

# 5<sup>th</sup> CCPS Latin American Conference on Process Safety

August 12 – 14, 2013 • Cartagena, Colombia

## Exhibitor Prospectus



The 5<sup>th</sup> CCPS Latin American Conference on Process Safety is the largest gathering of process safety professionals in Latin America.

This annual forum brings together new and experienced practitioners to share technological advances and operational experiences that support continual improvement in all aspects of process safety.

[www.aiche.org/LACPS](http://www.aiche.org/LACPS)



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## Fees and Package Details

- Early Registration Fee: \$1,500 (USD)  
Early Registration Fee Deadline: Thursday, May 30, 2013
- Standard Registration Fee: \$1,800 (USD)

Exhibit Dates	Set-up/Break-down Dates
August 12 – 14, 2013	Set-up: Sunday, August 11, 2013 Break-down: Wednesday, August 14, 2013

## Your Exhibit Package Includes

- One (1) full meeting registration – access to sessions, exhibits area, opening reception
- One (1) exhibit registration – access to exhibit area only
- One (1) electricity source (with 2 outlets)
- One (1) identification sign showing company name
- One (1) skirted table (6 ft. long x 2 ft. long wide x 2.5 ft. high)
- Two (2) chairs

## Payment Policy

Full payment must accompany all exhibitor registrations. Special payment arrangements must be approved in advance by AIChE and written confirmation must be attached to the reservation form. All payments must be received in full 30 days before the meeting start date.

Table Location Assignments are assigned approximately 4 – 6 weeks prior to the meeting start date. Registrations not paid in full 30 days prior to meeting start date will not be assigned a table location until full payment is received. Exhibitor Registrations made 29 days or less to the meeting start date must be paid in full, no alternative payment arrangements will be made.

Payments should be made directly to AIChE by wire transfer, check, cash or credit card (see registration form for payment information details).

## Cancellation Policy

Meeting	Last Date for Cancellation Refunds
5th CCPS Latin American Conference on Process Safety	Friday, July 12, 2013

All reservations cancelled by 5 PM EST on the date indicated will receive a 75% refund. (A 25% processing fee is charged on all cancellations received more than 30 days before the Meeting.) Cancellations received after the above dates are not eligible for refund.



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## Exhibitor Reservation Form

**Please tell us the individual responsible for exhibit logistics. All correspondence regarding on-site exhibit information will be sent to this contact. (Please print clearly.)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name (as you wish it to appear): \_\_\_\_\_

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

City, State, Zip, Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web Address: \_\_\_\_\_

**Tabletop Exhibit Information:** (Reserve early to secure discounted rates)

**Early Reservations: \$1,500 (USD)**

**Standard Reservations: \$1,800 (USD)**

**Number of Tables:** \_\_\_\_\_ **Amount Enclosed:** \_\_\_\_\_

### Payment:

**Total Amount Enclosed:** \_\_\_\_\_

Please check choice of payment:

American Express    Visa    Discover    MasterCard    Diner's Club    Check or Money Order

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name (as it appears on card): \_\_\_\_\_

Signature & Date: \_\_\_\_\_

### Credit Card & Check Payments:

Return this form with credit card information or checks made payable to "AIChE" to:  
**American Institute of Chemical Engineers, 3 Park Ave., 19th Floor, New York, NY 10016-5991**

Attn: Leila M. Mendoza, AIChE Accounting Dept.

Phone: 646-495-1356, Fax: 646-495-1501, Email: [leilm@aiche.org](mailto:leilm@aiche.org)

*Please refer to Cancellation Policy on page 2*