



Featured Exhibitor Information & Registration Form

Becoming a Featured Exhibitor at the 2016 AIChE Annual Meeting is a low-cost opportunity to increase your company's presence at the meeting and drive traffic to your exhibit space. Becoming a Featured Exhibitor costs \$750 and includes the following benefits

- Company logo and brief description (2-3 sentences) of the company in the CEP Annual Meeting Preview
- Company's exhibit table will be highlighted on the floorplan distributed at the conference
- Company's name will be at the top of the list on the exhibitor's page of the conference website. It will include a logo and link to a brief description of the company
- AIChExchange emails sent out about the Annual Meeting will include a note directing people to see the featured exhibitors list online

Please tell us the individual responsible for the Featured Exhibitors details and logistics. **All further communications will be sent to this contact.**

Name: _____ Title: _____

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

Mailing Address: _____

City, State, Zip, Country: _____

Telephone: _____ Fax: _____ Email: _____

Website: _____

Signature Required: By signing below you agree that you have read and will abide by the terms and conditions contained in this document. You understand that AIChE retains the right to accept or reject any exhibition.

PAYMENT - Please check preferred method of payment

Total Amount: \$750

☐ American Express ☐ MasterCard ☐ Visa ☐ Discover ☐ Check/Please Invoice

Account Number

Expiration Date

Name (as it appears on card)

Signature & Date



Exhibitor 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. Payment Full payment must accompany the exhibitor 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 registrations made 29 days or less to the meeting start date must be paid in full, no alternative payment arrangements will be made.

3. Assignment of Space Table 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.

4. 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.

5. 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.

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

7. Marketing / Promotions AIChE has authorization to use Exhibitor company name for marketing purposes in all media. Company logos must be submitted in a timely manner (based on marketing deadlines).

8. Insurance & Required Certificate of Insurance Exhibitor assumes responsibility and agrees to indemnify and defend the American Institute of Chemical Engineers (AIChE) and the Hilton San Francisco Union Square (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.

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 "Hilton San Francisco Union Square" 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 VENUE.

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.

9. 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.

10. 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, exhibitor funds will be carried-forward to the rescheduled event. If AIChE cancels said event, AIChE will provide a full refund.

11. Limitation on Liability Exhibitor 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.

12. Resolution of Disputes If a dispute or disagreement arises between Exhibitor and AIChE or between two or more Exhibitors, such dispute will be reviewed by AIChE. To address such dispute, the Exhibitor(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.

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

14. Miscellaneous This Agreement supersedes any prior oral or written understanding between AIChE and Exhibitor, 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.