



***PVC Additives
Today and Tomorrow***
October 23-25, 2018
Chicago Marriott O'Hare Hotel
8535 West Higgins Road Chicago, IL 60631
(Near O'Hare Airport)

EXHIBITOR / SPONSOR INFORMATION SHEET

MAIN CONTACT FOR EXHIBIT and SPONSOR QUESTIONS:

Kimberly Rush – General Chairperson

Email: cspeef@gmail.com

Phone: (224) 659-0708

ABOUT THE EXHIBIT OPPORTUNITIES

- 30 spaces available in the Chicago Ballrooms A, B, C, D
- If more than two tables are needed to accommodate an exhibitor's display, contact Chairperson to discuss the best location/placement

GENERAL CONFERENCE INFORMATION

- The Networking Reception, lunch, coffee breaks and continental breakfasts will be held in the exhibit area
- Conference proceedings (talks) will be held in Chicago Ballrooms E-F

EXHIBIT TABLE REGISTRATION COSTS—Payment can be made using a credit card or check (see Registration Form) or register online at www.4spe.org/vinyltec18

- \$1100 per exhibit space
- Each \$1100 table purchased = Two (2) people are allowed to staff the table and "work" the exhibit area. This fee covers the 1st person registering for the table and includes one VINYLTEC Conference Registration. *Does not include optional Tuesday Pre-Conference Workshop.*
- Additional Conference Registrations are \$250 each

EXHIBIT TABLE SIZE, SPACE ALLOTTED and WHAT'S INCLUDED IN THE \$1100 TABLE FEE

- Each table = 6 ft in actual length and has 2 chairs. The hotel will drape each of the exhibit tables.
- Each table = a space of 8 ft long x 5 feet deep leaves 1 ft on each end of the table for a walkway
- Not included: Shipping/receiving, set-up/storage costs, drayage, decorations, security, telephone/internet, electric and labor for moving exhibit materials, etc.

EXHIBIT TABLE SITES / HOW PLACEMENT IS DETERMINED

Once an Exhibitor's registration is received, choice of table site(s) will be based on a 1st registered, 1st paid-in-full, and 1st site choice basis.

SPONSORS & EXHIBITORS – PROMOTIONAL CONSIDERATION (To be completed ASAP after registering)

Each exhibiting company needs to provide a high resolution electronic file (.jpg, .jpeg, or .doc format) of their company logo for printing in promotional material and placement on various websites which will then have a direct link to the company website.

- **Email logo to:** cspeef@gmail.com

EXHIBIT TABLE(S) SET UP AND BREAKDOWN INFORMATION

- Set up – Tuesday, October 23rd at noon
- Breakdown – Thursday, October 24th after 3:30 PM

EXHIBIT TIMES

- Tuesday, October 23rd: 5:30 PM – 7:30 PM
- Wednesday, October 24th: 9:30 AM – 7:30 PM
- Thursday, October 25th: 9:30 AM – 3:30 PM

Exhibits are encouraged to be open during the continental breakfasts and morning and afternoon breaks on Wednesday and Thursday as well as during the Reception on Wednesday evening since all of these will be held in the exhibit area.

EXHIBITOR SHIPPING INSTRUCTIONS

- Due to the limited space, any storage needs must be arranged with the hotel in advance
- The Exhibitor will be responsible for packing, labeling, and shipping of exhibit materials
- Be sure to include a bill of lading with all freight shipments being received by the hotel
- Contact us if there are any unusually large or unique items which need to be used in the exhibits
- Packages should be addressed to:
Chicago Marriott O'Hare
ATTN: (name of vendor and person requesting package)
8535 W. Higgins Road
Chicago, IL 60631

HOTEL ACCOMMODATIONS – Book by September 25, 2018

- Special room rate is \$199.00 per room per night (plus any other hotel fees and taxes) single/double occupancy.
- Reserve by 5pm Tuesday, September 25, to secure the special room rate by calling the hotel directly at (773) 693-4444 and referencing "SPE VINYLTEC 2018" at the time of booking. If larger rooms are required (e.g. suite), inquire with the hotel.
- If rooms are needed at the hotel past this date, contact cspeef@gmail.com and we will see if additional rooms can be secured through our contacts.
- Valet parking is available - check with hotel for costs.

EXHIBITOR AUDIO/VISUAL REQUIREMENTS

Quotes for any AV needs can be obtained from/arranged through the hotel. Exhibitors can bring in their own equipment, but if assistance from the hotel is needed, exhibitors will need to contact the hotel at (773) 693-4444.

EXHIBITOR ELECTRICAL REQUIREMENTS

Electrical requirements for exhibits will vary depending on individual requirements and must be arranged through the hotel.

EXHIBITOR INSURANCE

The hotel does not maintain insurance covering property brought onto or stored on the hotel's premises by anyone involved with the conference. It is the responsibility of each exhibitor to obtain or maintain such coverage.

SECURITY FOR EXHIBITS / PARTS DISPLAY TABLES

Security is not provided for this event

EVENT SPONSORSHIP OPPORTUNITIES

- \$ 500 Bronze Sponsorship: Includes signage and recognition at the conference.
- \$1500 Silver Sponsorship: Includes tabletop exhibit and one VINYLTEC Conference Registration; recognition at the coffee breaks; additional signage and recognition.
- \$2500 Gold Sponsorship: Includes tabletop exhibit and one VINYLTEC Conference Registration; recognition at the luncheons; additional signage and recognition.
- \$5000 Platinum Sponsorship: Includes tabletop exhibit and two VINYLTEC Conference Registrations; recognition at the evening reception; additional signage and recognition.

CORPORATE UNDERWRITING OPPORTUNITIES

The following are available for corporate sponsorship and are based on a 1st registered, 1st paid in full, 1st choice basis.

- \$ 500 Lanyard Sponsorship: Includes logo recognition at the conference.
- \$ 750 Pre-Conference Sponsorship: Includes one VINYLTEC Pre-Conference Registration, signage and recognition at the Pre-Conference and Conference.
- \$1000 Flash Drive Sponsorship: Includes logo recognition at the conference.

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SPONSOR QUESTIONS:**

Kimberly Rush

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Phone: (224) 659-0708

Jointly sponsored by:
Society of Plastics Engineers
Vinyl Plastics Division, Chicago Section



Event Name _____	Show Dates _____
Company Name _____	
Billing Address _____	
Contact Name _____	
Email Address _____	Phone _____

	Advance Rate	On-Site Rate	Quantity	Days	Total
POWER					
Basic Power Strip (Shared up to 3amps)	\$ 45	\$ 60			
Dedicated 20amp Circuit	\$ 260	\$ 300			
INTERNET AND TELECOM					
Wireless Internet Connection	\$ 33	\$ 40			
Wired Internet Connection (1st Connection)	\$ 200	\$ 250			
Wired Internet Connection (each additional)	\$ 50	\$ 65			
Telephone Line	\$ 150	\$ 190			
Polycom Speakerphone	\$ 185	\$ 210			
VIDEO EQUIPMENT					
19"-22" Flat Screen Monitor	\$ 150	\$ 175			
24" Flat Screen Monitor	\$ 255	\$ 285			
46" Flat Screen Monitor with Floor Stand	\$ 610	\$ 645			
55" Flat Screen Monitor with Floor Stand	\$ 800	\$ 810			
70" Flat Screen Monitor with Floor Stand	\$ 1,060	\$ 1,055			
AUDIO EQUIPMENT					
Wireless Handheld or Lavalier Microphone	\$ 205	\$ 230			
10-Channel Mixer	\$ 125	\$ 135			
Powered Speaker (8"-10") with Stand	\$ 126	\$ 146			
Powered Speaker with Stand (12")	\$ 151	\$ 160			
OFFICE EQUIPMENT					
Laptop Computer	\$ 250	\$ 275			
Wireless Slide Advancer	\$ 65	\$ 65			
Black & White Printer	\$ 250	\$ 265			
Color Laser Printer (excess use charges may apply)	\$ 460	\$ 475			
White Board with 4 Markers and Eraser	\$ 125	\$ 140			
LIGHTING					
LED Uplight	\$ 95	\$ 105			

EQUIPMENT TOTAL

***Quantity x Days = Total**

Orders received 7-days prior to event start are eligible for our Advance Rate. Orders received within 7 days of arrival are subject to the On-Site rate. Cancellations within 48-hours of event start are billed in full. All equipment and services (excluding internet and labor charges) are subject to Marriott's 24% service charge, applicable city and state taxes. Prices are an estimate, and does not include set/strike labor. An order confirmation will be emailed to the address above.

FAX ORDERS TO 855-869-6261

Questions or equipment not listed please call (847) 268-4432.



Audio Visual Credit Card Authorization Form

This form has been created in order to allow you to have Audio Visual expenses charged to your credit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to (855) 869-6261 or email to sales at lwright@psav.com.

Cardholder Information

Name as it appears on the credit card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Individual (personal credit card)
 Corporate | Company Name: _____

Account number: _____ Exp. date: _____

Address: (where statement is mailed) _____

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Guest Information

Guest name: _____

Company: _____

Phone number: _____ Fax or alternate number: _____

Confirmation number: _____

Arrival date: _____ Departure date: _____

Relation to cardholder: Relative Friend Business Associate Other: _____

Rate Information and Approved Charges

Room rate:* _____ Taxes:* _____ Total daily rate:* _____ Number of nights: _____

*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

All Charges Room & Tax Telephone (LD) Audio Visual Restaurant

Room Service Valet (Laundry) Parking HS Internet Access Movies

Other: _____

I certify that all information is complete and accurate. I hereby authorize CHICAGO O'HARE MARRIOTT to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____