



## 62<sup>nd</sup> Annual Analysis Division Symposium Vendor Information & Booth Registration

(ver 1701)

**AD'2017, the 62<sup>nd</sup> Analysis Division Symposium will convene 23-27 April 2017 at the Pasadena Convention Center 300 East Green Street in Pasadena, California, USA**

This symposium is recognized as the outstanding forum for discussion of new and innovative analytical techniques, developments, and applications for the process and laboratory industries. Speakers and attendees to 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 papers 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
- Systems Integration
- Physical Properties
- Maintenance
- Spectroscopy
- Chromatography
- Gas Detectors
- Sampling Systems
- Emerging Technologies
- Validation
- Environmental
- Analytical Software

### 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 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 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) and a pre-banquet reception on Tuesday evening 5:00 – 6:00 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 will be 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 carpet padding in the booth, and sponsorship of food and refreshments in the Analytical Technology Pavilion for breaks, lunches, and during the evenings. 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. 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.

This is a technical exhibition of the latest in analytical instrumentation. Exhibits should be tailored with this in mind. Large banners, encroaching on other vendors, and large displays encroaching on standardized signage must be avoided. Technology and techniques are the 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.



**Typical Exhibit**

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 except after exhibit hours. Tuesday Honors & Awards Banquet attendance is encouraged.

Set-up will begin at 12:30 PM on Sunday 23 April 2016. 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 available in the parking garage for \$ 16.00 for 16 hours.

### **Shipping Instructions to Convention Center**

The Pasadena Convention Center will not accept delivery of show and/or exhibitor materials. Licensee (Freeman Decorating Company) will be responsible for the arrangements and related costs of off-site storage before, during, and following the license period outline in the License Agreement.

### **Shipments or pallets will ship to:**

ISA AD Symposium 2017

Exhibitor Name: \_\_\_\_\_

c/o Freeman Decorating Company

900 East Santa Ana Street

Anaheim, CA 928058

Date of Event: 23-27 April 2017

Freeman Contact: Dennis Pena (713) 433-2400



**Typical Exhibit Signage (Provided by the Analysis Division)**

Freeman Decorating will accept shipments between 23 March 2017 and 19 April 2017 for delivery to the Pasadena Convention Center on Sunday 23 April 2017.

### **Sleeping Rooms**

Sleeping rooms for exhibit personnel are not included as a part of this package and should be arranged with the Sheraton Pasadena Hotel. Access hotel reservations on-line at <https://www.starwoodmeeting.com/Book/ISA2017attendees> or +1 (626) 449-4000. Mention ISA2017 for sleeping room rates of \$ 189.00 per night, single or double occupancy for reservations received by 01 April 2017.

### **Workshops**

A hands-on workshop by various analyzer manufacturers will be conducted on Thursday. A limited number of rooms will be available for interested vendors. Proceeds for 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.

### **Product of the Year**

A panel of judges will review all products on display and award a 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 2017 62<sup>nd</sup> Annual Spring Symposium. Submissions are due by Monday 24 April at the registration desk.

### **To Exhibit**

Email the information requested on this form to Tim Kuiken [tkuiken@cemteks.com](mailto:tkuiken@cemteks.com) by 01 April 2017. Should questions arise, call Tim Kuiken at +1 (714) 904-6276. 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 the sponsoring vendors. 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](http://www.ADSymposium.org) for additional information about AD'2017.

## Vendor Booth Registration Information AD'2017

\_\_\_\_\_  
*Company Name*

\_\_\_\_\_  
*Contact Person Full Name*

\_\_\_\_\_  
*Credit Card Billing Address, Line 1*

\_\_\_\_\_  
*Credit Card Billing Address, Line 2*

\_\_\_\_\_

\_\_\_\_\_ *State / Province*

\_\_\_\_\_ *Postal Code*

\_\_\_\_\_ *Country*

\_\_\_\_\_  
*Contact Telephone*

\_\_\_\_\_  
*Contact Fax*

\_\_\_\_\_  
*Contact Email*

\_\_\_\_\_  
*Credit Card Number*

\_\_\_\_\_  
*Credit Card Expiration Date*

\_\_\_\_\_  
*Name on Credit Card*

\_\_\_\_\_  
*Alternate Name and Contact Information for Clarifications*

\_\_\_\_\_  
*Credit Card Security Code (Three digit number on back of Visa, Master, and Discover Cards or four digit number on front of American Express)*

- 1. Sunday, Monday, Tuesday, and Wednesday Exhibit Charge: \$ 2,650.00 USD**  
**2. Thursday Hands-On Workshop \$ 350.00 USD**

**Should additional 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**