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June 7-9, 2022  
Hilton Philadelphia City Avenue  
Philadelphia, PA

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## SYMPOSIUM SPONSORSHIP OPPORTUNITIES

**Sponsorships** are an integral part of achieving AIChE's goal of advancing the profession of chemical engineering. Sponsorship support helps keep registration costs low to allow key employees from throughout industry to take-part in best-practice discussions for project success. The audience at the Process Development Symposium is very well informed and will be discussing state-of-the-art technology.

**AIChE is offering targeted sponsorship opportunities** to ensure you are recognized during the Symposium. While no overt commercialism is allowed within the meeting rooms, you will be able to provide attendees with valuable information during breaks in the technical sessions. The available sponsorships are listed on the next page. Everyone at AIChE, and all those who attend, appreciate your interest and support.

### Sponsorship Contact Information

Contact [johne@aiche.org](mailto:johne@aiche.org) with any questions and to verify the availability of a particular sponsorship.

## Core Benefits – Included with all Sponsorship Options

- Recognition by conference chair during announcements on the first day
- Sponsor name or logo linked to the sponsor's website from the conference webpage
- Sponsor name or logo included in the thank you slide displayed in the meeting room
- Sponsor recognized in final technical program
- Sponsor signage on display outside meeting room throughout the conference

Sponsor Recognition Based on Level of Support

**Gold:** \$10,000+    **Silver:** \$5,000-\$9,999    **Bronze:** \$2,500-\$4,999

### ITEM SPONSORSHIPS \$5,000

#### Core Benefits, plus:

- Item with sponsor's logo provided by AIChE

#### Choose from:

- Lanyards
- Coffee Mugs
- Portfolios
- Shoulder Bags
- Two complimentary registrations
- 6-ft table top to display literature\*

### RECEPTION, LUNCH, COFFEE BREAK, AND BREAKFAST SPONSORSHIPS

#### RECEPTION: \$7,500

Includes light hors d'oeuvres and bar. Core Benefits, plus:

- Two complimentary registrations
- 6-ft table top to display literature \*
- Sponsor Signage on display during the two receptions

#### LUNCH: \$5,000

Includes two lunch days for all attendees. Core Benefits, plus:

- Two complimentary registrations
- 6-ft table top to display literature \*
- Sponsor Signage on display during the two lunches

#### COFFEE BREAK: \$3,250

Includes coffee, tea, soft drinks, and snacks for morning and afternoon breaks. Core Benefits, plus:

- One complimentary registration
- 6-ft table top to display literature \*
- Sponsor Signage on display during the four coffee breaks

#### BREAKFAST: \$2,500

Includes coffee, tea, juices, pastries, and fruit. Core Benefits, plus:

- Sponsor Signage on display during the two breakfasts

\*If you require electricity, additional charges may apply

### GENERAL SPONSORSHIPS

#### GOLD: \$10,000

- Core benefits, plus:
- Full page color ad
  - 6-ft table top
  - Six complimentary registrations

#### SILVER: \$5,000

- Core benefits, plus:
- Half page, black & white ad
  - 6-ft table top
  - Three complimentary registrations

#### BRONZE: \$2,500

- Core benefits, plus:
- Half Page, black & white ad
  - One complimentary registration



## 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 indicate your sponsorship choice(s):

#### ITEM SPONSORSHIPS:

Lanyard: \$5,000  
Coffee Mug: \$5,000  
Portfolio: \$5,000  
Shoulder Bag: \$5,000

#### RECEPTION, LUNCH, COFFEE BREAK AND BREAKFAST SPONSORSHIPS:

Reception: \$7,500  
Lunch: \$5,000  
Coffee Break: \$3,250  
Breakfast: \$2,500

#### GENERAL SPONSORSHIPS:

Gold: \$10,000  
Silver: \$5,000  
Bronze: \$2,500

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

### 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: \_\_\_\_\_

### 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

## 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, AIChE is not liable for any refund of exhibit fees, or any other exhibit-related expense.

**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 American Institute of Chemical Engineers (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.

If required, 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 Automobile 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. AIChE will notify Exhibitor when insurance is required. 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 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 sponsor-related expenses already incurred by AIChE and the already accrued visibility of sponsorship.

**13. Exclusivity** – AIChE events are offered to all potential sponsors without exclusivity.

**14. 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.

**15. 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.

**16. 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.

**17. 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.