

*See you Next Year!*

2023 / AIChE  
ANNUAL  
MEETING

NOVEMBER 5 – 10, 2023  
HYATT REGENCY ORLANDO



## The Location

The 2023 AIChE Annual Meeting will take place live and in-person November 5<sup>th</sup>-10<sup>th</sup> in Hyatt Regency Orlando in Orlando, FL. This venue offers 315,000 square feet of versatile, newly renovated meeting and event space and an ideal location in Orlando's International Drive area, just steps away from all major attractions Orlando has to offer.

This location will allow to show to offer several new networking opportunities for 2023; which will include



**Cocktail Receptions, Invite-Only VIP Classrooms, Prize Raffles & onsite Giveaways, and pre-arranged VIP Meals at the facility's onsite restaurants.**

## The Audience

**Reach the Largest Audience in Chemical Engineering R&D:** With an expected attendance of 5,500 chemical engineers working in all aspects of R&D the 2023 AIChE Annual Meeting is the best way to reach this exclusive audience.

Engage with technical experts and meet key decision makers during the meeting who can improve their processes and best practices with your services.

### Sample Industries from 2022

Over 90% of attendees work in R&D. Reach both academic and industrial R&D professionals. Actively

- Alternative Energy
- Bioengineering, Biotechnology & Biomedical
- Chemicals
- Fuels and Petrochemicals
- Materials & Nanotechnology
- Next-Gen Manufacturing
- Pharmaceuticals

looking for high-quality research & technology solutions at this event. Attendees work in a wide range of industries and research areas. The most popular include:

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## Sample Titles from 2022

The Annual show brings in every facet of Chemical Engineering development— Senior Scientists, Technical Directors, VPs, CXOs, Lab Directors, Department Heads from Universities, startup companies to enterprise-level development. Here are some examples of the titles you will see at the program:

- Process Modeling & Analytics
- Strategic Process Development
- Operations
- Workflow
- Manufacturing
- Advanced Materials
- Innovation
- Chemical Process Development
- Pharma Development

## Sponsorship & Exhibits

There are ample opportunities to engage with meeting attendees during receptions, coffee breaks and social hours. Sponsorship and exhibit options give you opportunities to: ***connect with attendees, generate leads and share your message.*** In addition, all sponsorships come with broad brand recognition, to ensure you're on attendees' minds throughout the meeting



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## Exhibits

Exhibits are co-located in an exhibit hall with networking events, ensuring a high level of attendee traffic throughout the week. Exhibit spaces allow you to increase your presence at the meeting and more effectively display your company's products and services.

### **Meet the Right Prospects When They're Open to New Ideas and Approaches**

- Attendees at the Annual Meeting are actively seeking tools and information that advance their R&D efforts
- Attendees know they can look to the AIChE Annual Meeting to find high quality research and technology solutions for their research challenges
- Educate attendees on how your products and services can help improve their current research processes
- Annual Meeting attendees are engineering R&D Professionals from across industry, academia and government

### **Exhibiting gives you an opportunity to:**

- **Generate New Leads**—every exhibit comes with a wireless lead retrieval device that lets you scan attendees badges and collect their contact information
- **Reconnect With Past Contacts**—reconnect with people you may not have seen at virtual meetings
- **Share Information About Your Company**—highlight what your company does and how it is relevant to people working in R&D from industry and academia
- **Demonstrate Your Technical Expertise**—let attendees know that your company is an authority in the field and can help to solve complex technical challenges

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## EXHIBIT DETAILS

ITEM	DATE(S)	ADDITIONAL INFORMATION
<b>Early Registration Deadline</b>	Friday, January 6, 2023	Standard Registration Fee applies after this date. See Payment Policy on page 6 for complete details.
<b>Cancellation Deadline</b>	Thursday, October 5, 2022	See Cancellation Policy on page 6 for complete details. Cancellations after this date (Thursday, October 5, 2023) will not
<b>Exhibit Dates</b>	Sunday, November 5th —Tuesday, November 7th, 2023	

### EXHIBIT RATES

	Early Bird	Standard	Final
<b>10'x10' Booth</b>	\$2,950	\$3,050	\$3,250
<b>20'x 10' Booth</b>	\$5,800	\$6,000	\$6,300
<b>30'x 10' Booth</b>	\$8,550	\$8,950	\$9,150
<b>20'x 20' Island</b>	\$11,800	\$12,400	\$12,600

### EXHIBIT HALL EVENTS INCLUDE:

**Nov. 5-7th**

There will be events hosted in the exhibit hall throughout the 3 days.

### EACH 10'X10' EXHIBIT INCLUDES

- One full meeting registration—access to sessions, exhibit area, and Opening Reception
- Two exhibit registrations—access to exhibit area and Opening Reception

### EACH EXHIBITING COMPANY RECEIVES

- One wireless lead retrieval system
- One identification sign showing company name
- One wastepaper basket

### Additional notes:

Exhibit fees do not include: tables, chairs, shipping, material handling, electricity or carpet. Instructions about ordering electricity and other exhibiting logistics will be included in the exhibitor kit that will be sent 4-6 weeks prior to the meeting date.

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## Sponsorships

**SPONSORSHIP ALLOWS YOU TO ACCOMPLISH KEY MARKETING GOALS, INCLUDING:**

- **LEAD GENERATION**—meet new people and expand your contact database to increase future business
- **RELATIONSHIP DEVELOPMENT**—have informal and technical discussions to build relationships with new contacts and reconnect with people you already know
- **THOUGHT LEADERSHIP**—communicate your company's message and highlight your technical expertise, educating attendees on why your solution is best
- **TRAFFIC BOOST**—let attendees know you'll be at the event so they make sure to visit you, increasing your booth visitors
- **BRAND RECOGNITION**—make sure that when attendees look to who the leading companies are in the chemical engineering R&D, your brand is among them

**CUSTOM SPONSORSHIPS** give you an opportunity to build a package that fits your needs best. These can include bulk registrations, happy hours, promotional items or giveaways. Don't see a sponsorship listed? Contact Teneyke Smith ([tenes@aiche.org](mailto:tenes@aiche.org)) to discuss.



Teneyke Smith | Sales Manager | [tenes@aiche.org](mailto:tenes@aiche.org)

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## NEW Sponsorship Opportunities for 2023!

PRODUCT	COST	BENEFITS
First Word / Last word Webinars (2 available)	\$ 7,600	<ul style="list-style-type: none"> <li>• Be the exclusive sponsor to host a webinar either prior to or right after the AIChE Annual Program</li> <li>• Be the first company to connect with the audience or the last to speak with them.</li> <li>• Host a presentation on key issues, have live Q&amp;A with audience, and host a post-session zoom networking discussion</li> <li>• Webinar will be promoted to all registered attendees and AIChE Mailing list, additional curated invites can be done to specific people/companies</li> </ul>
Bingo Card Prize Giveaways (20 available)	\$ 1,000	<ul style="list-style-type: none"> <li>• Host a prize raffle from your booth—audience members MUST come by your exhibit as request a bingo stamp/sticker from your team to enter raffle</li> <li>• Guarantees steady booth traffic throughout the show</li> <li>• Exclusive to a small portion of the exhibitors</li> <li>• Company logo will be included in all associated Prize raffle Media and emails , and the physical onsite Bingo card</li> <li>• Participation Deadline is October 16th</li> </ul>
Pre-Event Polling / Survey Questionnaire (5 Available)	\$4,100	<ul style="list-style-type: none"> <li>• Receive ALL registered polling data on every attendee prior to the event (companies, titles, research areas, service needs, etc.)</li> <li>• Be one of a handful of companies to know which key attendees to prioritize meeting and receive demographic survey data from thousands of people</li> <li>• Include your own personal survey question to be submitted to each attendee upon registration. Questions subject to approval by AIChE - Participation Deadline is June 1st.</li> </ul>
Roundtable Discussions (10 available)	4,000	<ul style="list-style-type: none"> <li>• Host interactive discussion groups/Q&amp;A sessions at the event</li> <li>• Allow sponsors to have topic exclusivity for each roundtable</li> <li>• Draw in all attendees that are prioritizing meeting your company and/or learning about the topic you are hosting</li> </ul>
Evening Receptions (4 Available)	TBD	<ul style="list-style-type: none"> <li>• Host a private VIP reception/presentation for key audience members at the event</li> <li>• Receive pre-event access to attendee list and have AIChE do personalized invites to attendees you ant invited to the reception</li> <li>• Receive Napkins &amp; signage with your company logo—food and bev not included in package</li> </ul>

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## INCREASE YOUR PRESENCE AT THE ANNUAL MEETING WITH THESE UPGRADES

**AD RESERVATIONS DEADLINE: September 10, 2023 • AD MATERIALS DEADLINE: September 15, 2023**

PRODUCT	COST	BENEFITS
Dedicated Email (5 available)	\$ 4,000	<ul style="list-style-type: none"> <li>AIChE sends an email on your behalf to all meeting registrants before, during or after the event</li> </ul>
Additional Signage and Branded Column Wraps	TBD	<ul style="list-style-type: none"> <li>Increase your presence at the meeting by adding additional signage to a specific area of the meeting venue</li> <li>Signage can be placed near the session rooms that your target audience will be most likely to attend</li> </ul>

### ADVERTISING

Put your message in front of 60,000+ AIChE members, in CEP's print and digital formats, as well as Annual Meeting attendees.

These special rates are available only to Exhibitors and Sponsors. Rates apply only to the CEP Meeting Preview in October 2023. Space deadline is September 10th, ad materials due September 15th, 2023.

Full Page CEP Ad	\$ 2,850	<ul style="list-style-type: none"> <li>Full page, 4 color advertisement in the CEP Meeting Preview</li> </ul>
Half Page CEP Ad	\$ 2,050	<ul style="list-style-type: none"> <li>Half page, 4 color advertisement in the CEP Meeting Preview</li> </ul>
Web Advertisements on AIChE.org	\$50 cpm (50% discount)	<ul style="list-style-type: none"> <li>Double your reach with 20,000 impressions for the price of 10,000</li> <li>\$1,000 purchase minimum. Larger digital buys available.</li> </ul>
Retargeted Web Advertisements	\$75 cpm (25% discount)	<ul style="list-style-type: none"> <li>Retarget ads to people who have visited the AIChE Annual Meeting website as they browse other sites. These ads guarantee sustained, specific exposure to the exact qualified audience you're trying to reach.</li> </ul>
Combined Print & Digital Advertising*	\$ 3,050 - \$3,850	<ul style="list-style-type: none"> <li>Receive 3 for 1 impressions with the purchase of a print advertisement and web advertisements</li> </ul>

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# PREMIER SPONSORSHIP PACKAGES

AD RESERVATIONS DEADLINE: September 10, 2023 • AD MATERIALS DEADLINE: September 15, 2023

**Any Company Who Purchases a Sponsorship Product Will Be Recognized Based on the Following Levels.**

Total meeting support includes both sponsorship and exhibit purchases.

- Titanium: \$20,000+
- Platinum: \$15,000-\$19,999
- Gold: \$10,000-\$14,999
- Silver: \$5,000-\$9,999
- Bronze: \$2,500-\$4,999

**All Sponsors Receive Core Benefits:**

- Recognition on AIChE's high-traffic website
- Recognition on signage and banner at the Annual Meeting
- Recognition in the meeting app

## PREMIER SPONSORSHIPS

<b>Titanium</b>	\$20,000	<ul style="list-style-type: none"> <li>• 6 full meeting registrations</li> <li>• 10'x10' exhibit booth</li> <li>• Full page, color advertisement in CEP meeting preview</li> <li>• Recognition in meeting promotional emails</li> </ul>
<b>Platinum</b>	\$15,000	<ul style="list-style-type: none"> <li>• 4 full meeting registrations</li> <li>• 10'x10' exhibit booth</li> <li>• Full page, color advertisement in CEP meeting preview</li> <li>• Recognition in meeting promotional emails</li> </ul>
<b>Gold</b>	\$10,000	<ul style="list-style-type: none"> <li>• 2 full meeting registrations</li> <li>• 10'x10' exhibit booth</li> <li>• Half page, color advertisement in CEP meeting preview</li> <li>• Recognition in meeting promotional emails</li> </ul>
<b>Silver</b>	\$5,000	<ul style="list-style-type: none"> <li>• 1 full meeting registration</li> </ul>
<b>Bronze</b>	\$2,500	<ul style="list-style-type: none"> <li>• Core benefits</li> </ul>

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# SPONSORSHIP PACKAGES

**AD RESERVATIONS DEADLINE: September 10, 2023 • AD MATERIALS DEADLINE: September 15, 2023**

## All Sponsors Receive Core Benefits:

\* Recognition on AIChE's high-traffic website \* Recognition on signage & banners \* Recognition in the meeting app

## MESSAGING

These sponsorships will allow you to communicate your vision and goals, while also highlighting how your products & services can help the general meeting audience or a targeted group of attendees.

<p><b>Technology Workshop</b> \$4,500</p>	<p>Communicate the benefits of your products and services to an engaged, targeted audience:</p> <ul style="list-style-type: none"> <li>• Receive private room with full AV setup</li> <li>• Receive promotion on our agenda, app and pre-event emails</li> <li>• <b>** Ask about our upgrade to have pre-event access to the audience and receive VIP curated invites pre-show!</b></li> </ul>
<p><b>Networking Event</b> \$4,500</p>	<p>Company focused evening reception during the meeting for you to connect with your target audience in a less formal setting.</p> <ul style="list-style-type: none"> <li>• Receive promotion of your Evening Reception in agenda &amp; general promotional media</li> <li>• Receive private room with full AV setup</li> <li>• Catering available at additional cost</li> <li>• <b>** Ask about our upgrade to have pre-event access to the audience and receive VIP curated invites pre-show!</b></li> </ul>
<p><b>Email Banner Ad</b> \$3,500 (4 available)</p>	<p>Highlight your presence at the meeting and your company's vision in a banner ad sent out in an email to all attendees.</p>
<p><b>Session Track</b> \$3,500</p>	<p>Communicate your message to a particular group of attendees who all work in a specific area.</p> <ul style="list-style-type: none"> <li>• Receive Signage as Track/Topic Sponsor</li> <li>• Receive seat drop of your collateral (brochure's whitepapers, etc.) At start of Track</li> </ul>
<p><b>Meeting App Banner</b> \$3,000 (3 available)</p>	<p>A scrolling banner and landing page in the meeting app will keep your company on the mind of the over conference attendees .</p>
<p><b>Meeting App Explore Ad</b> \$3,000 (2 available)</p>	<p>Company button in the Explore page of the meeting app with a link to a page of your choice.</p>

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# SPONSORSHIP PACKAGES

## Branding

These sponsorships will give your company brand a wide presence at the meeting while also providing you with an opportunity to sponsor an item or event that will provide attendees with a lasting, positive experience.

Sponsorship Package	Cost	Includes Core Benefits, Plus:
Cocktail Bar Sponsor (3 available)	\$4,500	<ul style="list-style-type: none"> <li>• 1 Full meeting registration</li> <li>• Cocktail Bar set up near Exhibit Booth</li> <li>• Receive up to 100 drink tickets to hand out to attendees during Evening Reception</li> <li>• Receive branded napkins at cocktail bar</li> <li>• Recognition in Push Notification to entire audience as Cocktail Bar sponsor</li> </ul>
Meeting Lanyards (1 available)	\$35,000	<ul style="list-style-type: none"> <li>• 3 Full meeting registrations</li> <li>• 10'x10' Exhibit space</li> <li>• Company logo on lanyards distributed to all meeting attendees</li> </ul>
Opening Reception (1 available)	\$25,000	<ul style="list-style-type: none"> <li>• 6 Full meeting registrations</li> <li>• 10'x10' Exhibit space</li> <li>• Sponsor logo on beverage napkins</li> <li>• Exclusive sponsor recognition during Opening Reception</li> </ul>
Canvas Bags (lots of 1,000)	\$17,500	<ul style="list-style-type: none"> <li>• 1 Full meeting registration</li> <li>• Company logo on 1,000 conference bags distributed to meeting attendees</li> </ul>
Padfolios (lots of 1,000)	\$12,000	<ul style="list-style-type: none"> <li>• 1 Full meeting registration</li> <li>• Company logo on 2,000 conference padfolios distributed to meeting attendees</li> </ul>
Poster Reception (2 available)	\$10,000	<ul style="list-style-type: none"> <li>• 1 Full meeting registration</li> <li>• Signage on display during afternoon poster session</li> <li>• Sponsor logo on beverage napkins</li> <li>• 200 sponsored drink tickets and koozies distributed to attendees</li> </ul>
Coffee Break (2 available)	\$10,000	<ul style="list-style-type: none"> <li>• 1 Full meeting registration</li> <li>• Signage on display during selected coffee break</li> <li>• Coffee station near exhibit booth (if possible)</li> </ul>
Meeting Gold App (1 available)	\$7,500	<ul style="list-style-type: none"> <li>• 1 Full meeting registration</li> <li>• Company logo on official meeting app launch page and high presence throughout app</li> </ul>
Charging Station	\$6,000	<ul style="list-style-type: none"> <li>• Sponsor logo on charging station placed in high traffic area of exhibit hall or next to exhibit booth (if possible)</li> </ul>

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# SPONSORSHIP RESERVATION FORM

Please tell us the individual responsible for sponsor details and logistics. All further communications including the invoice or receipt for your sponsorship will be sent to this contact.

Name(Given/First followed by Family/Last) \_\_\_\_\_ Title: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

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

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

**Signature Required: I have read and agree to abide by the terms and conditions enclosed in this sponsorship prospectus.**

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

## Sponsorship Level (please select one or more)

### Branding Sponsorships

- ☐ AV \$50,000
- ☐ Meeting Lanyards \$35,000
- ☐ Opening Reception \$25,000
- ☐ Canvas Bags \$15,000
- ☐ Padfolios \$12,000
- ☐ Coffee Break \$10,000
- ☐ Meeting Gold App \$7,500
- ☐ Sponsored Networking \$4,000
- ☐ Branded Column Wrap TBD

### Messaging Sponsorships

- ☐ Premium Ad Space \$5,000
- ☐ Dedicated Email \$4,000
- ☐ Technology Workshop \$6,000
- ☐ Email Banner Ad \$3,500
- ☐ Session Track \$3,500
- ☐ Meeting App Banner \$3,000
- ☐ Meeting App Explore Ad \$3,000

### General Sponsorships

- ☐ Titanium \$20,000
- ☐ Platinum \$15,000
- ☐ Gold \$10,000
- ☐ Silver \$5,000
- ☐ Bronze \$2,500

## Payment

Select Choice of Payment: ☐ Check or Money Order Payable to AIChE/Invoice ☐ Credit Card ☐ Wire Transfer

### For Check or Money Order/Invoice

Indicate PO # (If required for invoice): \_\_\_\_\_

### For Credit Card

☐ American Express ☐ Mastercard ☐ Visa ☐ Discover ☐ Diner's Club

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

Expiration Date: \_\_\_\_\_ Billing Postal Code of Card: \_\_\_\_\_

Signature Required for Payment by Credit Card: \_\_\_\_\_ Date: \_\_\_\_\_

## Credit Card and Check Payments:

Return this form with credit card information or checks made payable to AIChE to:

**American Institute of Chemical Engineers, 120 Wall Street, 23rd Floor, New York, NY 10005**

**Attn: Leila M. Mendoza, AIChE Finance Dept. • Phone: 646.495.1356 • Fax: 646.495.1501 • Email: leilm@aiche.org**

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# EXHIBIT RESERVATION FORM

Please tell us the individual responsible for sponsor details and logistics. All further communications including the invoice or receipt for your sponsorship will be sent to this contact.

Name(Given/First followed by Family/Last) \_\_\_\_\_ Title: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

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

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

**Signature Required: I have read and agree to abide by the terms and conditions enclosed in this sponsorship prospectus.**

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

## Exhibit Space

(Early Res expires Jan. 6th )

### Early

### Standard

10'x10' Booth ☐ \$2,950 ☐ \$3,050

20'x 10' Booth ☐ \$5,800 ☐ \$6,300

30'x 10' Booth ☐ \$8,550 ☐ \$9,150

20'x 20' Island ☐ \$11,800 ☐ \$12,600

## Upgrades and Advertising Selections

- ☐ Dedicated Email \$4,100
- ☐ Full-page ad in CEP \$2,850
- ☐ Half-page ad in CEP \$2,050
- ☐ Web Advertising — 20,000 impressions \$1,000
- ☐ Retargeted Ads—20,000 impressions \$1,500
- ☐ Full-page Ad/Digital Advertising Combo \$3,850

## Payment

Select Choice of Payment: ☐ Check or Money Order Payable to AIChE/Invoice ☐ Credit Card ☐ Wire Transfer

### For Check or Money Order/Invoice

Indicate PO # (If required for invoice): \_\_\_\_\_

### For Credit Card

☐ American Express ☐ Mastercard ☐ Visa ☐ Discover ☐ Diner's Club

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

Expiration Date: \_\_\_\_\_ Billing Postal Code of Card: \_\_\_\_\_

Signature Required for Payment by Credit Card: \_\_\_\_\_ Date: \_\_\_\_\_

## Credit Card and Check Payments:

Return this form with credit card information or checks made payable to AIChE to:

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**Attn: Leila M. Mendoza, AIChE Finance Dept. • Phone: 646.495.1356 • Fax: 646.495.1501 • Email: leilm@aiche.org**

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# Terms & Conditions

**1. Acceptability of Exhibits** All exhibits shall serve the interests of the members of AIChE and shall be operated in a way that will not detract from other exhibits or from the Exhibition. Exhibit Management determines acceptability of persons, things, conduct and/or printed matter and reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of the Association. All exhibits will remain within space described. In the event of such restriction or eviction, exhibit fees and any other exhibit-related expense may not be refunded.

**2. Sponsorship Packages** Standard sponsorship package details can be found in the meeting sponsorship prospectus. Any custom sponsorship packages will be agreed to in writing between the AIChE and Sponsor.

**3. Payment** Full payment must accompany the exhibitor and sponsor reservation unless a special payment arrangement has been approved by AIChE and attached to this agreement. Payments should be remitted directly to AIChE by wire transfer, check, cash or credit card. All payments must be received in full 30 days before the meeting start date. Exhibitor and sponsor registrations made 29 days or less to the meeting start date must be paid in full, no alternative payment arrangements will be made.

**4. Assignment of Space** Exhibit location assignments are assigned approximately 30-45 days prior to the meeting start date with priority based on the date of payment. Registrations not paid in full 30 days prior to meeting start date will not be assigned a table location until full payment is made.

**5. Care of Exhibits** Nothing shall be posted on, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Any property destroyed or damaged by an exhibitor must be replaced or restored to its original condition by the exhibitor or at the exhibitor's expense.

**6. Exhibit Fees** Fees for exhibit rental, including dates during which promotional rates may apply, are set forth in the Exhibitor Prospectus. A listing of the items included in the standard exhibitor package appears in the same section.

**7. Eligibility** Only the company named on this contract will be used in exhibitor and sponsor recognition opportunities by AIChE. No subsidiaries or secondary company units will be permitted in the same contract.

**8. Marketing / Promotions** AIChE has authorization to use the exhibitor or sponsor logo and/or images for marketing purposes in all media. Company logos must be submitted in a timely manner (based on marketing deadlines). Logos will be used as submitted by the exhibitor or sponsor. Any additions or changes must be added to the logo file by the exhibitor or sponsor. AIChE reserves the right to refuse placement of any graphic and/or image that it believes to be objectionable for any reason.

**9. Insurance & Required Certificate of Insurance** The Exhibitor understands that neither AIChE nor the venue maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. Exhibitor agrees to obtain and keep in force, during the term of occupancy and use of the facility, policies of General Liability insurance, specifically including the Premises-Operations and Personal Injury Liability with limits not less than \$1,000,000 CSL (combined single limit each accident), and, if applicable, Worker's Compensation insurance to statutory limits in the jurisdiction where the meeting is held, Employer's Liability insurance with limits not less than \$500,000 CSL, and Automobile Liability insurance covering all owned, non-owned and hired vehicles with limits not less than \$1,000,000 CSL per occurrence. Exhibitor agrees to include "American Institute of Chemical Engineers" and the meeting venue in the General and Auto Liability policies as additional insureds thereunder. Exhibitor insurance will be considered primary of any similar insurance carried by AIChE or the meeting venue. Exhibitor Commercial General Liability and Automobile Liability policies to contain standard Waiver of Subrogation provision.

**Such Certificate of Insurance must be provided to AIChE no less than 21 days before the proposed exhibit date. All policies of insurance will be with insurance companies rated by A. M. Best Company as an A-VII or better or otherwise acceptable to AIChE.**

**10. Cancellation by Exhibitor** All reservations cancelled by 5 PM EST 30 days prior to meeting start date will receive a 75% refund. (A 25% processing fee is charged on all cancellations received more than 30 days before the meeting.) Cancellations received less than 29 days prior to

meeting start date are not eligible for refund. In the event payment has not been made at time of cancellation, you will be invoiced for the balance due.

**11. Cancellation by Sponsor** There are no refunds or credits for sponsorship cancellations once payment has been received.

**12. Cancellation or Postponement of Event by AIChE** AIChE may decide to cancel or postpone the event, in its sole discretion. If AIChE postpones said event, sponsorship and exhibit funds will be carried forward to the rescheduled event. If AIChE cancels said event, AIChE will consider a refund on a case-by-case basis depending on a number of factors including the related expenses already incurred by AIChE and the already accrued visibility of sponsorship and exhibits.

**13. Change of Conference Format** AIChE may decide to change the conference format from in-person to virtual, in its sole discretion. If AIChE changes the format of said event, sponsorship and exhibit benefits will be converted to applicable products offered in the virtual conference platform.

**14. Exclusivity** AIChE events are offered to all potential sponsors and exhibitors without exclusivity.

**15. Indemnification and Hold Harmless** Exhibitor or Sponsor agrees to indemnify, defend and hold harmless AIChE, the event facility, the owner of such facility, and the city in which this event is being held, and their respective officers, agents and employees, from and against all bodily and personal injury, loss, claims, or damage to any person or any property arising in any way from the Exhibitor company, its employees, agents, licensees, contractors or customers. AIChE shall not be responsible for loss or damage to displays or goods belonging to Exhibitor or Sponsor.

**16. Resolution of Disputes** If a dispute or disagreement arises between Exhibitor or Sponsor and AIChE or between two or more Exhibitors or Sponsors, such dispute will be reviewed by AIChE. To address such dispute, the Exhibitor(s) or Sponsor(s) must present a document in writing to AIChE stating the dispute in detail. AIChE will take immediate action to review the dispute, evaluate its merit and make a ruling. All decisions made by AIChE are final.

**17. Acceptance** All terms and conditions are in effect once the Exhibitor or Sponsor signs the registration form. This agreement shall not be binding on AIChE until received and accepted by AIChE.

**18. Confidentiality** This Agreement, its terms and the Event are each confidential until publicly announced by AIChE. You may not disclose the existence of this Agreement or the terms of this Agreement to any third party without AIChE's prior written consent. You hereby authorize AIChE to provide your company representative's contact information including address, phone number, fax number and contact person information to the AIChE events and marketing team, and any AIChE vendor contracted to AIChE work for this Event, as well as to the venue owner and its employees, agents and contractors.

**19. Independent Contractors** The parties shall be independent contractors under this Agreement, and nothing herein shall constitute either party as the employer, employee, agent, or representative of the other party, or both parties as joint ventures or partners for any purpose.

**20. No Assignment** The rights granted by this Agreement are personal in nature. Sponsor may not assign this Agreement to any third party without the written consent of AIChE.

**21. Miscellaneous** This Agreement supersedes any prior oral or written understanding between AIChE and Exhibitor or Sponsor, and may not be amended or modified except in writing signed by both parties. This Agreement shall be governed by and construed in accordance with the laws of the State of New York.

See you Next Year!