

# 2010 Power Plant Chemistry Instrument Symposium

February 22-25, 2010 ~ Clearwater Beach, Florida

## EXHIBITOR GUIDELINES

1. Shipping - All materials can be shipped directly to the Sheraton Sand Key Resort, 1160 Gulf Blvd., Clearwater, FL 33767-2799. Please see the attached document outlining the *Sheraton's Shipping and Receiving Procedures*. Exhibitors are responsible for paying fees incurred for shipping or receiving.
2. Suppliers may set up in the Island ballroom beginning at 8:00 AM on Monday, February 22, 2010. **Set-up must be completed by 12:00 noon on Monday. All set-ups shall remain intact until the symposium has concluded on Thursday, February 25, 2010.** Any company that breaks down before this time will not be asked back next year.
3. Suppliers will be provided a single 6' skirted table with a chair, a wastebasket, and electricity. The tables will be located around the perimeter of the Island ballroom and will be allocated on a lottery basis. You will be assigned a space when you arrive to set up.
4. Exhibits may be stand-alone or tabletop (max. 10' wide x 8' deep). Please **let Donna Johnson know which size you will bring no later than January 22, 2010.** NOTE: The hotel does not permit anything to be hung on the walls in the exhibit area.
5. The Island ballroom will be locked at the usual public entrances when not in use; however valuable items are left at your own risk. It is suggested to remove laptop PCs and other valuable, easily carried items. Please see the hotel manager if access is needed outside of normal hours.
6. There will be an exhibitor display on Monday from 1:00 to 6:00 PM. A full bar and chef's choice of hors d'oeuvres will be provided for attendees, their registered guests, and the exhibitors from 4:00 to 6:00 PM. There will also be door prizes and give-aways for attendees. Passports will be issued to each end-user attendee. The more exhibitors they visit and have initial their passport, the more chance they have to win a prize. Exhibitors are encouraged to contribute prizes with a minimum value of \$25.
7. There will be two (2) hands-on training sessions on Tuesday, two (2) hands-on training sessions on Wednesday, and one (1) hands-on training session on Thursday. Exhibitors are required to provide hands-on training during these sessions. All training content must be pre-approved by Scientech. Please send your proposed training content to Larry Putt, Manager Chemistry Applications by December 22, 2009 (lputt@curtisswright.com).
8. A continental breakfast will be provided each day in the Island Ballroom beginning at 7:30 am. Supplier representatives should be available to represent their company at breakfast.
9. As part of the basic exhibitor fee, representatives and/or associates that have paid the registration fee are welcome to attend all Scientech training and social functions but they must receive permission to attend other companies' hands-on training.
10. Thank you for participating in the 2010 Power Plant Chemistry Instrument Symposium. We look forward to another successful year!

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## EXHIBITOR REGISTRATION FORM

When: February 22-25, 2010  
Where: Sheraton Sand Key Resort, Clearwater Beach, Florida (727.595.1611).  
Exhibitors: Selected manufacturers and suppliers of chemistry on-line process instruments.  
Fees: \$1,625 per exhibiting company -- includes four-day participation for one person in the exhibitor display, five hands-on training sessions, and all social and meal functions. Additional representatives are \$1,235 each. Space will be assigned on a first-paid, first-served basis.

**Company:** \_\_\_\_\_

First Representative's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_ E-Mail #: \_\_\_\_\_

Second Representative's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_ E-Mail #: \_\_\_\_\_

### **EXHIBITOR SPACE**

Exhibit booth locations will be assigned on a first-come-first-paid basis.

**Booth Size:**

- 10 X 10 Pop Up  
 Table Top (6' Wide)

**Need Electricity:**

YES      NO

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## EXHIBITOR SPONSORSHIP OPPORTUNITIES

Listed below are the available sponsorships (events and dates).

EVENT & DATE	SUGGESTED SPONSOR FEE	SPONSOR
Tuesday 2/23/10 Breakfast	\$550	
Tuesday 2/23/10 Lunch	\$750	
Wednesday 2/24/10 Breakfast	\$550	
Wednesday 2/24/10 Lunch	\$750	
Thursday 2/25/10 Breakfast	\$550	
Thursday 2/25/10 Lunch	\$750	

## EXHIBITOR SPONSORSHIP BENEFITS

Please note that sponsorships will be assigned on a first come first served basis. In exchange for sponsorship, your company's name and the representatives' names will receive additional exposure and recognition.

1. Your company name will be added to the agenda next to each sponsored event (i.e. Lunch today is being sponsored by, your company's name).
2. A placard will be set up on an easel outside the meal or break area with your company name on it stating the sponsorship. In addition, your business cards and brochures will be prominently displayed.
3. Payment for sponsored events can be put directly on your master account with the hotel.

If you are interested in sponsoring an event please contact **Donna Johnson** at:

Voice 727.669.3116  
Toll Free 800.637.2743 Ext. 3116  
Fax 727.669.3100  
E-mail [djohnson@curtisswright.com](mailto:djohnson@curtisswright.com).

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## GUESTS

**Guests:** (Spouses, children, companions, friends, parents, in-laws, anyone other than a company representative)

**Fees:** Ages 10 and over- \$100 each; **Under 10- FREE**

**Names:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## EXHIBIT FEES

The fee is \$1,625 for one representative and a minimum 3' x 6' table exhibit. Each associate representative is \$1,235 additional. Members of the Expert Interface Program (EIP) Preferred Program Membership are allowed one credit towards a booth per year (\$1,625 value). Call for details.

## PAYMENT CALCULATION

Exhibit space and one representative	\$ <u>1,625</u>
Additional representatives @ \$1,235 each	_____
Sponsorship(s)	_____
Guest(s) @ \$100 each (10 years old and up) – Please list names above.	_____

**Total Due**

\$ \_\_\_\_\_

## METHOD OF PAYMENT

Payment can be made with a credit card (Visa, Master Card, Discover, or American Express). Checks are acceptable and should be made payable to "Scientech." Your payment will confirm your space. There will be no refunds if canceling after January 22, 2010.

## PAYMENT INFORMATION

Check (make payable to Scientech and mail to 1060 Keene Road, Dunedin, FL 34698-6300)

Purchase Order #: \_\_\_\_\_

MasterCard / Visa / Amex / Discover \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name on card \_\_\_\_\_

Signature of card holder: \_\_\_\_\_

## HOTEL INFORMATION

Sheraton Sand Key Resort, 1160 Gulf Boulevard, Clearwater Beach, FL 33767

Call 727.595.1611 for reservations.

Attendees are responsible for making their own hotel reservations. A block of rooms is available for \$197 per night. Contact the Sheraton directly and reference the Chemistry On-Line Conference to receive the group rate. Deadline for hotel reservations is January 22, 2010. After this date, room rate and availability cannot be guaranteed.

## Return this form to:

Donna Johnson  
1060 Keene Road  
Dunedin, FL 34698-6300

Voice: 727.669.3116  
Fax: 727.669.3100  
E-mail: [djohnson@curtisswright.com](mailto:djohnson@curtisswright.com)



[www.scientech.com](http://www.scientech.com)

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Company \_\_\_\_\_

For your training sessions, please indicate which instrument(s) you will have available and what training you will offer:

Session	Description of instrument(s) and hands-on training
Session 1 Tuesday Morning 2/23/10	
Session 2 Tuesday Afternoon 2/23/10	

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Session	Description of instrument(s) and hands-on training
Session 3 Wednesday Morning 2/24/10	
Session 4 Wednesday Afternoon 2/24/10	

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Session	Description of instrument(s) and hands-on training
Session 5 Thursday Morning 2/25/10	



**THE SHERATON SAND KEY RESORT**  
**CONFERENCE SHIPPING AND RECEIVING PROCEDURES**

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Our shipping and receiving department is pleased to assist in the receiving, securing, and delivery of group materials and products, as well as shipping such items. We will accept packages three (3) working days prior to the event date.

Handling fees for these services will be:

0 to 5 pounds	\$5	for each package received
6 to 20 pounds	\$10	for each package received
21 to 50 pounds	\$15	for each package received
Over 50 pounds	\$25	for each package received
Pallets	\$100	for each pallet received

All outbound packages will be subject to a \$5 per box handling fee plus shipping charges if using the hotel account. Guests may use their own or their company's account.

**Note: The resort will not accept any C.O.D. Shipments**

Please label your packages as follows:

To: The Sheraton Sand Key Resort  
1160 Gulf Boulevard  
Clearwater, FL 33767

From: Shipper's company name & address

Hold for: Name of the person who will claim the package

Conference name: **2010 Power Plant Chemistry Instrument Symposium**

Conference dates: **February 22-25, 2010**

Exhibit set-up date: **February 22, 2010**

You will have access to your shipments 7 days a week.

**Before 6:00 pm** Dial the receiving department at ext. 7058

**After 6:00 pm** Dial convention services at ext. 7039

**Please notify your convention service manager, Bonny Greenwood, in advance, of any large or unusual shipments.**

Sheraton phone number: 727.595.1611  
Bonny Greenwood: 727.593.6000 Ext. 7085  
bgreenwood@sheratonsandkey.com