set at \$189.00 per night plus 15.25% tax. To book hotel reservations please visit the Hotel and Travel section of our website to get more information. You may also call the hotel at (704) 372-4100 and **mention you are making reservations for “STGEC”**. The cutoff date for reserving a room at the set rate is Monday, October 2, 2023. A deposit for one night and taxes is due at the time of making the reservation.

The participant registration includes admission to all technical sessions, breakfast, lunch, banquet, and receptions. Please indicate the events you plan on attending so we may obtain an accurate head-count. Accurate headcounts are needed in order to control costs and keep registration fees at a reasonable rate. There are no discounts for unattended events.

A \$50.00 late fee is assessed on each participant registered after September 30, 2023. All refunds before September 30, 2023 will be charged a \$25.00 fee for processing. You may do substitutions at no cost.

No refunds will be given after September 30, 2023.

General Registration Instructions for Exhibitors

The STGEC Conference would not be successful without the support of our exhibitors. If paying online, the Exhibitor can choose any available space. If paying by check, booth space will be assigned in order of when we receive your check and the lowest available booth number option listed. STGEC reserves the right to adjust the exhibitor layout as needed to accommodate conference requirements. Opening reception, breakfast, lunch, and breaks will be in the exhibit area.

The exhibitor registration includes a booth area 10 feet wide x 8 feet deep with a table and 2 chairs, pipe and drape where appropriate, linen/skirts, one 120-volt outlet (15 amps) with power strip, and one (1) conference registration. The conference registration includes admission to all technical sessions, breakfast, lunch, banquet, field trip, and receptions. Additional exhibit registrants can be made at the individual rates.

The shipping of materials to and from the facility is the responsibility of the exhibitor. Please see the attached for shipping address and other requirements for shipping and storage of packages at the Sheraton/Le Meridien Charlotte Hotel.

All exhibitors must include a signed ‘EXHIBITOR LIABILITY’ form with their registration.

Setup time is from 3:00 p.m. to 5:00 p.m. on Monday, October 30, 2023.

Displays may be removed after 3:30 p.m. with removal complete no later than 4:30 p.m. on Wednesday, November 1, 2023.

If you have any questions regarding registration, please contact Tom Santee at (919) 414-2447 or by email at support@stgec.org

A \$100.00 late fee is assessed on each exhibitor registered after September 30, 2023. All refunds before September 30, 2023 will be charged a \$25.00 fee for processing. You may do substitutions at no cost.

No refunds will be given after September 30, 2023.

STGEC 2023 Registration Form

Registration Type

	Early Registration (Until 09/30/23)	Late Registration (After 09/30/23)
Individual	\$400.00 <input type="checkbox"/>	\$450.00 <input type="checkbox"/>
Exhibitor	\$1,850.00 <input type="checkbox"/>	\$1,950.00 <input type="checkbox"/>
Spouse	\$200.00 <input type="checkbox"/>	\$225.00 <input type="checkbox"/>

Event Selection

Please indicate the events you expect to attend. Accurate headcounts are essential to keep costs down and registration fees at a reasonable level.

Event	Monday	Tuesday	Wednesday	Thursday
Opening Reception	<input type="checkbox"/>			
Breakfast		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reception/Banquet			<input type="checkbox"/>	

Individual/Exhibitor Information

Check here if this is also the billing information.

First Name: _____ Last Name: _____

Badge Name: _____

Title: _____

Organization: _____

City: _____
Address: _____

_____ State: _____ Zip: _____

Telephone: (____) _____

Registrant Email: _____

Special Requests/Accommodations

Vegetarian/Vegan meals (Please Check Box):

If you have any questions regarding registration, please contact Tom Santee at (919) 414-2447 or by email at support@stgec.org

Food Allergies / Other Special Requirements (please indicate below)

Preferred Exhibition Booth Locations

Please list four (4) options. See "Exhibitor Space Layout" at www.stgec.org for available spaces.

(1) _____ (2) _____ (3) _____ (4) _____

Total Amount Due: \$ _____

(Please make checks payable to STGEC)

Please indicate the billing address below if it is different from the registration address.
If you are registering multiple people and the billing address is the same as one of the registrants, please be sure to indicate which one is the correct billing address.

Billing Information

First Name: _____ Last Name: _____

Organization: _____

Address: _____

_____ State: _____ Zip: _____

Telephone: (____) _____ Fax: (____) _____

City: Billing Email: _____

If you are paying with a check, please send your registration information along with the check, **payable to STGEC**, to the following address:

STGEC (Southeastern Transportation Geotechnical Engineering Conference)
4206 Brownsboro Glen Rd., Louisville, KY 40241
Attn: William Broyles

EXHIBITOR LIABILITY

Exhibitor is expected to keep booth safe and avoid damaging hotel property. Exhibitor shall be fully responsible to pay for any and all damages to Sheraton/Le Meridien Charlotte, its owners, or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless Sheraton/Le Meridien Charlotte, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

NAME OF EXHIBITOR

SIGNATURE

Shipping Information

Attn: Guest Name
Event Name AND Exhibitor/Company Name
555 South McDowell St.
Charlotte, NC 28204

- ◆ **Receiving:** Shipments should arrive no more than 3 days prior to the event.
- ◆ **Load In:** Our building services team will deliver exhibitor shipments properly labeled with the event name to the designated exhibitor area at load-in time. Guests may also see the Front Desk if they'd like to individually pick up their shipments prior to load in.
- ◆ **Load Out:** All outgoing shipments must be packaged, have a pre-paid label affixed to them, and a pick-up called in to the carrier (we do not have standing, daily pick-up times). Our building services team will collect outgoing shipments from the exhibitor area following load out. Please schedule your pick-up between the hours of 7am-9pm.

Symphony Loading Dock

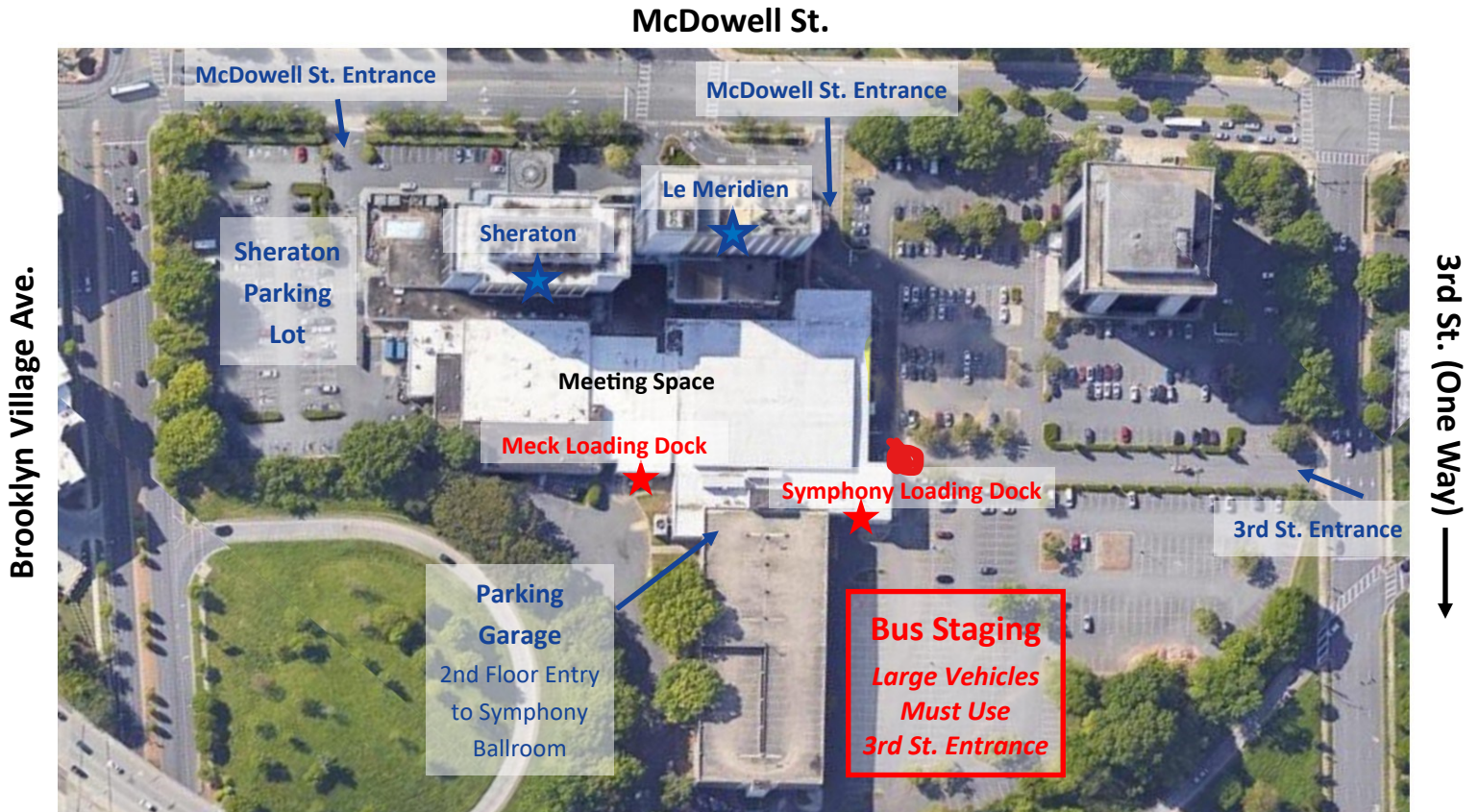
- ◆ Enter around Le Meridien Side of Building
- ◆ Elevator to Symphony Ballroom Back Hallway must be used with this dock, please ensure your items will fit in the elevator
- ◆ Outside loading dock doors: 84" H x 70" W
- ◆ Loading dock: 11' H x 16' W and 32" off the ground
- ◆ Elevator doors: 84" T x 48" W
- ◆ Elevator cab: 93" H x 69" W x 96" D
- ◆ Symphony ballroom doors: 96" H x 70" W
- ◆ Freight elevator capacity is 4500 lbs

Mecklenburg Loading Dock

- ◆ Enter around Sheraton Side of Building
- ◆ There is a ramp that items must be pushed up in order to access the Symphony Ballroom from this dock
- ◆ Mecklenburg ballroom doors: 94" W x 88" H
- ◆ Loading dock door: 97" W x 91" H and 47" off the ground

Parking Information

Sheraton & Le Meridien Charlotte
 555 S. McDowell St. Charlotte, NC 28204



- ◆ **Event Parking:** the Parking Garage is the closest entry point for events in Symphony Ballroom- there is direct access on the 2nd level from the parking garage and an entrance on the lower level, located between the McDowell St. entrance and parking garage entrance
- ◆ **Large Vehicles:** Buses, trucks, and other large vehicles *MUST* use the 3rd St. entrance
- ◆ **Loading Docks:** Mecklenburg loading dock can be accessed from the 3rd St. entrance by driving around the building, behind the parking garage