



18AIChE

Annual Meeting, Pittsburgh, PA



OCTOBER 28 - NOVEMBER 2, 2018 • DAVID L. LAWRENCE CONVENTION CENTER • PITTSBURGH, PA

EXHIBITOR OPPORTUNITIES

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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 advances 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

Exhibits are co-located in an exhibit hall with coffee breaks, poster sessions, receptions and a lounge area, ensuring a high level of attendee traffic throughout the week. 10'x10' exhibit spaces allow you to increase your presence at the meeting and more effectively display your company's products and services.

Reach over 7,000 chemical engineers working in all aspects of R&D

Average attendance 2013-2016: 7,424

The most popular topics at the meeting include:

- Catalysis and Reaction Engineering
- Computational Molecular Science
- Computing & Systems Technology
- Engineering Sciences and Fundamentals
- Environmental Engineering
- Bioengineering
- Fuel & Petrochemicals
- Materials Engineering and Sciences
- Nanoscale Science & Engineering
- Particle Technology
- Pharmaceutical Discovery, Development and Manufacturing
- Process Development
- Separations
- Sustainable Engineering



Evan Flach, AIChE | evanf@aiche.org | Tel: 646-495-1381

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DATES, FEES AND PACKAGE DETAILS

ITEM	DATE(S)	ADDITIONAL INFORMATION
Early Registration Deadline	Monday, September 17, 2018	Standard Registration Fee applies after this date. See Payment Policy on page 6 for complete details.
Cancellation Deadline	Friday, September 28, 2018	See Cancellation Policy on page 6 for complete details. Cancellations after this date (Friday, September 28, 2018) will not receive a refund.
Exhibit Dates	Sunday, October 28—Tuesday, October 30, 2018	

EXHIBIT RATES

	Early	Standard
10'x10' Booth	\$2,750	\$2,950
20'x 10' Booth	\$5,500	\$5,900
30'x 10' Booth	\$8,250	\$8,850
20'x 20' Island	\$11,500	\$12,300

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

EXHIBIT HALL EVENTS INCLUDE

Sunday	Registration Check In
	Meet the Faculty Candidate Poster Session
	Opening Reception
Monday and Tuesday	Registration Check In
	AM Coffee Break
	Nearby Lunch Stations & Seating
	PM Poster Session & Reception
	Charging Stations

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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INCREASE YOUR PRESENCE AT THE MEETING

PRODUCT	COST	BENEFITS
EXHIBITOR UPGRADES & SPONSORSHIP		
Featured Exhibitor (10 available)	\$ 750	<ul style="list-style-type: none"> Stand out from the other exhibitors and increase traffic to your booth Company logo and brief description (<50 words) in CEP Annual Meeting preview Exhibit booth highlighted on the floorplan distributed to meeting attendees Company name at the top of online exhibitor list with company description
Sponsored Technology Workshop	\$ 4,000	<ul style="list-style-type: none"> 2.5 hour time slot to present your products and services Promotion of workshop by AIChE (contact sales rep for more details) Recognition as a Silver Sponsor of the meeting
ADVERTISING		
<p>Put your message in front of 28,000+ CEP readers and Annual Meeting attendees. These special rates are available only to Exhibitors and apply only to the CEP Meeting Preview in the September 2018 issue.</p>		
Full Page CEP Ad & Ad in Program Book*	\$ 2,850	<ul style="list-style-type: none"> Full page, 4 color advertisement in the CEP Meeting Preview Full page, black & white ad in the meeting program book
Half Page CEP Ad & Ad in Program Book*	\$ 2,050	<ul style="list-style-type: none"> Half page, 4 color advertisement in the CEP Meeting Preview Half page, black & white ad in the meeting program book
Web Advertisements	\$ 1,000 / 20,000 impressions	<ul style="list-style-type: none"> Double your reach with 20,000 impressions for the price of 10,000 \$1,000 purchase minimum. Larger digital buys available
Combined Print & Digital Advertising*	\$ 3,050 - \$ 3,850	<ul style="list-style-type: none"> Receive 3 for 1 impressions with the purchase of a print advertisement and web advertisements

These special advertising rates are available only to Exhibitors at the Annual Meeting.

* The CEP ad reservation deadline is **August 13, 2018** and the ad materials deadline is **August 16, 2018**.



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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: _____ Title: _____

Company Name (as you wish it to appear in print): _____

Mailing Address: _____

Phone _____ Email: _____

List any companies you would not like exhibit next to: _____

Exhibit Space (Early Reservation expires Sept. 17)

	Early	Standard
10'x10' Booth	<input type="checkbox"/> \$2,750	<input type="checkbox"/> \$2,950
20'x 10' Booth	<input type="checkbox"/> \$5,500	<input type="checkbox"/> \$5,900
30'x 10' Booth	<input type="checkbox"/> \$8,250	<input type="checkbox"/> \$8,850
20'x 20' Island	<input type="checkbox"/> \$11,500	<input type="checkbox"/> \$12,300

Upgrades, Sponsorship and Advertising Selections

<input type="checkbox"/> Featured Exhibitor	\$750
<input type="checkbox"/> Sponsored Technology Workshop	\$4,000
<input type="checkbox"/> Full-page ad in CEP & program book	\$2,850
<input type="checkbox"/> Half-page ad in CEP & program book	\$2,050
<input type="checkbox"/> Digital Advertising — 20,000 impressions	\$1,000
<input type="checkbox"/> Full-page Ad/Digital Advertising Combo	\$3,850
<input type="checkbox"/> Half-page Ad/Digital Advertising Combo	\$3,050

Method of Payment

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

Name (as it appears on card): _____ Account Number: _____

Expiration Date: _____ Billing Postal Code: _____

Signature Required for Exhibit Confirmation

I have read and agree to abide by the terms and conditions on page 5. I understand AIChE retains the right to accept or reject any exhibit or offer of support.

Signature: _____ 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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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 Exhibitor assumes responsibility and agrees to indemnify and defend the American Institute of Chemical Engineers (AIChE) and the meeting venue, and their respective employees and agents, against any claims or expenses arising out of the use of the exhibition premises.

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, Broad Form Property Damage, and Personal and Injury Liability with limits not less than \$1,000,000 per occurrence, and, if applicable, Worker's Compensation insurance to statutory limits,

Employer's Liability insurance with limits not less than \$500,000 per occurrence, and Automobile Liability insurance covering all owned, non-owned and hired vehicles with limits not less than \$1,000,000 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. 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. Limitation on Liability 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.