

# GENERAL INFORMATION

Exhibitors & Sponsors (who are exhibiting)



Page 2

## Registration Information

Complimentary Registrations (Full Meeting and Exhibit Only)  
Additional Full Meeting Registrations  
Additional Exhibit Only Registrations  
Registration Information for Ticketed Events

Page 3

## Exhibit Hours

Move-In Hours  
Show Hours  
Move-Out Hours

## Important Meeting Hours

Onsite Registration Hours  
Coffee Break Times  
Poster Sessions & Receptions

Page 4 & 5

## General Information

Hotel Information  
Printing Services at Hyatt Regency Orlando  
Shipper Information & On-Site Supplies  
Security & Exhibitor On-Site Responsibilities  
On-Site Solicitation  
Booth Placement & Location  
Competitors

Page 6

## Exhibit Guidelines

### Payment

### Cancellation Information

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# Registration Information

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Additional Emails regarding **Exhibitor and Sponsor Registration** Information will be sent in a subsequent email. Thank You.

## Complimentary Registrations

Complimentary Registration Forms will be sent by email (from Todd Caporizzo; Email: [toddc@aiche.org](mailto:toddc@aiche.org)) to each sponsor and exhibitor contact with the number of complimentary Full Meeting and Exhibit Only Registrations. This information was included in your exhibit and/or sponsorship agreement.

**Full Meeting Registrations** provides access to sessions, exhibits, and the opening reception **only**. These registrations (badges) cannot be shared and do not include admission to any ticketed events.

**Exhibit Only Registrations** provide access to exhibits and the opening reception **only**. These registrations (badges) cannot be shared and do not include access to sessions or admission to any ticketed events.

## Additional Full Meeting Registrations

A FEE is REQUIRED for any additional Full Meeting Registrations above and beyond the complimentary allotment noted in your exhibit and/or sponsorship agreement. Additional Full Meeting Registrations are processed by the AIChE Customer Service Department ONLY.

**Contact: AIChE Customer Service**

PHONE: + 1.203.702.7660 (for U.S. and International callers)

EMAIL: [customerservice@aiche.org](mailto:customerservice@aiche.org)

ONLINE: <https://www.aiche.org/conferences/aiche-annual-meeting/2019/registration-info>

## Additional Exhibit Only Registrations

A FEE is REQUIRED for any additional Exhibit Only Registrations above and beyond the complimentary allotment noted in your exhibit and/or sponsorship agreement. Additional Exhibit Only Registrations are available for a fee of \$150 per person. **There is NO LIMIT to the number of Additional Exhibit Only Registrations that can be purchased.** For your convenience, these registrations can be processed by the Todd Caporizzo; Email: [toddc@aiche.org](mailto:toddc@aiche.org). A separate email will be sent out regarding this information.

## Registration Information for Ticketed Events

**NOTE: You must first be registered for the 2019 Annual Meeting before you can ADD-ON a ticketed event to your existing registration.**

**Contact: AIChE Customer Service**

PHONE: + 1.203.702.7660 (for U.S. and International callers)

EMAIL: [customerservice@aiche.org](mailto:customerservice@aiche.org)

ONLINE: **This type of registration cannot be made online. Please phone or email.**

*Ticketed events are open to all. Space for some ticketed events are limited. Tickets will be sold on a first-come, first-served basis. Any ticketed event may be cancelled without prior notice. Events will only be held if ticket sales indicate sufficient interest. Ticketed events are subject to change (in time and/or location) prior to the start of the meeting.*

For more information on ticketed events, refer to the link provided:

<https://www.aiche.org/conferences/aiche-annual-meeting/2019/ticketed-events>

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# Exhibit Hours

## Move-In Hours, Exhibit Hours, Move-Out Hours

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### Move-In Hours

**Location:** Regency Ballroom Foyer (Convention Level)

Sunday, November 10                    12:00 NOON – 5:00 PM

*All labor and/or material handling services performed on Sunday, November 10 will incur overtime charges.*

### Exhibit Show Hours

**Location:** Regency Ballroom Foyer (Convention Level)

Sunday, November 10                    6:30 PM - 7:30 PM (Opening Reception)

Monday, November 11                    9:30 AM - 5:00 PM

Tuesday, November 12                    9:30 AM - 5:00 PM

### Move-Out Hours

**Location:** Regency Ballroom Foyer (Convention Level)

Tuesday, November 12                    5:00 PM – 7:00 PM

*All labor and/or material handling services performed after 5:00 PM on Tuesday, November 12 will incur overtime charges.*

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# Important Meeting Hours

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### Onsite Registration Hours

**Location:** Regency Ballroom Foyer (Convention Level)

Saturday, November 9                    12:00 Noon - 5:00 PM

Sunday, November 10                    8:00 AM - 8:00 PM

Monday, November 11                    7:00 AM - 5:30 PM

Tuesday, November 12                    7:00 AM - 5:30 PM

Wednesday, November 13                    7:30 AM - 5:00 PM

Thursday, November 14                    7:30 AM - 4:30 PM

\*Friday, November 15                    8:00 AM – 12:00 Noon

*\*A registration table will be available near the technical sessions*

### Coffee Breaks

**Location:** Regency Ballroom Foyer (Convention Level)

Monday, November 11                    10:30 AM - 11:00 AM

Tuesday, November 12                    10:30 AM - 11:00 AM

### Poster Sessions & Receptions

**Location:** Regency Ballroom (Convention Level)

Monday, November 11                    3:30 PM – 5:00 PM

Tuesday, November 12                    3:30 PM – 5:00 PM

Wednesday, November 13                    3:30 PM – 5:00 PM

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# General Information

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## Hotel Information

**Hyatt Regency Orlando**  
9801 International Drive  
Orlando, Florida 32819  
United States

+1.407.284.1234

<https://www.hyatt.com/en-US/hotel/florida/hyatt-regency-orlando/mcoro>



## On-Site Printing

**11<sup>th</sup> Hour Business Center**  
Hyatt Regency Orlando

+1.407.345.4466



## HOURS OF OPERATION:

<b>MONDAY – FRIDAY</b>	<b>7:00 AM – 8:00 PM</b>
<b>SATURDAY</b>	<b>7:00 AM – 6:00 PM</b>
<b>SUNDAY</b>	<b>8:00 AM – 6:00 PM</b>

## Shipper Information & On-Site Supplies

- Sponsors & Exhibitors can use any shipper/courier when shipping materials to and from the venue/location.
- Please remember to have on-site (your company's shipper info, account number and billing information) for easy tracking purposes.
- AIChE recommends that Sponsors & Exhibitors should bring packing tape, general supplies, shipping labels/forms, a cutting device (scissor, razor) and extension cord(s) on-site. Any items you can bring with you will save you time and money.
- All outbound shipments need to be expedited via our decorator company, FREEMAN. Freeman will have a service desk on the Exhibit Floor. Please make sure your shipper/courier is contacted.

## Security & On-Site Responsibilities

- AIChE and the Hyatt Regency Orlando is NOT responsible for any items left at your Exhibit Area throughout the entire show. Sponsors & Exhibitors will be responsible for the security of their displays, company materials/documents during exhibit hours, non-exhibit hours and overnight hours.
- All exhibiting materials left behind at the conclusion of the event will be discarded or recycled (if appropriate).

## **On-Site Solicitation**

- Sponsors & Exhibitors are not allowed to solicit to any attendees at any sessions.
- Sponsors & Exhibitors are not allowed to distribute any promotional materials at social or special events.
- All company-specific literature/documents should remain in your Exhibit Area at all times.

## **Booth Placement**

- 10 x 10 Booths are assigned by the date your Sponsor or Exhibitor Reservation Payment was received by AIChE.

## **Competitors**

- If, for any reason, you would like your Exhibit Booth to be placed-away from certain companies and/or direct competitors, please notify AIChE at your earliest convenience. Please send an email to Todd Caporizzo immediately at [toddc@aiiche.org](mailto:toddc@aiiche.org).
- While we will make every attempt to accommodate a NEW Exhibit Space location if requested. AIChE cannot guarantee that all requests will be honored. AIChE is committed to make each participants' experience fair and impartial.

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# Exhibit Guidelines, Payment & Cancellation Information

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## You will be provided with:

- One (1) 10-foot x 10-foot Exhibit Space
- One (1) Wastepaper Basket COMPLIMENTARY
- One (1) Identification Sign displaying your company name with Booth Number ID – COMPLIMENTARY

## You will abide by the guidelines set in place for your Exhibit Space:

- Exhibits are intended to be approachable and to provide valuable information to attendees.
- Pop-Up Displays cannot be over 10 feet in length or 8 feet in height.
- Pop-Up Displays placed on the floor need to fit within the space provided - (10 feet in length / 8 feet in height).
- Pop-Up Displays are allowed to be placed on a table.
- Posters on easels are permitted within your Exhibit Space only.
- No items such as end tables, magazine racks, etc. can be placed in the exhibit hall aisle or outside of your booths' allotted space. If any items violate this rule, AIChE will be asked for the item to be removed.
- Additional furniture can be purchased through our show decorator, FREEMAN. Details can be found in the Exhibitor Kit.
- Failure to abide by the above rules will require immediate removal of any displays/items that do not fall within these guidelines. Thank you for your cooperation.

If you have any questions or special requests, please send an email to Todd Caporizzo at [toddc@aiiche.org](mailto:toddc@aiiche.org)

## Payment

- All Exhibit Reservation Fees should be paid in advance before participating on-site.
- Any Exhibitor who has not paid their reservation fee in advance will be asked for full payment on-site.
- Failure to have your reservation fee paid on-site in-full may deny your participation.

## Cancellations

INFORMATION regarding cancellations can also be found in AIChE's Sponsor & Exhibitor Prospectus (Terms & Conditions). The AIChE Cancellation Policy clearly points-out the penalties for cancellations.

Cancellations received **30 days or more** from the meeting start-date:

Meeting start date is Sunday, November 10, 2019.

- 100% of Reservation Fee refunded minus a 25% processing fee (if balance is paid).
- 25% of Reservation Fee required (if balance is still outstanding). You will be invoiced.

Cancellations received **29 days or less** than the meeting start-date.

Meeting start date is Sunday, November 10, 2019.

- 100% of Reservation Fee is non-refundable (if balance is paid).
- 100% of Reservation Fee required (if balance is still outstanding). You will be invoiced.