TECHNOLOGY & MAINTENANCE COUNCIL
2016 ANNUAL MEETING & TRANSPORTATION TECHNOLOGY EXHIBITION
Music City Center • Nashville, Tennessee • February 29-March 3

EXHIBITOR PROSPECTUS
Booth Registration Opportunity for TMC Members!
For more information, visit us online at http://tmc.trucking.org

ATA BUSINESS SOLUTIONS
TRUCKING'S TECHNOLOGY MARKETPLACE

That’s what TMC’s 2016 Annual Meeting & Transportation Technology Exhibition delivers. From brakes to bearings, from scanners to software, the Technology & Maintenance Council’s Study Groups and Task Forces cover it all. This is the technical marketplace for the trucking industry and you’re invited to participate.

“Any transportation maintenance professional – no matter the size of his or her fleet – will gain from TMC membership and meetings. The industry networking opportunities, knowledge gained, from not only sharing ideas with peers, but having access to the ‘who’s who’ in the transportation sector from both the fleet side and the supplier side alike, is incredible. Like all organizations, what you put into it is what you get out!”

— Steph Sabo, President, Fast Truck & Trailer (TMC member since 1999).

Meeting & Exhibit Dates

Music City Center
Nashville, Tennessee

LINKING BUSINESS CHALLENGES WITH TECHNOLOGY SOLUTIONS

TMC is dedicated to working cooperatively toward industry best practices, and the results are evident in recent accomplishments, including the development of recommended maintenance and engineering practices in the areas of:

- Diesel Exhaust Fluid (DEF)
- Counterfeit Parts Identification
- Corrosion Control
- Fleet/Service Provider Communications
- Electronic Onboard Recorder Performance Guidelines

As an exhibitor in 2016, your company shares in a 60-year heritage that has become TMC’s Transportation Technology Exhibition. From a small equipment forum for the trucking industry in the 1950’s, TMC has grown to become the premier technical exhibition for new trucking-related products and services. This is a must-attend show at which smart suppliers access the industry’s leading equipment purchasers! TMC looks forward to you joining us at trucking’s complete technology trade show this February in Nashville, Tennessee. See you there!

Advertising opportunities are described in detail and an insertion order can be found on pages 11-12.
TMC has revamped its conference and exhibit schedule to meet fleet and supplier demands. TMC's exhibit opens Monday evening, with evening viewing periods starting and ending earlier. It's our way of responding to your requests!

Here's what TMC is doing in 2016 to improve your show experience:

TMC believes this action will help increase fleet attendance significantly at TMC’s 2016 Annual Meeting & Transportation Technology Exhibition.

REGISTER FOR EXHIBIT SPACE ONLINE!
Booth registration online is fast and easy. 2015 exhibitors should follow the link to the exhibit contract that was included in the email sent on July 14. Once the contract is submitted, a confirmation is emailed within 48 hours. Space will be released if payment is not received within seven days of confirmation.

PROTECTED EXHIBIT VIEWING HOURS CONTINUE
TMC will again schedule exhibit hall hours to maximize your networking opportunities. During all exhibit hall hours there will be no other TMC functions scheduled! Monday’s Grand Opening and Reception, Tuesday’s Walk-Around Luncheon and evening reception, and Wednesday’s final viewing period will bring the attendees to the exhibit hall each day of the show.

TMC continues focus on trailers
TMC will once again spotlight trailers and aerodynamic devices in 2016! The Exhibition floor plan contains several booth spaces designed for manufacturers of trailers and/or aerodynamic devices. Each space is 20’x70’, with 20’ of empty space on either side for better viewing. These booths will only be available for manufacturers of trailers and aerodynamic devices, and are offered at a special trailer booth price.

Industry’s best drayage rates
On behalf of the supplier community, TMC has secured a competitive (showsite) drayage rate with Freeman Decorating Company, the general service contractor for TMC’s 2016 exhibit. We’ve also secured competitive pricing on other exhibit-related services, such as show labor and furnishings to help you keep costs down.
**EXHIBITOR SERVICES MANUAL**

TMC, FREEMAN DECORATING COMPANY and the MUSIC CITY CENTER have joined forces to prepare the Exhibitor Services Manual (ESM) for each exhibitor participating. The ESM will contain information on how to order furniture, carpet, labor, electrical hookups and telephone services for the show, and will contain personnel registration and hotel reservation forms. As in the past, the ESM will be accessible to all exhibitors online.

**EXHIBITOR BADGE POLICIES**

1. Admission to the exhibit area is by badge only. Security personnel will be on duty at all entrances. NOTE: Exhibitor badges will not admit your personnel to Council meetings, business sessions, or food and social functions outside of the Exhibit Area.

2. Exhibitor badges are not needed to admit your personnel to the exhibit area for booth set-up/tear-down.

3. If you require more than your allotted complimentary exhibitor badges, there will be a charge of $125 for each additional badge. Badge request forms will be sent with the Exhibit Manual after booth assignment. Tuesday’s “Walk-around Luncheon” tickets will be provided with each exhibitor badge. Beverages will be available for purchase at all evening receptions.

4. You do not need to purchase exhibitor badges for personnel who are fully registered for the meeting. They will receive the usual Blue Associates Badge which identifies them as a paid, fully-registered meeting participant as well as an Exhibitor, and their book of tickets will cover all food/beverage functions as well as admittance to the Exhibit Hall.

5. Exhibitor Personnel are not permitted to “sell” in the aisles outside of their booth space. This policy is strictly enforced by TMC’s Sgmt.-at-Arms Committee.

6. Once you have claimed and signed for the acceptance of pre-ordered badges in Nashville, the following charges will apply to replace ANY lost or replacement (name change) badges (does not include corrections). Please note that all badge replacement requests will be tracked by computer: To replace a badge the first time: $25 charge for each badge, paid by cash, company check or credit card at the TMC Registration Desk in Nashville. To replace a badge the second-time: $50 charge for each badge, paid by cash, company check or credit card at the TMC Registration Desk in Nashville. No direct billing is available.

7. Spouses and children accompanying attendees to the meeting wishing to enter the exhibit area at any time, must: (1) be fully registered for the spouses program ($275 per spouse/child); or (2) be covered by a $30 per spouse/child badge charge. Spouses and children of former associate members, exhibitors who do not have a spouse’s badge or an exhibitor’s badge will not be admitted to the exhibit area.

**PRODUCT DISPLAYS OUTSIDE EXHIBITION AREAS**

Product displays in hotel or convention center parking lots or within a member’s or member company’s rented hotel room are prohibited during the general meeting period. Violation of this policy will subject the member and/ or company to action by TMC’s Board of Directors. Violation of said policy may be cause for cancellation of membership and exhibition privileges.

**HOSPITALITY SUITES**

In order not to diminish attendance at exhibit or scheduled business functions of TMC General Meetings, TMC prohibits hospitality suites, rental of meeting hotel space, use of bartenders, musicians, or hotel staff for business/entertainment functions at the host hotel(s) or sponsorships, or to otherwise engage in organized offsite activity/entertainment in or out of the hotel/convention center at any time during the general meeting and exhibit period. A hospitality suite is considered any area of a hotel (sleeping room, hospitality suite/parlor or meeting room) where business/entertainment is conducted at the host hotel(s). Such activities are a violation of TMC regulations and said company/individual’s membership, meeting attendance and/or exhibition privileges are subject to cancellation.

The general meeting period is defined as the first day of the General Meeting through General Meeting adjournment each day as defined in the meeting program. Members may invite friends to their rooms or suites for refreshments or dinner during periods when no regular TMC function is scheduled, providing the above policy is not abused. Formal or printed invitations for entertainment/business sessions at the contracted hotels held during the general meeting period are prohibited. Special events may be approved at the discretion of TMC’s Board of Directors.

**REGULATIONS ON COUNTERFEITING**

An exhibitor may not show any counterfeit products, or another manufacturer's products which have been purchased or taken from a distributor or another manufacturer, or any products which are deemed by TMC Show Management at its sole discretion to be deceptively or illegally marketed. Exhibitors who display products on the show floor or offer products in their catalogues displayed at TMC’s exhibition that are found to violate a patent or trademark will face sanctions by TMC Show Management. Sanctions are up to the Show Manager and may include closing the booth, together with a ban from the show and loss of seniority privileges and other sanctions as deemed appropriate by TMC Show Management. TMC is confident that all of our exhibitors seek to maintain the highest standards of compliance with United States law and industry standards. If you have any questions concerning TMC rules, regulations and compliance procedures on this, or any other matter prior to the show, please contact Joseph Hite at (703) 838-1927. On show site, please contact Joseph Hite at either the TMC Show's Manager office or the TMC Registration Desk.

**PRESS CONFERENCE/ADVERTISING AT TMC**

TMC offers companies the opportunity to hold press conferences on Sunday, Feb. 28 prior to the start of TMC’s Annual Meeting. All press conferences held onsite must be scheduled through TMC offices. To reserve a press conference time, call TMC at (703) 838-1763. As a courtesy to our press members, TMC shares press conference information with the Truck Writers of North America (TWNIA). NOTE: The Council prohibits press conferences, marketing research, or focus groups during the general meeting period. Refer to the tentative meeting timetable for guidelines.

Groups wanting to conduct marketing research, or focus groups outside of the general meeting period must submit a written request to TMC offices. If approved, the meeting will then be scheduled by TMC staff at an appropriate time and location.
## Booth Prices & Other Information

### Per Square Foot

<table>
<thead>
<tr>
<th></th>
<th>Member:</th>
<th>Nonmember:</th>
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<tbody>
<tr>
<td>Member:</td>
<td>$30.00 /sq. ft.</td>
<td>$40.00 /sq. ft.</td>
</tr>
<tr>
<td>Nonmember:</td>
<td>$38.00 /sq. ft.</td>
<td>$40.00 /sq. ft.</td>
</tr>
</tbody>
</table>

### Lower Prices for Larger Sized Booths (400 sq. ft. or Larger)

<table>
<thead>
<tr>
<th></th>
<th>Member:</th>
<th>Nonmember:</th>
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</thead>
<tbody>
<tr>
<td>Member:</td>
<td>$28.00 /sq. ft.</td>
<td>$38.00 /sq. ft.</td>
</tr>
<tr>
<td>Nonmember:</td>
<td>$40.00 /sq. ft.</td>
<td>$40.00 /sq. ft.</td>
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### 10' x 10' Inside Booth

<table>
<thead>
<tr>
<th></th>
<th>Member:</th>
<th>Nonmember:</th>
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</thead>
<tbody>
<tr>
<td>Member:</td>
<td>$3,000 each</td>
<td>$4,000 each</td>
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<tr>
<td>Nonmember:</td>
<td>$3,300 each</td>
<td>$4,300 each</td>
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</tbody>
</table>

### 10' x 10' Corner Booth

<table>
<thead>
<tr>
<th></th>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member:</td>
<td>$3,300 each</td>
<td>$4,300 each</td>
</tr>
<tr>
<td>Nonmember:</td>
<td>$3,600 each</td>
<td>$4,600 each</td>
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</tbody>
</table>

### Per Corner*

<table>
<thead>
<tr>
<th></th>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member:</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>Nonmember:</td>
<td>$300</td>
<td>$300</td>
</tr>
</tbody>
</table>

* Corners are free for booths 900 sq. ft. or larger.

### Trailer Only (Trailer and Aerodynamic Device Manufacturers Only)

<table>
<thead>
<tr>
<th></th>
<th>Member:</th>
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<tbody>
<tr>
<td>Member:</td>
<td>$10,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>Nonmember:</td>
<td>$11,000</td>
<td>$16,000</td>
</tr>
</tbody>
</table>

### TMC's Official Decorator

TMC has appointed The Freeman Companies, as the official decorating company for TMC’s 2016 Annual Meeting and Transportation Technology Exhibition.

“There is no other meeting where a fleet manager can find so many answers to their questions and opportunities to network with peers who face the same challenges or already have a solution to an issue that they are willing to share. Along with the knowledge you gain from other fleet managers, there is no other meeting that I know of that both manufacturers and vendors are represented by not only senior sales staff, but also the engineers that helped design and test these products they represent. I have gained a wealth of knowledge from the other members of this organization and over the years acquired a lot of life long friends.”

— David Foster, Fleet Executive (TMC member since 1990).
TMC's 2016 Transportation Technology Exhibition!

http://www.trucking.org/tmc_booth_app.aspx

MEETING DATES: FEB 29-MAR 3, 2016 • EXHIBITION DATES: FEB 29-MAR 2, 2016
Exhibitors will be provided complimentary exhibitor badges according to square footage as follows:

<table>
<thead>
<tr>
<th>SQ. FT</th>
<th>COMPLIMENTARY BADGES</th>
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<tbody>
<tr>
<td>100-300</td>
<td>3</td>
</tr>
<tr>
<td>400-600</td>
<td>4</td>
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<tr>
<td>700-800</td>
<td>6</td>
</tr>
<tr>
<td>900-1200</td>
<td>8</td>
</tr>
<tr>
<td>1300 &amp; Up</td>
<td>12</td>
</tr>
<tr>
<td>Trailer Only</td>
<td>4</td>
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</tbody>
</table>

If additional exhibitor badges are needed they may be purchased for $125 each.

**SATURDAY, Feb. 27**
3 - 8 pm  Exhibit Setup (Freeman Only 8 am - 3 pm)

**SUNDAY, Feb. 28**
8 am - 5 pm  Exhibit Setup

**MONDAY, Feb. 29**
7 am - Noon  Exhibit Setup
6:30 - 8:30 pm  Exhibit Grand Opening
(all booth setups must be completed by Noon)

**TUESDAY, March 1**
10:30 am - 2:30 pm  Walk-Around Luncheon, Coffee Break and Exhibition Viewing
5 - 7 pm  Exhibition Viewing & Reception

**WEDNESDAY, March 2**
9 am - 12:30 pm  Final Exhibition Viewing Period and Coffee Break
12:30 - 5 pm  Exhibit Teardown

**THURSDAY, March 3**
8 am - 5 pm  Exhibit Teardown
TMC 2016 Exhibit To Feature ‘Alternative Fuels’ Pavilion

Few issues are changing transportation’s calculus as much as the movement toward alternative fuels. Some estimates put the sales of natural gas vehicles alone at one-third of the Class 8 truck market in 2020. The federal Energy Information Administration estimates global sales for natural gas heavy trucks at 275,000 units in 2035, up from a mere 860 in 2010. Coupled with sales of diesel-hybrid electric/hydraulic vehicles, fuel-cell powered trucks and other technologies, the trucking industry is in for major changes.

The pressure on fleets to adopt alternative fuel technologies is coming from two directions: increasingly stricter local regulations and perhaps an even greater force – the customer. Consumer products giant Proctor & Gamble has said it will award freight to fleets using natural-gas powered trucks for as much 20 percent of its nationwide network. Food giant General Mills has similar requirements for its carrier base.

The 2016 TMC exhibit will provide one-stop shopping for the busy fleet executive who wants to quickly get up to speed on all segments of the alternative fuels market. Mid-range trucks will be included as well.

Maintenance and purchasing executives will ultimately be charged with developing the proper spec’s and making the right decisions for alternative fuels appropriate to their fleet. Make sure your company gets in front of the right audience by reserving a spot in TMC’s 2016 Alternative Fuels Pavilion today.

MEETING REGISTRATION FEES & POLICIES

Full meeting attendee registration forms will be emailed to all TMC members and exhibitors by November 1, 2015. To attend all business sessions, exhibition viewing periods, breakfasts, luncheons, cocktail receptions, etc., you must be fully registered. This information is also available online at http://tmc.trucking.org.

Please be sure to complete and return a spouse registration form if you wish to register your spouse for their separate program. This will ensure admittance at evening functions, viewing periods, etc.

If your plans to attend change, you may receive a refund (less a $50 administrative charge) through January 15, 2016. No refunds or credits after January 15, 2016.

TMC HEADQUARTERS AND HOST HOTELS

TMC’s Annual Meeting & Transportation Technology Exhibition is a citywide event. We are pleased to be partnering with the Nashville Convention & Visitor’s Bureau to meet the lodging needs of attendees. The Nashville Music City Center will serve as TMC’s Headquarters Hotel. Instructions for making hotel reservations will be distributed with meeting promotional materials by November 1, 2015. This information will also available online at http://tmc.trucking.org.

NASHVILLE CLIMATE

Average March temperatures range from daytime highs of 65º F to evening lows of 40-50º F.

RECOMMENDED ATTIRE

Dress during the business day (including exhibit viewing periods) is business casual.

AIRLINE RESERVATIONS

To obtain TMC discounts for travel, call MacNair Travel Management, TMC’s official travel company at 1-866-826-9259 from 8:30 am to 7 pm EST to receive discounts. You may also contact them via email at trucking@macnairtravel.com or visit www.macnairtravel.com.
### Schedule of Events (Tentative)

#### Saturday, Feb. 27
- Noon - 8 pm
  - Exhibit Setup

#### Sunday, Feb. 28
- 8 am - 5 pm
  - Exhibit Setup
- 10 am - 5 pm
  - Registration Desk Open
- 8:10 am
  - Strategic Planning Committee Meeting
- 10-11 am
  - Future Truck Committee Meeting
- 10 am - Noon
  - Member Outreach Committee Meeting
- 11 am - Noon
  - Future Truck Task Force Leadership Meeting (Closed)
- 11:30 am - Noon
  - New Directors Meeting (Closed)
- Noon - 1 pm
  - TMC Officers Meeting (Closed)
- 1:15 - 3:15 pm
  - Study Group and Meeting Planning Committee Meetings (Closed)
- 3:30 - 5:30 pm
  - Board of Directors Meeting (Closed)
- 4 - 5 pm
  - Professional Technician Development Committee Meeting
- 5 - 6 pm
  - Secretaries Meeting
- 5:30 - 6 pm
  - New Board Meeting and Officers’ Election (Closed)
- 5:30 - 6:30 pm
  - Sergeant-at-Arms and Meeting Mechanics Meetings (Closed)
- 6 - 7 pm
  - Recognized Associates Meeting (Closed)
- 7 - 8 pm
  - First Time Attendee Reception
- 8 - 10 pm
  - CCJ Fleet Maintenance Executive Career Leadership Dinner (By Invitation Only)

#### Monday, Feb. 29
- 6:45 am - 7:30 pm
  - Registration Desk Open
- 6:30 - 8 am
  - Study Group Leadership Breakfast Meetings (Closed)
- 7 am - Noon
  - Exhibit Setup
- 7 - 7:30 am
  - First Time Attendees and New Member Orientation (Morning Session)
- 8 am - 4 pm (8 hours)
  - Task Force Meetings
- 3 – 3:30 pm
  - First Time Attendees and New Member Orientation — (Repeat of Morning Session)
- 4 - 5 pm
  - Fleet Talk
- 4 - 5 pm
  - Full Associates Meeting (Associates Only)
- 5:15 - 6:15 pm
  - Fleet Operators’ Forum/Town Meeting
- 6:30 - 7 pm
  - ATA Reception
- 7 - 9 pm (2 hours)
  - Exhibition Grand Opening and Reception

#### Tuesday, March 1
- 6:45 am - 5 pm
  - Registration Desk Open
- 7 - 8:30 am
  - TMC Kickoff Breakfast Featured Speaker:
- 8:45 - 10:15 am
  - Technical Session #1:
- 10:30 am - 2:30 pm (4 hours)
  - Walk-Around Luncheon, Coffee Break and Exhibition Viewing
- 2:45 - 4:15 pm
  - Study Group Sessions:
- 4:30 - 5 pm
  - Study Group Business Sessions (Business Sessions Only)
- 5-7 pm (2 hours)
  - Exhibit Viewing and Reception

#### Wednesday, March 2
- 6:30 - 7:30 am
  - Buffet Breakfast
- 6:30 am - 5 pm
  - Registration Desk Open
- 7:30 - 9 am
  - Technical Session #2
- 9 - 12:30 am (3.5 hours)
  - Final Exhibit Viewing Period & Coffee Break
- 12:30 - 5 pm
  - Exhibit Teardown
- 12:45 - 2:15 pm
  - TMC Industry Awards Luncheon
- 2:30 - 4 pm
  - Study Group Sessions:
- 4:15 - 4:55 pm
  - Study Group Sessions:
- 6:45 - 7:45 pm
  - Silver Spark Plug Reception (Closed)
- 6:15 - 6:45 pm
  - Silver Spark Plug Reception (Closed)
- 6:45 - 7:15 pm
  - General Chairman’s Reception (Closed)
- 7 - 11:30 pm
  - Annual Reception/Banquet

#### Thursday, March 3
- 7 am - Noon
  - Registration Desk Open
- 7 - 8 am
  - Buffet Breakfast
- 8 am - 5 pm
  - Exhibit Teardown
- 8 - 9:30 am
  - Study Group Sessions:
- 9:30 - 9:45 am
  - Coffee Break
- 9:45 - 11:15 am
  - Shop Talk & F-O-F Wrap Up
- Noon - 1 pm
  - Administrative Wrap-up Meeting (Closed)
- 1:15 - 2:15 pm
  - Board of Directors Meeting (Closed)
Maximize Your Company’s Exposure Through TMC’s 2016 Exhibit Directory & Industry Reference Guide

Advertise in TMC’s Transportation Technology Exhibition Directory & Industry Reference Guide! By exhibiting in TMC’s show, your company will have already taken the first and most important step in maximizing your product’s exposure to the trucking industry. Your message in TMC’s Transportation Technology Exhibition Directory & Industry Reference Guide is seen by both your current and potential customers throughout the entire year.

EXTEND YOUR PRODUCT VISIBILITY ALL YEAR ‘ROUND
Your advertisement won’t stop selling when the show closes ... because TMC’s Transportation Technology Exhibition Directory & Industry Reference Guide can be used as a valuable reference source throughout the year. All TMC members—even those who do not attend the annual meeting—will receive a copy of the Reference Guide in advance of the show.

MORE THAN JUST A SHOW DIRECTORY
TMC’s Transportation Technology Exhibition Directory & Industry Reference Guide is much more than a show directory. The reference guide contains:

- A listing of exhibitor companies, addresses, telephone numbers and booth locations, plus product/service descriptions.
- Further, as an advertiser, your company listing will be specially designated, and reference will be made to your ad’s location.
- A complete listing of all TMC Recommended Practices with a brief technical description of each.
- ATA staff specialists index.
- Government agency contacts, such as DOT, EPA.
- MCSAP and CVSA state coordinators.
- State trucking associations and regional/local maintenance organizations.
- State CDL offices
- Vehicle size & weight restrictions
- State taxes and user fees
- Industry calendar
- Listing of truck driving schools

AND THERE’S MUCH MORE
Make plans now to feature your company’s advertisement in this valuable reference. It’s the marketing opportunity you won’t want to miss in 2016!

ADVERTISEMENT RATES

<table>
<thead>
<tr>
<th>Format</th>
<th>Size</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Inside Front Cover</td>
<td>7” x 10”</td>
<td>$3,800</td>
</tr>
<tr>
<td>Inside Back Cover</td>
<td>7” x 10”</td>
<td>$3,400</td>
</tr>
<tr>
<td>Full Page</td>
<td>7” x 10”</td>
<td>$3,200</td>
</tr>
<tr>
<td>Half Page Horizontal</td>
<td>5” x 7”</td>
<td>$2,300</td>
</tr>
<tr>
<td>Half Page Vertical</td>
<td>3-3/8” x 10”</td>
<td>$2,300</td>
</tr>
</tbody>
</table>

QUESTIONS ON ADVERTISING?
Call Marsh Galloway at:
Phone: (913) 498-2162
FAX: (703) 838-1701
Email: mgalloway@trucking.org
Please use the following link to start the ad insertion process:

http://www.trucking.org/ad_insertion_form.aspx

**All Ads Must Be Pre-Paid**

Recognized agencies may deduct 15 percent commission in advance from the remittance check sent with this advertising insertion order or letter of instruction. Advertisements or insertion orders received without prepayment will not appear in the TMC publication. Do not request TMC to invoice.

Recognized agencies may deduct 15 percent commission in advance from the remittance check sent with this advertising insertion order or letter of instruction. Advertisements or insertion orders received without prepayment will not appear in the TMC publication. Do not request TMC to invoice. Advertising positions in the exhibit directory are sold on a first-come, first-served yearly basis based on receipt of a signed contract with payment. Confirm availability before sending contract/payment for cover positions. Advertising sales for the directory begins the same day as booth sales.

**SEND MATERIALS TO:**
Exhibit Directory Placement
Technology & Maintenance Council
950 N. Glebe Road, Suite 210
Arlington, VA 22203
703-838-1763

**Mechanical Data**

**TRIM SIZE & BLEEDS**
Finished size is 8.5x11 inches. Allow an additional 1/4 inch on outside edges for bleeds. Bleeds are allowed on full-page or two-page spread ads only. Keep all illustrations or copy critical to your advertisement at least inside the 7x10 livepage area or no closer than 1/2 inch from finished size.

**MATERIAL REQUIREMENTS**
PDF or JPEG files accepted. Submit on CD or provide instructions for FTP download.

**ART AND PHOTOGRAPHY SERVICES**
TMC does not provide art and photography services. Advertisers requiring original photography, artistic renderings or sketches, or special effects, should use an agency or art/photography service to assure these effects meet your requirements.

**COPY CHANGES**
TMC cannot strip-in new type or change copy on existing art materials.