

New Ways to Connect in 2019!

In an effort to continue offering you new, effective and fun ways to connect with attendees, we are introducing a few exhibitor upgrades to help expand your presence and drive more traffic to your booth.

New Exhibitor Upgrades

| Product | Cost | Benefits |
|--|---------|--|
| Exhibitor Food Station | TBD | <p>After a day of sessions, continue the conversation with attendees at your exhibit booth by offering them snacks. This upgrade will put you in a more prominent position in the hall, drive traffic to your exhibit and paint your company in a positive light to attendees. Includes:</p> <ul style="list-style-type: none"> • Corner booth in the exhibit hall • Food station placed next to exhibit booth during a Poster Session • Choice of snack (popcorn, cookies, ice cream, etc.) • Signage at front of hall directing attendees to Exhibitor Food Stations |
| Exhibitor Email (5 available) | \$2,000 | <p>Remind attendees to stop by your exhibit booth with an email during the meeting. Includes:</p> <ul style="list-style-type: none"> • You develop an html email sent to all meeting attendees by AIChE on your behalf. Email subject to review by AIChE. |
| Additional Signage | TBD | <p>Increase your presence at the meeting by purchasing additional signage</p> <ul style="list-style-type: none"> • Signage will be placed as close as possible to session topics that correlate with your company's target audience |
| Branded Column Wraps | TBD | <p>Increase your presence outside of the exhibit hall by highlighting your company next to the session rooms. Includes:</p> <ul style="list-style-type: none"> • Exclusive company representation on column wrap outside of presentation rooms that your target audience will be attending • Pricing dependent on size and type of column wrap selected |



Pat Brennan, AIChE | patrb@aiche.org | Tel: 646-495-1332

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Exhibit Reservation Form

Please tell us the individual responsible for exhibit details and logistics

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: _____

Are there any companies you would not like to exhibit near: _____

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

Signature: _____ Date: _____

Exhibit Space

Booked On or Before/After September 30

- ☐ 10' x 10' 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

Upgrades, Sponsorship and Advertising Selections

Please indicate if you would like to add any of the additional products described on page 4 to your exhibit space.

Product: _____

Web Ad Impressions (if applicable, batches of 20,000): _____

Total Price of Products Selected

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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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 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. 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.