

WWW.NASO.ORG/SUMMIT2012

30TH ANNUAL  
**SPORTS OFFICIATING  
SUMMIT 2012**  
PORTLAND JULY 29-31



**TAKING CARE  
OF BUSINESS**  
**RELIABILITY & RESULTS IN OFFICIATING**

THE INDUSTRY EVENT OF THE YEAR



PRESENTED BY THE NATIONAL ASSOCIATION OF SPORTS OFFICIALS IN COOPERATION WITH THE NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS, THE OREGON SCHOOL ACTIVITIES ASSOCIATION AND THE OREGON ATHLETIC OFFICIALS ASSOCIATION

EXHIBITOR PROSPECTUS

# GENERAL INFORMATION

## ▶ HOST HOTEL

The Marriott Downtown Waterfront Hotel in Portland is ideally located on the Willamette River with breath-taking views of Mt. Hood. Newly renovated this spring, the hotel features 503 guest rooms, a new lobby, meeting rooms and a restaurant featuring Northwest cuisine. The Portland Marriott Downtown Waterfront Hotel has earned both the ENERGY STAR® label and the Green Seal Certification.

### ▶ SPECIAL RATE FOR NASO SUMMIT ATTENDEES

Guests receive a special rate of **\$145/night**. Please be sure to mention you are with NASO July 28-August 1 when making your reservation to guarantee that rate. Reservations must be made by July 11, 2012.

### ▶ HOTEL RESERVATIONS

**Phone:** 503-474-2009

**Toll Free:** 877-901-6632

**Online:** <https://resweb.passkey.com/go/ORNASO30>

### ▶ MARRIOTT DOWNTOWN WATERFRONT HOTEL

1401 SW Naito Parkway

Portland, OR 97201

**Phone:** 503-226-7600

**Fax:** 503-221-1789

### ▶ TAX DEDUCTIBLE - SAVING YOU MONEY!

Under the current tax law, personal expenses and the cost of travel, meals, lodging and Summit registration can be fully tax deductible.

## ▶ TRAVEL ARRANGEMENTS

For service to Portland International Airport (PDX), major carriers include:

Air Canada	<a href="http://www.aircanada.com">www.aircanada.com</a>
Alaska Airlines	<a href="http://www.alaskaair.com">www.alaskaair.com</a>
American Airlines	<a href="http://www.aa.com">www.aa.com</a>
Continental Airlines	<a href="http://www.continental.com">www.continental.com</a>
Delta	<a href="http://www.delta.com">www.delta.com</a>
Frontier	<a href="http://www.frontierairlines.com">www.frontierairlines.com</a>
Hawaiian Airlines	<a href="http://www.hawaiianairlines.com">www.hawaiianairlines.com</a>
Jet Blue	<a href="http://www.jetblue.com">www.jetblue.com</a>
Sea Port Airlines	<a href="http://www.seaportair.com">www.seaportair.com</a>
Spirit	<a href="http://www.spirit.com">www.spirit.com</a>
United Airlines	<a href="http://www.united.com">www.united.com</a>
U.S. Airways	<a href="http://www.usairways.com">www.usairways.com</a>

## ▶ TRANSPORTATION

### ▶ AIRPORT

Distance from Portland International Airport to the Portland Marriott Downtown Waterfront is 9 miles or approximately 20 minutes non-rush hour.

### ▶ LIGHT RAIL

TriMet's MAX (Metropolitan Area Express) Portland's light rail system departs from the Portland International airport every few minutes. The TriMet Max station is located just outside the baggage claim area to your right. Board the MAX RED LINE to City Center & Beaverton Transportation Center. Get off at Morrison/SW 3rd Ave MAX Station. Walk 2 blocks south on Morrison to 1st Street, turn right and walk 7 blocks west until you reach Columbia St. You can enter the Marriott Downtown Portland Waterfront on Columbia Street. **Fares from PDX airport:** \$2.50 adults, Youth: \$1.50, Senior Citizens: \$1.00 **Phone:** 503-238-7433 [www.Trimet.org](http://www.Trimet.org)

### ▶ SHUTTLE SERVICE

Blue Star Shuttles run between 7:00 am to 12:30 am, 7 days a week from Portland International Airport to the Marriott Portland Downtown Waterfront Hotel. From the Marriott to Portland International Airport, shuttles run between 4:30 am – 7:00 pm. If you require a shuttle before 4:30 am or after 7:00 pm, you can call for a reservation.

Blue Star Shuttle Fares: You must mention that you are with the National Association of Sports Officials to receive the reduced fare.

\$11.00 one way (normally \$14)

\$22.00 round trip (normally \$24)

Phone: 800-247-2272

To find the shuttle at Portland International Airport:

1. Step outside baggage claim.
2. Take the walkway to the left.
3. Go to Island #2
4. Go to the Scheduled Buses and Vans pick-up area.

### ▶ PARKING

On-site/Valet parking \$8.00 per hour, \$30.00 per day (with in and out privileges if you park overnight) Max height 92", max length 224", no dualies allowed.

Crown Plaza parking adjacent to the hotel is \$10.50 per day if you arrive by 10:30 AM. There is a skywalk between the parking structure and the Hotel's 3rd floor.

### ▶ AVIS

To reserve a car, contact AVIS at 800-331-1600.

### ▶ HERTZ

To reserve a car, contact Hertz at 1-800-654-2240 and use code CV#UQ0007 or reserve online at: [www.hertz.com](http://www.hertz.com).

▶ TAXI

**Green Cab & Green Shuttle**

Phone: 503-234-1414    www.greentrans.com

**Radio Cab**

Phone: 503-227-1212    www.radiocab.com

**Broadway Cab**

Phone: 503-227-1234    www.broadwaycab.com

**Fare:** Approximately \$35.00 one way from Portland International Airport to/from the Hotel.

**Oregon Town Car**

Phone: 503-353-7755  
www.oregontowncar.com

▶ TRAIN (AMTRAK)

Union Station is approximately 3 miles from the Portland Marriott Downtown Waterfront Hotel. Estimated taxi fare one way from Union Station to the Marriott Portland Downtown Waterfront hotel: \$8.

▶ **CONTRACT AND PAYMENT FOR SPACE**

All Exhibitors must complete a contract for exhibit space with full payment. Upon receipt of contract and full payment, space confirmation will be notified in writing to the exhibitor.

▶ **ACCEPTANCE OF APPLICATION**

Application for exhibitor space is subject to review by NASO to decide suitability for the Summit and to ensure conformity with Summit standards. NASO reserves the right to cancel or refuse rental of space to any person or company whose conduct or display of goods is incompatible with the general character and objectives of the Summit. Only those companies with a product or service directly related to sports officiating will be allowed to exhibit.

▶ **EXHIBIT SPACE**

Exhibitor fees for each **8' X 10'** area at the Portland Marriott Downtown Waterfront Hotel includes:

- 1 8' high back wall and 3' high side divider pipe and drape
- 1 6' skirted table
- 2 Side chairs
- 1 Wastebasket

▶ **EXHIBITOR DIRECTORY**

The Exhibitor Directory is furnished to all attendees at registration and is also on the Summit web site. You must provide a company description of 65 words or less by May 20, 2012 in order to be in the printed directory. The online directory will be updated as descriptions are received and remain active until August 31, 2012. Please send your company description to [dolson@naso.org](mailto:dolson@naso.org).

▶ **SPACE ASSIGNMENT**

Spaces will be assigned on a first-come, first-served basis. Every effort will be made to accommodate each participant's preferred location at the Portland Marriott Downtown Waterfront Hotel; however, NASO cannot guarantee placement in any space selections requested by Exhibitors.

▶ **SET-UP AND REGISTRATION**

The Exhibit Hall for the Summit will be located in salons A through D on lower level 1. All Exhibitor representatives are required to check in at Registration before entering the hall.

**EXHIBITOR MOVE-IN:**

Sunday, July 29                      1:00 pm - 3:00 pm

**EXHIBITOR HALL HOURS:**

Sunday, July 29                      3:00 pm – 6:45 pm

Monday, July 30                      7:30 am – 5:00 pm

Tuesday, July 31                      7:30 am – 12:00 pm

**EXHIBITOR MOVE-OUT:**

Tuesday, July 31                      12:00 pm – 3:00 pm

▶ **DISPLAY CONSTRUCTION AND LIMITATIONS**

All Exhibitors are entitled to an 8' x 10' space for the duration of the exhibit at the Portland Marriott Downtown Waterfront Hotel. All display material must be confined to the limits of the Exhibitor's purchased space. Exhibitors are not permitted to erect displays or other material on the sides of their space (measuring five feet from the front to the rear of the exhibit space) that would limit the view of neighboring displays. Any trash or debris scattered into the booth from the installation of any exhibit is the Exhibitor's responsibility to clean.

# GENERAL INFORMATION CONTINUED

## ▶ REPRESENTATION OF EXHIBITOR

Exhibitors agree to provide at least one representative to staff their exhibit space during all Exhibit Hall hours of operation. Exhibitors agree that a maximum of three persons per 8' x 10' exhibit space purchased will be allowed in the booth at any one time. Exhibitors agree to be responsible for wearing badges and have proper identification at all times while inside the Exhibit Hall.

## ▶ GENERAL CONDUCT

NASO will not permit exhibits that interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. NASO strictly prohibits attention-getting devices such as live/mechanical entertainment or amusement. Any booth equipment such as lights or sound equipment that interferes with other exhibits or attendees will be covered or removed at the Exhibitor's expense. NASO requires that booth personnel confine their activities within the booth space. Apart from the specific display space for which an Exhibitor has contracted with the Summit, other entities may not use any part of the Exhibit Hall and its grounds, except NASO, for display purposes. Exhibiting companies will modestly attire representatives, models and employees of Exhibitors to maintain the professional and businesslike climate of the Summit. Whatever supplies are necessary to properly protect the building, equipment or furniture will be at the expense of the Exhibitor. Exhibitors are liable for any damage they cause to the Exhibit Hall property.

**DUE TO THE PROXIMITY OF THE EXHIBIT AREA TO THE BALLROOM INTERACTIONS AT BOOTHS DURING SESSION TIMES MUST BE KEPT AT A LOW VOLUME. THIS INCLUDES CONVERSATIONS, DEMONSTRATIONS, VIDEO AND AUDIO RECORDINGS. PERSISTENT DISRUPTIONS WILL LEAD TO FORFEITURE OF EXHIBIT PRIVILEGES.**

## ▶ AUDIO VISUAL COMPONENTS OF EXHIBITS

Audiovisual equipment as part of a display is acceptable. It is the responsibility of the Exhibitor to regulate the sound level, lighting and spectators so they do not disrupt nor obstruct neighboring exhibitors. NASO reserves the right to decide when sound levels, lighting and spectators are interfering with

other exhibitors and request for equipment adjustments or removal at the Exhibitor's expense.

Exhibitor equipment for individual booth space is the sole responsibility of the Exhibitor. It is at the Exhibitors discretion to rent audio visual equipment directly through the Portland Marriott Downtown Waterfront Hotel.

## ▶ ELECTRICAL, INTERNET AND PHONE SERVICE

Electrical service must be ordered through Pacific Exposition Decorating Company. (See attached form)

## ▶ SHIPPING

**DIRECT SHIPMENTS WILL NOT BE ACCEPTED AT PORTLAND MARRIOTT DOWNTOWN WATERFRONT HOTEL AT ANY TIME.**

Pacific Exposition Decorating Company has been selected as the designated drayage and decorator services company. PEDCO will receive exhibitor shipments and deliver to the Marriott Portland Downtown Riverfront Sunday, July 29th prior to set-up. An on-site customer service representative will be available during set-up, exhibitor move-in and move-out dates.

PEDCO will provide a complete material handling service. Contact names and numbers, instructions, price lists, labels, discount deadlines and order forms will be emailed to exhibitors by PEDCO. PEDCO will deliver freight to booths during move-in, store empty containers during the show, and return empty containers to each booth at the close of show. Bills of Lading and shipping labels will be provided to exhibitors at PEDCO's service desk during scheduled move-in and move-out times. Once containers have been repacked and labeled, PEDCO will load shipments onto outbound carriers if material handling has been contracted through PEDCO. Exhibitor is required to call their preferred carrier and schedule pick-up prior to the end of the Summit.

# RULES AND REGULATIONS

## ▶ EXHIBITING POLICY

Exhibitors agree that the rules and regulations of NASO printed in this packet are part of the contract and will be observed by the Exhibitors company and representatives.

## ▶ SHARING EXHIBIT SPACE

No Exhibitor will assign, sublet or share the whole or any part of purchased exhibit space, nor display any products or services other than those manufactured or handled in the normal course of business, or permit any agent or any exhibiting firm to solicit business in its space. Exhibits should be installed so that they do not project beyond the space allotted.

## ▶ SOLICITATION

Any firm or organization not assigned space in the Exhibit Hall will not be permitted to solicit business at the Sports Officiating Summit.

## ▶ NON-ENDORSEMENT

The exposition of products and services at The Sports Officiating Summit does not constitute an endorsement by NASO of any products or services exhibited. An Exhibitor is not permitted to represent in any manner that NASO has endorsed its goods or services.

## ▶ EXHIBIT CHARACTER

As it is the intention of NASO to provide Exhibitors with optimum exposure to its attendees, it is also its intention to provide the best possible atmosphere to discuss the services and products displayed. As such, each Exhibitor agrees to exhibit only products of their own manufacture or supply in a tasteful manner. In keeping with a 'good neighbor' policy, Exhibitors are prohibited from operating noise-creating devices (i.e. bells, sirens, whistles, public address systems, etc.) Summit management reserves the right to determine the acceptable sound level for working exhibits in the event of complaints from other exhibitors.

## ▶ FOOD AND BEVERAGE

Exhibitors shall not dispense or distribute any food, beverage or throwaway items unless ordered from the Portland Marriott Downtown Waterfront Hotel with permission from NASO.

## ▶ LIABILITY

The Exhibitor is solely responsible for the safeguarding of materials equipment and displays at all times. NASO and the Portland Marriott Downtown Waterfront Hotel are not responsible for any loss, theft, damage, injury or destruction of Exhibitor's property or the property of its agents or employees, by or from any cause whatsoever. The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of Exhibitor's activities on the hotel premises and will indemnify, defend and hold harmless the hotel, its owner and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.

It is suggested the Exhibitors obtain insurance covering losses, such as theft and damage to property. The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and hold NASO and the Portland Marriott Downtown Waterfront Hotel and their respective officers, employees, members and agents harmless from and against any and all claims, losses, injuries and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the Portland Marriott Downtown Waterfront Hotel arising out of or caused by Exhibitor's participation in activities throughout the 2012 Sports Officiating Summit.

## ▶ SMOKING

Smoking is strictly prohibited in the Exhibit area.

## ▶ VIOLATION OF RULES AND REGULATIONS

Violation of any of these regulations by the Exhibitor, employees, or agents will annul the right to occupy space, and such exhibitors will forfeit to the Summit all money that they may have paid. NASO may reenter and take possession of the space and remove all persons and goods at the Exhibitor's expense. Any damages incurred by NASO to the exhibit will be the responsibility of the Exhibitor. The Exhibitor expressly waives the service of written notice to reenter and terminate. NASO reserves the right to refuse assignment of exhibit space at any or all NASO events for one year or more following a rule violation. These rules and regulations become part of the contract between the Exhibitor and NASO. We have formulated

# **RULES AND REGULATIONS** CONTINUED

them for the best interests of the Exhibitors. NASO respectfully asks the full cooperation of the Exhibitors in their observance. All points not covered are subject to the decision of NASO.

## **▶ CANCELLATION POLICY**

All cancellations must be submitted in writing prior to June 1, 2012. No refunds will be issued for space cancelled after June 1, 2012.

## **▶ EXHIBITOR LOCATION AND STORAGE OF MATERIALS**

As it is the intention of NASO to provide Exhibitors with optimum exposure to its attendees, it is also its intention to provide the best possible atmosphere to discuss the services and products displayed. As such, each Exhibitor agrees to exhibit only products of their own manufacture or supply in a tasteful manner. In keeping with a 'good neighbor' policy, Exhibitors are prohibited from operating noise-creating devices (i.e. bells, sirens, public address systems, etc.) Summit management reserves the right to determine the acceptable sound level for working exhibits in the event of complaints from other exhibitors.

# 2012 EXHIBIT AGREEMENT

▶ MAIL, FAX OR EMAIL COMPLETED FORM TO NASO OR FILL ONE OUT ONLINE AT [NASO.ORG/SUMMIT2012](http://NASO.ORG/SUMMIT2012)

## **NASO** CONTACT INFORMATION

**Mail:** NASO  
Attn: Dan Olson  
2017 Lathrop Avenue  
Racine, WI 53405

**E-Mail:** [dolson@naso.org](mailto:dolson@naso.org)  
**Phone:** (262) 632-5448 ext. 105  
**Fax:** (262) 632-5460  
**Web:** [www.naso.org/summit2012](http://www.naso.org/summit2012)

## ▶ EXHIBITOR CONTACT INFORMATION

All correspondence relating to the exhibits should be directed to:

**Company**

**Contact**

Contact Title

Address 1

Address 2

City State/Province

Zip Code Country

E-mail

Daytime Phone

Fax

## ▶ SPACE RESERVATION

Please reserve one 8' x 10' space to be used solely by our organization during The 2012 Sports Officiating Summit.

### ▶ Exhibitor Fee: \$1000.00

#### Fee Includes:

- Rental of space for (3) days
- Company description in Exhibitor Directory
- (1) 6' Skirted table
- Company description on Summit Website
- (2) Chairs
- Company description in Summit Resource Manual
- (1) Full Summit registration (\$595 Value)
- Company materials included in attendee registration packets

▶ Additional Full Summit Registrations – to attend sessions and events: \$350.00 per person.

## ▶ PAYMENT OPTIONS

Full payment must accompany registration\*

By credit card  By check  By money order

(Make Checks Payable to NASO)

Please charge my:  MasterCard  VISA  Discover

Total Amount: \$

Account Number

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Exp. Date (mmyy)

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Name (exactly as it appears on card)

Signature

**\*Exhibitor fee is waived for Summit Support Organizations and Education Partners at the silver level or higher.**

## ▶ APPROVAL

**THIS APPLICATION BECOMES AN AGREEMENT UPON ACCEPTANCE BY NASO. IF ACCEPTED, THE UNDERSIGNED AGREES:**

- Full payment must accompany agreement.
- We have read, understand and agree to be bound by the rules, regulations and exhibit hours contained in the 2012 Exhibitor Prospectus and in subsequent information distributed.
- Exhibiting Company agrees to hold the National Association of Sports Officials, Oregon State Athletic Association, Oregon Athletic Officials Association the Portland Marriott Downtown Waterfront Hotel and PEDCO and their respective officers, employees, members and agents harmless from any liability, loss or claim during The 2012 Sports Officiating Summit.
- The undersigned declares to be authorized to sign on behalf of the Exhibiting organization.

Signature

Date

Print Name

30TH ANNUAL  
**SPORTS OFFICIATING  
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PORTLAND JULY 29-31

 **TAKING CARE  
OF BUSINESS**  
RELIABILITY & RESULTS IN OFFICIATING

# Marriott®

## PORTLAND DOWNTOWN WATERFRONT

**EXHIBITOR EQUIPMENT REQUIREMENTS**

MAIL TO: Mel Perez  
 Phone: 503-499-6390  
 Fax: 503-226-1209  
 E-mail: melissa.perez@marriott.com  
 Portland Marriott Downtown  
 1401 SW Naito Parkway, Portland, OR 97201

Name of Event: \_\_\_\_\_ Dates Equipment Required: \_\_\_\_\_

Booth/Company Name: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 E-mail \_\_\_\_\_

**BILLING INFORMATION**

CREDIT CARD TYPE: \_\_\_\_\_ C.C.# \_\_\_\_\_ EXP \_\_\_\_\_  
 PRINT NAME ON CARD \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**All charges are subject to a 24% service charge**

**LIST REQUIREMENTS BELOW:**

<u>Quantity</u>	<u>Equipment</u>	<u>Daily Price</u>	<u>#Days</u>	<u>Total</u>
_____	Power Package: (1) 110 V 10 amp circuit with (1) Multiplex surge protector	\$50	_____	_____
_____	Wired High Speed Internet (1 <sup>st</sup> Connection)	\$150	_____	_____
_____	Wired High Speed Internet (Add. Connections)	\$40	_____	_____
_____	Wireless High Speed Internet (1 <sup>st</sup> Code)	\$100	_____	_____
_____	Wireless High Speed Internet (Add. Codes)	\$18	_____	_____
_____	8 Foot Screen	\$50	_____	_____
_____	32" LCD Monitor	\$350	_____	_____
_____	46" LCD Monitor	\$450	_____	_____
_____	LCD Projector (2500-4500 lumens)	\$400	_____	_____

\*Please contact Mel Perez ([melissa.perez@marriott.com](mailto:melissa.perez@marriott.com)) for pricing on additional audio visual items.



# EVENT POWER & LIGHTING, INC.



170 Lahti Road, Woodland, WA 98674

360 225-3830 Fax 360 225-4741

## ORDER FORM

Event:	Date:	Loc:
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To calculate your electrical usage correctly, look for a tag on the equipment listing the number of amps or watts required. For purposes of ordering from this form, 1 amp = 100 watts. There will be no refunds on orders after Event Power and Lighting (EPL) move-in begins. Wall or post outlets are not a part of booth space. Separate outlets must be ordered for each 10' x 10' space occupied. For your own protection, install surge protection on your equipment. EPL will not be responsible for voltage fluctuations or temporary power failures. To receive advance prices, orders must be received by EPL 7 days prior to the show.

Quantity	Electrical Outlets 120 Volt 60 Cycle AC	24 Hour Service	Pre-Order	Floor Order	Amount
	Outlet up to 600 watts	Double Rate	\$ 60.00	\$ 75.00	
	Outlet up to 1200 watts	Double Rate	\$ 75.00	\$ 93.75	
	Outlet up to 1800 watts	Double Rate	\$ 90.00	\$112.50	
	Outlet up to 2400 watts	Double Rate	\$105.00	\$131.25	
<b>Miscellaneous</b>					
	Extension Cord		\$12.50	\$18.50	
	Power Strip		\$18.50	\$22.00	
<b>Floodlights</b> Floodlights are installed on an 8' upright at the front corner of your booth.					
	300 watt floodlight		\$51.00	\$63.75	
	500 watt floodlight		\$51.00	\$63.75	

Outlet up to:	208v	1 Phase	Double Rate	Pre-Order	Floor Order	Amount
15 amps			Double Rate	\$105.00	\$131.25	
30 amps			Double Rate	\$135.00	\$168.75	
50 amps			Double Rate	\$230.00	\$287.50	
100 amps			Double Rate	\$300.00	\$375.00	

**PLEASE READ CAREFULLY**

All orders must be accompanied with payment in full. Checks, Visa, Mastercard, Discover, and American Express are accepted at the Service Desk. All orders should be received one week prior to the show date. Floor orders apply to orders received at the Service Desk on show site and all orders to be invoiced.

Visa     Mastercard     American Express     Discover    Card # \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Full payment enclosed: \$ \_\_\_\_\_ Check #: \_\_\_\_\_

Firm: \_\_\_\_\_ Contact: \_\_\_\_\_

Street Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

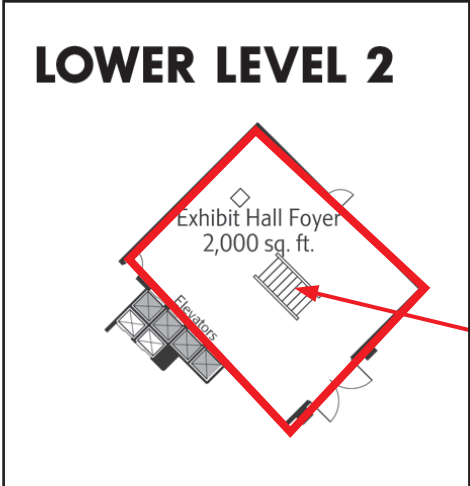
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature Authorized Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

Booth #: \_\_\_\_\_ Cardholder: \_\_\_\_\_

# HOTEL FLOOR PLAN

## ▶ PORTLAND MARRIOTT DOWNTOWN WATERFRONT HOTEL



### LOWER LEVEL 1

**EXHIBIT  
AREAS**

