



2019 AIChE Southwest Process Technology Conference
Information for Sponsors, Exhibitors,
Career Fair Hosts & Advertisers



The South Texas Section of the American Institute of Chemical Engineers, in partnership with the AIChE central organization, is hosting its 11th Annual AIChE Southwest Process Technology Conference at the Sugar Land Marriott Town Square, October 1 & 2, 2019. This event attracts hundreds of chemical engineers every year, from the Greater Houston / Gulf Coast Region and beyond. The conference features a wide range of technical sessions and networking opportunities, as well as an exhibition showcasing industry solutions in process technology. In addition, there will be a career fair, a happy hour reception, and a student program.

Reach out to hundreds of chemical engineers working in local, national, and international industries by becoming a sponsor or exhibitor, or by advertising in the conference program. Don't miss this opportunity to reach out to the largest concentration of chemical engineers in the United States. Reserve your spot now!

Preliminary program (subject to change):

Tuesday, October 1:

Morning Sessions:

Keynote Session 1
Track 1: Energy Efficiency
Track 2: Catalysis & Reaction Engineering
Track 3: Big Data & IIoT

Afternoon Sessions:

Track 1: Process Safety
Track 2: Distillation & Separation
Track 3: Process Intensification

Evening:

Meet the Industry Poster Session & Happy Hour Reception
STS-AIChE Dinner Meeting

Wednesday, October 2:

Morning Sessions:

Track 1: Petroleum Refining Technology (1)
Track 2: Chemical Process Technology (1)
Track 3: Climate Solutions
Keynote Session 2

Early Afternoon Sessions:

Track 1: Petroleum Refining Technology (2)
Track 2: Chemical Process Technology (2)
Track 3: Ethics & Professionalism



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Overall Conference Sponsorship Opportunities:

Platinum Sponsor - Donation Level: \$9,900

Benefits of Gold Sponsorship, plus:

- Full page ad (instead of half-page) in the conference program
- Two (2) additional complimentary conference tickets for a total of 4 tickets

Gold Sponsor - Donation Level: \$6,800

Benefits of Silver Sponsorship, plus:

- Half-page B/W ad in the conference program
- One (1) additional complimentary conference ticket for a total of 2 tickets

Silver Sponsor - Donation Level: \$3,500

Benefits of Bronze Sponsorship, plus:

- Exhibition space (main exhibition hall or career fair – your choice)
- One (1) complimentary conference ticket, including lunches

Bronze Sponsor - Donation Level: \$1,400

Promotion through:

- signage at the conference
- recognition from keynote podium
- listings in the conference program
- listings on the event web page

Exclusive Sponsorship Opportunities:

Our exclusive sponsorships provide added visibility at the conference or in individual sessions:

Track Sponsor - Donation Level: \$4,250

Same benefits as Silver Sponsor with added benefit of greater visibility through track-specific signage.

Dinner Meeting Sponsorship - Donation Level: \$6,500

We are again integrating the STS-AIChE monthly dinner meeting into the Southwest Process Technology Conference program, creating a unique social and technical gathering for chemical engineers from across the region. This separate dinner sponsorship includes the option to provide the keynote speaker for the dinner meeting, and separate dinner sponsor signage.

Lanyard Sponsor - Donation Level: \$6,500

Same benefits as Silver Sponsor with custom lanyard for all attendees†.

Tote Bag Sponsor – Donation Level: \$7,850

Same benefits as Silver Sponsor with sponsor-logo tote bags for all attendees†.

Padfolio Sponsor – Donation Level \$6,500

Same benefits as Silver Sponsor with sponsor-logo padfolios for all attendees†.



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***NEW* Meet the Industry Candidates Happy Hour Sponsor - Donation Level: \$5,000**

Boost the industry by launching our students into their new careers! The happy hour reception is a key part of our graduate student poster session, with high visibility. This sponsorship comes with separate “Meet the Industry” sponsor signage.

Custom Sponsorships

Some of our sponsors prefer to forego some or all of the standard sponsorship benefits in exchange for a group registration to the conference for a number of delegates. We also offer custom sponsorships – for example, sponsorships for breakfasts, lunches, and refreshment breaks. For additional information, contact AIChE’s Associate Director, Sales, Evan Flach (evanf@aiche.org, 646.495.1381).

Exhibition:

Main Exhibition Hall (Tuesday & Wednesday)

- Display space with skirted table; basic electric hook-up included upon request
- Listing in the conference program and event webpage
- One (1) complimentary 2-day conference ticket, including lunches

Exhibitor Pricing: \$1,525

Career Fair (Wednesday Only)

- Display space with skirted table; basic electric hook-up included upon request
- Listing in the conference program and event webpage
- One (1) complimentary 2-day conference ticket, including lunches

Career Fair Pricing: \$1,130

Program Advertising:

This year we are also offering advertising in the conference program, at the following special rates for exhibitors and sponsors:

Premium Full page cover position in 4-color	\$1,950
Full page B/W	\$1,550
Half-page Horizontal B/W	\$975

For additional information contact AIChE’s Associate Director, Sales, Evan Flach (evanf@aiche.org, 646.495.1381).

† Numbers of lanyards, tote bags, padfolios and badge holders to be determined based on pre-conference registrations.



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Sponsorship Reservation Form

Contact Information

Name (First/Given Last/Family): _____ Position Title: _____

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

Physical Mailing Address: _____

City, State, Postal Code, Country: _____

Telephone: _____ Email: _____

Web Address (your logo will link to this url on the conference website): _____

Signature Required for Sponsorship Confirmation: I have read and agree to abide by the terms and conditions in this prospectus.

Signature: _____ Date: _____

Sponsorship/Exhibit Level

Please indicate your selected sponsorship level: _____

Indicate your selected benefits (see previous pages for options): _____

Amount (total amount of your selected sponsorship and/or exhibit product(s): _____

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: _____

Completed forms can be emailed to evanf@aiche.org, faxed to 646-495-1501, or mailed to:
American Institute of Chemical Engineers, Attn: Evan Flach, 120 Wall Street, 23rd Floor, New York, NY 10005



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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.