



Analysis Division Spring Symposium AD'2018

Setting the Standard for Automation™



Annual Analysis Division Symposium Vendor Information & Booth Registration

(ver 1801)

AD'2018, the 63rd Analysis Division Symposium will convene 22-26 April 2018 at the Galveston Island Convention Center 5222 Seawall Boulevard in Galveston, Texas, USA
www.ADSymposium.org

This symposium is recognized as the outstanding forum for discussions of new and innovative analytical technologies, developments, and applications for the process and laboratory industries. Speakers and attendees at the symposium are from throughout the world and share the opportunity to speak to an international audience, participate in informal discussions and social gatherings, and acquire the latest information concerning analytical sciences.

Technical paper presentations address topics in process and laboratory analysis including methods, analytical applications, analytical hardware and software, analytical systems and analyzer system operation and maintenance. Content of papers may concern technology in development or technology as applied in industry practice.

General subject areas of interest

- Chemical Analyzers & Physical Properties
- Systems Integration & Maintenance
- Chromatography & Spectroscopy
- Gas Detection & Environmental
- Validation & Emerging Technologies
- Analytical Software & Sampling Systems

Exhibit Opportunities

Vendors with products and services of interest to process and laboratory analyzer users are invited to be present in the Analytical Technology Pavilion at the Symposium to meet and visit with attendees and provide technical information. The Analytical Technology Pavilion at the Convention Center will be the meeting place during breaks, lunches, and evening socials for contact with potential customers, for demonstration of innovations,

and for viewing the latest in analytical instrumentation, software, and applications. Hors d'oeuvres will be served on Sunday and Monday evenings. Knowledgeable personnel are encouraged to be present during the exhibit times.

Exhibit Hours

Sunday: 5:00 PM – 7:30 PM (Set-up of exhibits begins at 12:30 PM)

Monday: 9:00 AM – 7:30 PM (Vendor VIP Day, invite visitors. Registration is required and lunch will be provided for all attendees with name badges.)

Tuesday: Morning & Afternoon Breaks, Lunch, Banquet Reception

Wednesday: Morning & Afternoon Breaks, Lunch (Break-down of exhibits 4:00 PM – 8:00 PM)

Thursday: (See Workshops below)

Refreshments will be served Sunday and Monday after 5:00 PM in the Analytical Technology Pavilion. Coffee breaks (morning and afternoon Monday, Tuesday, and Wednesday) and a pre-banquet reception on Tuesday evening 5:30 – 6:30 PM will also be held in the Pavilion.

The Symposium begins on Sunday with concurrent courses in analytical techniques and advanced analyzer technologies. Courses are taught by Analysis Division Experts in their respective disciplines. Monday, Tuesday, and Wednesday technical sessions feature presentations 8:00 AM – 5:00 PM.

Monday is VIP Analysis Exhibition Day. Visitors will be allowed to visit the Analytical Technology Pavilion at no cost, but are required to register. Exhibitors are encouraged to provide invitations to their customer databases of potential visitors on this day for those not able to attend the Symposium, but with an interest in the technologies presented.

The cost of the exhibit includes four days and three evenings of exhibits with a 10' x 10' booth. Included are

an 8' back curtain, 3' side drapes, standardized name and logo banner, one 8' foot skirted table (smaller tables may be substituted), 2 side chairs, 200 watts of electricity, at 120 VAC, and carpeting in the booth, and sponsorship of food and refreshments in the Analytical Technology Pavilion for breaks, lunches, and snacks during the evening receptions. Providing the above encourages all attendees to remain on-site and interact with the exhibitors and other attendees. Each booth rental includes one full symposium registration. Provide attendee registration information for the designee of the full symposium registration. Booth personnel should be limited to a maximum of three individuals at any one time. All booth personnel must be registered for the Symposium. Registration information requires an additional form.



Typical Recommended Exhibit Format

This is a technical exhibition of the latest in analytical instrumentation. Exhibits should be tailored with this in mind. Large banners, exhibits encroaching on other vendors, and large displays encroaching on standardized signage are to be avoided. Technology and techniques are reasons to attend the Symposium. A uniform appearance for all exhibits will be beneficial to provide a technical aspect to the Pavilion. Following is an example of the exhibit booth and banner signage. Please maintain uniformity with corporate signage, banners, etc.

Vendors are encouraged to keep all activities confined to the Analytical Technology Pavilion and not plan events which would take attendees away from the Symposium activities, except after exhibit hours. This includes dinners, hospitality suites, or other activities which conflict with the Symposium events. Tuesday Banquet attendance is encouraged.



Typical Exhibit Signage (Provided by the Analysis Division)

Set-up will begin at 12:30 PM on Sunday 22 April. Registered attendees will be allowed access to the Analytical Technology Pavilion beginning at 5:00 PM Sunday evening. The exhibit area will close at 4:00 PM Wednesday and equipment can then be removed. The exhibit area must be vacated by 8:00 PM on Wednesday.

Parking

Parking is available around the hotel or in the parking garage beneath the Civic Center at no charge.

Shipping Instructions to Hotel

The Hilton Hotel will accept packages beginning 19 April 2018. Clearly label each box / package with the following information:

Hilton Hotel
 5400 Seawall Boulevard
 Galveston, TX 77551
 Hold for: _____ (Person who will accept package)
 Event: ISA Analysis Division Symposium AD'2018
 Date of Event: 22-26 April 2018
 Hotel Contact: Michelle Cunningham
 +1 (409) 744-5000

Shipments or pallets will ship to:

ISA AD Symposium 2018
 Exhibitor Name: _____
 c/o Freeman Decorating Company
 9258 Park South View, Suite 100
 Houston, TX 77051
 Event: ISA Analysis Division Symposium AD'2018
 Date of Event: 22-26 April 2018
 Freeman Contact: Dennis Pena (713) 433-2400

Freeman Decorating will accept shipments between 23 March 2018 and 18 April 2018 for delivery to the Pasadena Convention Center on Sunday 23 April 2018.

Sleeping Rooms

Sleeping rooms for exhibit personnel are not included as a part of this package and should be arranged with the Hilton Galveston Resort Hotel. Access hotel reservations on-line at https://urldefense.proofpoint.com/v2/url?u=http-3A_group.hilton.com_ISA-2D63RD-2DANNUAL-2DSYMP&d=DwlGaQ&c=LO_lgKiodJdZAP_AcfnhzQ&r=FemraOolU8VK3ZIILO-GsvU6umSkvnMfGAGolllQA5E&m=UZMra3zGxxSalBUOml0Todulps_DilX2joQ1WOzlgw&s=ZJf0f4eKEsYiGqEozhn-83jZULbunnUvpcO8MOOLeRg&e or +1 (409) 741-5000. Mention group code ISA for sleeping room rates of \$ 159.00 per night, single or double occupancy for reservations received by 06 April 2018.

Workshops

A hands-on workshop by various analyzer manufacturers will be conducted on Thursday. A limited number of rooms are available. Proceeds from the workshops will defray the cost of morning and afternoon breaks and a lunch for all attending. Set-up will begin as soon as possible after the close of the Wednesday exhibits and rearrangement of spaces. Move-out will commence at 5:00 PM Thursday afternoon. Workshop sponsors are responsible for equipment, educational supplies and any audiovisual equipment required. The assigned room with chairs and tables, podium, and projection screen will be furnished by the Analysis Division.

Product of the Year

A panel of judges will review all products on display and award an Analysis Division Product of the Year. The company exhibiting the Product of the Year shall have the right to include a by-line in all publications and advertising for one year after the Symposium, noting their product as Product of the Year by the Analysis Division at the 2018 63rd Annual Spring Symposium. Submissions are due by end of day Monday 23 April at the registration desk.

To Exhibit

Email the information requested on this form to Shana Kiser skiser@servomex.com by 01 April 2018. Should questions arise, call Shana Kiser at +1 (713) 818-7772. This timetable will provide necessary time for generating signage, backdrops, and layout for the exhibit area. All

exhibit personnel are to register for the Symposium. Payment for exhibit rental must be received with reservation. Assignment of exhibit space will be at the sole discretion of the Exhibit Committee.

Employment Opportunities

A list will be compiled and updated at the registration desk of employment opportunities offered by companies present. Students and other interested parties will be apprised of these opportunities when requested. This service is provided at no charge by the Analysis Division. A bulletin board will be available for posting.

Cancellation

An Applicant may cancel this contract by giving written notice of cancellation received by the Analysis Division on or before four weeks prior to event start date. Upon receipt of timely notice of cancellation, the Analysis Division will refund the exhibit fee previously paid by Applicant. Applicant agrees that any cancellation after four weeks prior to event start date, withdrawal from the event, or failure to participate in the event is a material breach of this agreement and the Analysis Division will retain the entire fee paid by Applicant. Applicant agrees that the amount of the event fee is a reasonable measure of damages to the Analysis Division in the event of such breach.

The Analysis Division agrees that the retention of the fee is Applicant's sole liability in the event of such breach. No notice is effective unless submitted to the Analysis Division in a manner in which proof of receipt by the deadline can be shown, such as certified mail with a return receipt, courier with signed receipt, or an acknowledged email from the Analysis Division.

Visit our website at www.ADSymposium.org for extra information about AD'2018.

Vendor Booth Registration Information AD'2018

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| 1. Sunday, Monday, Tuesday, and Wednesday Exhibit Charge: | \$ 2,400.00 USD |
| 2. Thursday Hands-On Workshop | \$ 350.00 USD |

Should exhibit spaces be available, we are interested in renting additional space

Complete Vendor Registration Form in Full

By submission of registration application, information presented herein is agreed to between Vendor and the ISA Analysis Division

All Booth Personnel Must Register for the Symposium

Company Name

Contact Person Full Name

Contact Telephone

Contact Fax

Contact Email

Alternate Name and Contact Information for Clarifications

To make your payment and confirm your registration, visit:

www.isa.org/ad2018

or contact ISA Customer Service at +1 (919) 549-8411.

Deadline for reservation is: 09 April 2018