

ACIL

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EXHIBITOR GUIDE

80TH ANNUAL MEETING

The Benson Hotel, Portland, Oregon

October 2-5, 2017

DEAR 2017 EXHIBITOR:

This Exhibitor Manual has been prepared to assist you in planning your participation in the ACIL 80th Annual Meeting and Exhibits. We are pleased you will be joining us and hope to help you make the experience an enjoyable and profitable one.

Please read this manual carefully and completely; it contains important information relating directly to exhibit procedures. You will obtain prompt and efficient attention to your exhibit needs if you follow the enclosed procedures and inform ACIL of your requirements in advance of installation.

To make your participation in the 2017 ACIL Annual Meeting of The American Council of Independent Laboratories as smooth as possible, we urge you to do the following:

- (1) mail or fax ALL forms as early as possible,
- (2) pre-register all exhibit booth personnel at www.acil.org,
- (3) Keep duplicate copies of forms for your records and bring them to the show, and
- (4) AVOID ON-SITE ORDERS.

For questions, contact Richard Bright at (202) 887-5872 or rbright@acil.org.

See you in Portland!

ACIL's annual meeting is a valuable opportunity to network with the leaders of the testing laboratory community

Each tabletop fee includes the following:

- One 6-foot draped tabletop with two chairs
- Backdrops are allowed within the exhibition area. *Backdrops must fit within six foot space behind tables.*
- Half-page ad in the final conference program
- Featured on prominent sign listing all exhibitors on-site and in the program
- Each exhibitor will receive a roster of registrants 10 days prior to the conference

The registration fee includes one full registration for booth personnel. Additional registrations may be purchased.



ENHANCING

PUBLIC HEALTH & SAFETY

THROUGH QUALITY TESTING AND ENGINEERING

ACIL is the trade association representing independent, commercial, scientific and testing laboratories. Its members are professional services firms engaged in testing, product certification, consulting, and research and development. Affiliated membership is available to manufacturers' laboratories, consultants and suppliers to the industry and related trade associations.

ACIL defines independent scientific and engineering services firms as commercial entities engaged in analysis, testing, inspection, materials engineering, sampling, product certification, research and development and related consulting services for the public. They are not affiliated with any institution, company, or trade group that might affect their ability to conduct investigations, render reports, or give professional, objective and unbiased counsel.

VISION:

To be recognized as the leader advancing the interests of the testing industry.

MISSION:

To enhance members' success by:

- Providing advocacy, education, service, and mutual support
- Promoting quality, ethics, independence, objectivity, and free enterprise

MEMBERSHIP DEMOGRAPHICS

More than 150 member companies throughout the U.S.

Represents more than 2,000 facilities

Represents more than \$2B in annual revenues

Represents the lab owners and senior managers

Employs thousands of quality lab technicians and the industry continues to grow

Represents more than 75% of the independent commercial environmental testing in the U.S.

WHY EXHIBIT?

- Meet decision makers from the major Independent Testing Labs who operate laboratories for Major Fortune 100 Companies.
- Generate valuable sales leads.
- Introduce new products.
- Advertise your services.
- Promote company awareness and brand image.
- Network with industry leaders.



REACHING THE AUDIENCE

Each participating organization will receive one tabletop only display. In addition, each participating organization will:

- be featured in an issue of the ACIL Newsletter and on the ACIL website,
- receive a half-page ad in the conference program, and
- be featured on a prominent sign listing all the exhibitors on-site and in the program.

MEETING LOCATION

The meeting location will be at The Benson Hotel in Portland, Oregon. Discounted rooms are available for \$209 per night. To receive the ACIL rate please contact the hotel directly for room reservations at 800.716.6199 and ask for the ACIL Annual Meeting group rate or [book online](#).

CANCELLATION

If you are unable to attend, there will be a cancellation fee of 50% as long as you cancel prior to Friday, August 18, 2017. If you cancel after Friday, August 18, 2017 there will be no refund of your registration fees. Sponsorships are non-refundable.

TABLETOP ASSIGNMENTS

If you require electricity or internet, those requests must be made directly to the hotel during the specified set-up time. AV charges will be billed directly to guest rooms.

CONFIRMATION

Your confirmation will be emailed upon receipt of payment.



Please be sure to return The Benson Vendor/Exhibitor Information Sheet to jenochs@acil.org

SHIPPING OF BOOTH/MATERIALS

All shipping arrangements MUST be made through the Hotel and should arrive at the hotel no earlier than Friday, September 29, 2017.

Ship all boxes to:

The Benson Hotel
309 SW Broadway
Portland, OR 97205

Label instructions should include On-site Contact Name, ACIL, & "Hold for Arrival Date of _____".

BOX HANDLING CHARGES

Boxes up to 36" X 24" X 24":	\$2.50/box
Larger Boxes	\$5.00 per box OR \$15 maximum per bell cart

Additional labor charges may be incurred at the discretion of the hotel depending on the size of delivery. Hotel will not be responsible for lost or damaged items.

**Payment of handling fees must be made directly to hotel bell staff.*

LIABILITY

The exhibitor assumes the entire responsibility and liability for losses, damages, equipment and other property brought upon the premises of the hotel and shall indemnify and hold harmless the Benson Hotel and ACIL any representative, agency or employee while using exhibition facilities. Please note that more detailed information will be included in your Exhibitor Manual.

SET-UP AND BREAK-DOWN OF EXHIBITS

- o **Set-Up time:** Monday, 10/2/17, 1:00 – 5:00 pm
- o **Break-Down:** Wednesday, 10/4/17, 2:00 – 4:00 pm



EXHIBITOR FEE

- Associate Members (annual dues of \$1000 for annual sales under \$10M): \$1200 includes one conference full registration and table top display.
- Associate Members (annual dues of \$5000 for annual sales over \$10M): \$749 includes one conference full registration and table top display (discounted registration due to the table top display being included with membership).

PAYMENT

All exhibitors must either register by phone, mail or fax your form to the ACIL office.

ADVERTISING

All exhibitors receive a half page ad in the Annual Meeting Program. Ads should be horizontal and 7.5" X 4.25." Full color is encouraged.

**** Ads are due to communications@acil.org by September 1st.***

BADGES

Badges will be available at the registration desk for collection.

CARPET

The exhibit hall is carpeted.

AUDIO VISUAL REQUESTS

If you require electricity or internet, those requests must be made directly to the hotel during the specified set-up time. AV charges will be billed directly to guest rooms.

LIABILITY

The exhibitor indemnifies and agrees to hold harmless ACIL and their officers, directors, employees and agents, from and against any actions, losses, costs, damages, claims and expenses (including attorney fees) arising from any damage to property or bodily injury to exhibitor, his agents, representatives and employees by reason of the exhibitors occupancy or use of the exhibition facilities.



FREIGHT REMOVAL

Please note all freight that is not being taken away directly by the exhibitor and needs collection by a courier service will be the direct responsibility of the exhibitor. All arrangements for freight collection must be handled by the exhibitor prior to the end of the show.

TRASH

All trash must be placed in cartons and labeled trash and will be collected after the show by hotel services.

REGISTRATION

Please proceed to the ACIL registration desk upon arrival. All exhibitors are asked to register with a member of the ACIL staff at the registration desk.

INSURANCE

Exhibitors will be responsible for their own insurance policies and are advised to include extraterritorial coverage in their policy in addition to theft, public liability and property damage.

FIRE REGULATIONS

Details of fire regulations can be found at the Hotel Main Reception.

SPONSORSHIP

There are some exciting sponsorship opportunities available that can give your company extra visibility at the show. If you would like to take advantage of some of these great offers, please contact Richard Bright at rbright@acil.org for a complete prospectus.

PRELIMINARY SCHEDULE

SUBJECT TO CHANGE



MONDAY, OCTOBER 2, 2017

8:00 am - Noon	Board of Directors Meeting
9:30 am - 1:00 pm	Registration Open
10:00 am - Noon	ILI Analyst Enrichment Work Group Meeting
1:00 pm - 5:00 pm	Section Breakouts CAS CMET ESS - Sponsored by Pace Analytical FSS - Sponsored by PerkinElmer
3:00 pm	Break
6:00 pm - 7:30 pm	Welcome Reception with Exhibitors <i>Sponsored by Pace Analytical</i>



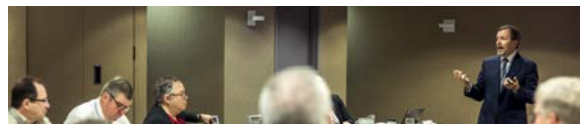
TUESDAY, OCTOBER 3, 2017

7:00 am	Registration Opens
7:30 am - 8:30 am	Networking Breakfast/Opening Session <i>Sponsored by CEM</i>
8:30 am - 9:45 am	Keynote Presentation Redmond Ramos Success Through Struggle
9:00 am - 11:00 am	Spouses/Guests Gathering
9:00 am - 10:00 am	Scholarship Committee meeting
9:45 am - 10:45 am	Educational Session Ken Lynch Let P.A.P.E.R. Work For You <i>Sponsored by Thermo Fisher</i>
10:45 am - 11:00 am	Break
11:00 am - 12:15 pm	OCC Strategy
12:15 pm - 5:30 pm	Golf Tournament <i>(box lunch provided)</i>
12:15 pm - 5:30 pm	Networking Event / Wine Tour <i>(box lunch provided)</i>
6:00 pm - 7:00 pm	Reception with Exhibitors
7:00 pm - 10:00 pm	Evening on Your Own



WEDNESDAY, OCTOBER 4, 2017

7:00 am	Registration Opens
7:00 am - 8:00 am	ILI Board Meeting
7:30 am - 8:30 am	Networking Breakfast with Exhibitors <i>Sponsored by Pace Analytical</i>
8:30 am - 10:00 am	General Session & Keynote Christine McKinley The Power of Facts: How Trust is Earned (and Burned) <i>Sponsored by Waters Corporation</i>
9:00 am - 11:00 am	Spouses/Guests Gathering
10:00 am - 10:30 am	Break
10:30 am - Noon	Educational Session Jason Greer Diversity and the Brain
Noon - 1:45 pm	Lunch & Annual Business Meeting <i>Sponsored by Agilent Technologies</i>
1:30 pm - 5:00 pm	Spouse Tour: Columbia River Gorge
2:00 pm - 4:00 pm	Exhibitor Breakdown
2:00 pm - 4:30 pm	CEO Forum
2:00 pm - 4:00 pm	Educational Session for non CEO attendees Jason Greer and Ken Lynch Recruiting and Retention Strategies
3:15 pm - 3:30 pm	Break
5:30 pm - 9:30 pm	Annual Dinner & Reception at the Oregon Museum of Science and Industry



THURSDAY, OCTOBER 5, 2017

7:00 am	Registration Open
7:30 am - 8:30 am	Networking Breakfast
8:30 am - 10:30 am	Roundtable Workshop



ACIL

MEETING LOCATION

BENSON HOTEL

PORTLAND, OREGON

309 SW Broadway, Portland, OR 97205

Ph: 503-228-2000 | Fax: 503-471-3920

Cancellation

If you are unable to attend, there will be a cancellation fee of 50% as long as you cancel prior to Monday, August 18, 2017.

If you cancel after Monday, August 18, 2017, there will be no refund of your registration fees.

Sponsorships are non-refundable.

Exhibitor Registration Form

Send completed forms to the attention of Jessica Enochs

Phone: 202-887-5872 Ext. 109 Fax: (202) 887-0021 Email: jenochs@acil.org

Mail: ACIL | P.O. Box 223591 | Chantilly, Va 20153-3591

Questions? Richard Bright | 202-887-5872 | rbright@acil.org



80TH Annual Meeting

October 2 – 5, 2017

Portland, Oregon at the Benson Hotel
309 Southwest Broadway Ave.
Portland, Oregon 97205

Please print or type, complete and return to address at top of this form

Company: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Website: _____

Is this your first ACIL Annual Meeting? Yes No

Would you like to sponsor an event? Yes No

Exhibitor Tabletop Fee*

Member Exhibitor: (L1—annual sales under \$10M) \$1,200* _____

New Associate Member Package: (L1) \$1,750* _____

(includes membership through 12/31/2018)

Member Exhibitor: (L2—annual sales over \$10M) \$749* _____

(table is included with membership at L2)

New Associate Member Package: (L2) \$5,250* _____

(includes membership through 12/31/2018)

Additional Rep: \$599 _____

Spouse / Guest fee: \$399 _____

*Fee includes one full conference registration

TOTAL COST _____

Marketing & Sponsorship Opportunities

I am interested in Sponsorship Opportunities

Representative(s) Staffing Exhibit:

(Names as they should appear on name badge and in official program; fees apply for additional attendees)

Name: _____

Email: _____

Phone: _____

Title: _____

First name for badge: _____

Dietary restrictions: No Yes: _____

Additional Employee(s) (if applicable)

Name: _____

Email: _____

Phone: _____

Title: _____

First name for badge: _____

Dietary restrictions: No Yes: _____

Name: _____

Email: _____

Phone: _____

Title: _____

First name for badge: _____

Dietary restrictions: No Yes: _____

Name: _____

Email: _____

Phone: _____

Title: _____

First name for badge: _____

Dietary restrictions: No Yes: _____

Spouse/Guest(s) (if applicable)

Title: _____

First name for badge: _____

Dietary restrictions: No Yes: _____

If yes please specify

Other Information and Special Needs (please mark all that apply)

This is my first time as an exhibitor

I am the primary representative of my member institution

Special requests: _____

Payment

Check Enclosed: _____ Bill my: Visa MasterCard AMEX

Card No. _____ Exp. _____

Cardholder's name (please print) _____

Cardholder's signature: _____

TOTAL REGISTRATION FEES (pg 1) \$ _____

TOTAL SPECIAL ACTIVITIES FEES (pg 2) \$ _____

GRAND TOTAL (pg 1 + pg 2)* \$ _____

DEADLINE: AUGUST 25, 2017

All logos and ads are due to ACIL in PDF or JPG format no later than **September 1, 2017**. We do not hold space for you in our program if you cannot meet this deadline. All event exhibitors and sponsors receive free advertising on the ACIL website.



80th Annual Meeting

October 2-5, 2017

The Benson Hotel

309 Southwest Broadway Ave, Portland, OR

Special Activities Registration

Golf Tournament

12:15 p.m. – 5:30 p.m.
Tues (10/3)
(\$140 ticket per person)
(\$30 club rentals per person)
No. of tickets _____
No. of rentals _____
Total \$ _____

Networking Winery Tour

12:15 p.m. – 5:00 p.m.
Tues (10/3)
(included with full, spouse/guest,
Tue registration, or \$75 if
purchased separately)
No. of tickets _____
Total \$ _____

Annual Reception and Dinner

5:30 p.m. – 9:30 p.m. on Wed (10/4)
(included with full, spouse/guest,
Wed registration, or \$200 if
purchased separately)
No. of tickets _____
Total \$ _____

**Guest/Spouse Tour -
Multnomah Falls &
Columbia River Gorge**

1:30 p.m. – 5:00 p.m.
Wed (10/4)
(\$60 per person)
No. of tickets _____
Total \$ _____

Total Amount \$ _____

RSVP ... I/we will be attending the following:

Breakfast

- Tuesday # _____
- Wednesday # _____
- Thursday # _____

Lunch

- Tuesday # _____
- Wednesday # _____

Tour

- Networking Winery
- Tour # _____

Receptions

- Monday # _____
- Tuesday # _____
- Wednesday # _____

Tom Zierenberg Memorial Golf Tournament

Tuesday, 12:15 p.m. – 5:30 p.m.
ACIL continues its tradition with the fifth annual Golf Tournament. Stay tuned for more information and registration on the golf tournament.

Heron Lakes Golf Club offers the best combination of quality and variety of all Pacific Northwest golf courses. Located just minutes north of downtown Portland, OR, Heron Lakes Golf Club features two championship courses: the Great Blue Course and the Greenback Course. Designed by Robert Trent Jones, Jr., each distinctive golf course offers players unique and thrilling challenges.

Networking Event: Winery Tour

Tuesday, 12:15 p.m. – 5:00 p.m. (included with full, spouse/guest, or Tuesday registrations; a charge of \$75 will be applied for additional guests not registered)

We will make our first stop at Sokol Blosser Winery. Located in the beautiful Willamette Valley, this area has become best known for its Pinot noirs. A temperamental fruit, the region's weather conditions – longer hours of summer sun combined with cooler temperatures – create the perfect storm for the perfect Pinot noir.

You will learn more about the deep relationship of Pinot noir and the Sokol Blosser estate as you tour the winery and vineyard, and walk through the limited access LEED-certified Barrel Cellar. Enjoy an exclusive, guided Pinot noir flight, accompanied with a Butcher's Board, on a reserved table.

After departing Sokol Blosser, you will make a stop in the City of Dundee. Free time will be had to explore at your own pace the beautiful vineyards and an abundance of highly rated restaurants, award winning wineries, and unparalleled vistas.

Multnomah Falls & Columbia River Gorge

Wednesday, 1:30 p.m. – 5:00 p.m.
(\$60 per person)

A half an hour east of Portland you can find some of the most magnificent scenery in the country – skyscraper cliffs, giant sturgeon, and majestic waterfalls. During the last ice age, a cataclysmic event occurred, that left a lasting monument along the path of the mighty Columbia River. A great flood sheared away the land, leaving stone cliffs and water falls that form the world famous "Columbia River Gorge".

View the majesty from the Vista House atop 800-foot sheer rock cliffs, see Multnomah Falls (the second tallest year round waterfall in the country), or witness the free-falling splendor of Latourell Falls. In the autumn, you can witness salmon spawning in nearby Eagle Creek.

FUN FACT: The Columbia River Gorge is unique in many ways. Even though it is dramatic in it's depth and size, it was only formed approximately 15 thousand years ago, during the last ice age. This is almost contemporary, in geologic terms. It is also home to the tallest waterfall in Oregon, Multnomah Falls, which is over twice the height of the Statue of Liberty!

Annual Reception and Dinner

Wednesday, 5:30 pm - 9:30 pm (included with full, spouse/guest, or Wednesday registrations; a charge of \$200 will be applied for additional guests not registered)

Join your fellow attendees to celebrate the 2017 ACIL Annual Meeting in premier fashion at the Annual Reception & Dinner. Relax and spend time talking and having fun with your peers while exploring the "Turbine & Life" exhibit, the Physics lab, and food science demonstrations.



VENDOR / EXHIBITOR INFORMATION

Group Name: _____

Group Date(s): _____

Exhibitor Information:

Company: _____

On-site Contact: _____

Phone: _____

Email: _____

Shipping Information:

Estimated Number of Boxes: _____

Arrival Date: _____

Boxes may be sent for arrival a maximum of 72 hours prior to conference date. Shipping information should include the On-site Contact Name, Group Name, plus “Hold for Arrival Date of _____”.

Box Handling Charges:

Boxes up to 36’’x 24’’ x 24’’: \$2.50 per box
Larger Boxes: \$5.00 per box
Or \$15.00 maximum per bell cart

Additional labor charges may be incurred at the discretion of the hotel depending on the size of delivery. Hotel will not be responsible for lost or damaged items. **Hotel Bell Carts are to be used by hotel staff only**

Payment of handling fees must be made directly to the hotel bellstaff

Exhibitor Setup Information:

AV Equipment Needed (Power Strip, Easel):

AV Payment:

If exhibitor is a hotel guest, AV charges may be billed to a guestroom. If exhibitor is not a hotel guest, payment arrangements may be finalized during exhibit set up.