

ACIL

Greetings

F R O M

LONG BEACH

★ CALIFORNIA ★



**2020
ANNUAL
MEETING**

OCTOBER 12 -15, 2020

**HOTEL MAYA, A DOUBLETREE HOTEL BY HILTON
LONG BEACH, CALIFORNIA**

Our Vision

Realizing a healthy safe environment for society through the application of unbiased, scientific testing.

Our Mission

Providing the independent testing community with advocacy, education, and alliances to enable members to better address environmental and product risks to the public.

The ACIL Code of Ethics

The ACIL Code of Ethics below pays tribute to Earl Hess' legacy, enriching the laboratory community through his emphasis on ethics in business management, and establishing ACIL's Earl H. Hess Memorial Lecture Fund.

EACH MEMBER OF THE ASSOCIATION AGREES THAT IT IS THEIR POLICY TO ABIDE BY THE FOLLOWING CODE OF ETHICS

- To cooperate in elevating and maintaining the professional status of independent scientific, engineering and testing firms and in securing recognition of the value of services rendered by them.
- To assert competency only in work for which adequate equipment and personnel are available or adequate preparation has been made.
- To have a clear understanding with the client as to the extent and kind of services to be rendered, especially in fields where different grades or characters of services are offered.
- To endeavor in reports to make clear the significance and limitations of findings reported.
- To safeguard reports as far as possible against misinterpretation or misuse, and to contend against such misinterpretation or misuse.
- To oppose and to refrain from incompetent and fraudulent inspection, sampling, analysis, testing, consultation, development and research work.
- To deal honestly and fairly in all business and financial matters with employees, clients and the public.



1300 I Street, NW, Suite 400E, Washington, DC 20005

Tel: (202) 887-5872 | Fax: (202) 887-0021
info@acil.org | www.acil.org



2020 Meeting Sponsors

Thank you to our 2020 Gold, Silver and Bronze Sponsors.

GOLD



SILVER



BRONZE



Enhancing Public Health & Safety Through Quality Testing & 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.

Membership Demographics

MORE THAN
**150 MEMBER
COMPANIES**
THROUGHOUT
THE U.S.

REPRESENTS
MORE THAN
2,000 FACILITIES

REPRESENTS MORE THAN
**\$2B IN
ANNUAL REVENUE**

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.



Hotel Maya

Hotel Maya, A DoubleTree Hotel
700 QUEENSWAY DRIVE
LONG BEACH, CA 90802

TEL: 562.435.7676
1-800-HILTONS (1-800-445-8667)

Discounted rooms are available for \$229 per night. To receive the ACIL rate please book through the [ACIL rooming block link](#) before September 18, 2020.

https://doubletree.hilton.com/en/dt/groups/personalized/L/LGBMYDT-ACI-20201011/index.jhtml?WT.mc_id=POG

Learn More about Hotel Maya: <https://acil.events.idloom.com/acil-annual-meeting-2020/pages/hotel>

Check-in: 4:00 pm | **Check-out:** 11:00 am

Parking:

Self parking: Standard Parking Rates Apply

WEATHER

October temperatures in Long Beach, California range from high temperatures around 74°F, rarely falling below 65°F or exceeding 90°F. Daily low temperatures range from to 56°F to 51°F.

MEETING ATTIRE

The standard dress for the meeting events and all events (including the Final Evening Reception) is business casual. Casual wear is acceptable for all off-site events, including the Networking Activity and Golf.



Be a Sponsor. Get Noticed.

All sponsors will be recognized as major sponsors of ACIL's 2020 Annual Meeting according to the following categories, and published on ACIL's Annual Meeting website.

PLATINUM SPONSOR

Any company sponsoring \$10,000 and above will be listed as a Platinum Sponsor in all events communications including the conference and program brochure and on the web site with a link to their homepage.

GOLD SPONSOR

Any company sponsoring \$5,000 and above will be listed as a Gold Sponsor in all events communications including the conference and program brochure and on the web site with a link to their homepage.

SILVER SPONSOR

Any company sponsoring \$2,500 and above will be listed as a Silver Sponsor in all events communications including the conference and program brochure and on the web site with a link to their homepage.

BRONZE SPONSOR

Any company sponsoring \$1,000 and above will be listed as a Bronze Sponsor in all events communications including the conference and program brochure and on the web site with a link to their homepage.

FRIEND OF ACIL

Any company sponsoring \$500 and above will be listed as a Friend of ACIL in all events communications including the conference and program brochure and on the web site with a link to their homepage.

Sponsorship Opportunities

ATTENDEE RECEPTION - \$5,000 & CO-SPONSOR \$2,500 *

This Premier Sponsor event is open to all attendees and is always well attended. You will receive two minutes microphone time and appropriate signage will be displayed in the room. Your sponsorship will also be listed on ACIL's web site and in all conference literature and be recognized from the podium.

REGISTRATION AREA SPONSOR - \$3,000 & CO-SPONSOR \$1,500

This is an excellent opportunity to sponsor the registration area. You will receive the opportunity to hand out promotional literature to all attendees as they arrive and appropriate signage will be displayed in the registration area. Your sponsorship will also be listed on ACIL's web site and in all conference literature.

LUNCHEON WITH SPEAKER - \$2,500 & CO-SPONSOR \$1,250 *

This is open to all attendees. You will have two minutes of microphone time to welcome everyone and introduce the luncheon and appropriate signage will be displayed in the room. Your sponsorship will also be listed on the conference literature and ACIL's web site and be recognized from the podium.

AUDIO/VISUAL SPONSOR - \$3,000

Sponsor the AV equipment being used throughout the meeting. Your logo and signage will appear throughout the meeting and your sponsorship will be listed on ACIL's website and in all conference literature.

SECTION BREAKOUTS - \$1,500 *

Sponsor an educational breakout. These breakouts based on specialty and include Construction Materials Engineering and Testing, Environmental Sciences, Food Sciences (formerly Microbiology and Analytical Chemistry) and Conformity Assessment. You will have two minutes of microphone time and appropriate signage will be displayed in the room. Your sponsorship will also be listed on ACIL's web site and in all conference literature.

BREAKFAST - \$1,000* (WEDNESDAY WITH SPEAKER)

Sponsor one of the morning's first activities and address all the attendees in this breakfast session. You will have two minutes of microphone time to address the group and appropriate signage will be displayed in the room. Your sponsorship will also be listed on ACIL's web site and in all conference literature.

EDUCATION - \$1,000*

This is an opportunity to introduce the speaker of this well attended event. You will have two minutes of microphone time to introduce the session and appropriate signage will be displayed in the room. Your sponsorship will also be listed on ACIL's web site and in all conference literature.

REFRESHMENT BREAKS - \$800

Your logo and signage will appear at the refreshment breaks area. You are invited to provide cups, napkins and other utensils with your logo on each. Your sponsorship will be listed on ACIL's web site and in all conference literature.

** Indicates two minutes of microphone time allotted to the sponsor at this event.*

Tom Zierenberg Memorial Golf Tournament Sponsorship Opportunities

OVERALL TOURNAMENT SPONSORS \$3,000 OR CO-SPONSOR \$1,500

You will have the opportunity to be the Key Sponsor of this event. Get the right exposure, meet the players and award the winning prizes. You will also get to start the tournament and greet all players. Your sponsorship will also be listed on ACIL's web site and in all conference literature.

GOLF CART SPONSOR \$1,000

You will have the opportunity to have someone present to meet and greet the players at the Golf Cart Enclosure. You will also receive appropriate signage at the hole listing you as a sponsor. Your sponsorship will also be listed on ACIL's web site and in all conference literature.

LONGEST DRIVE (MALE & FEMALE) \$250

You will have the opportunity to have someone present to meet and greet the players at the sponsored hole. You will also have the opportunity to present the prizes at the post-game reception. You will also receive appropriate signage at the hole listing you as a sponsor. Your sponsorship will also be listed on ACIL's web site and in all conference literature.

NEAREST TO THE PIN \$250

You will have the opportunity to have someone present to meet and greet the players at the sponsored hole. You will also have the opportunity to present the prizes at the post-game reception. You will also receive appropriate signage at the hole listing you as a sponsor. Your sponsorship will also be listed on ACIL's web site and in all conference literature.

SPONSOR A HOLE \$200

You will have an opportunity to have someone present to meet and greet the players at the sponsored hole. You will also receive appropriate signage at the hole listing you as sponsor. Your sponsorship will also be listed on ACIL's web site and in all conference literature. (Please note that ACIL will handle all the prizes unless the sponsor has a desire to do something special.)

Please note that all sponsors can provide logo golf balls, golf towels, tees and any other gifts they would like to hand out at the tournament.



Why Be an Exhibitor?

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

WHAT YOU RECEIVE WHEN YOU EXHIBIT

Each participating organization will receive one 6 ft. tabletop display (backdrops must fit within 6ft space behind tables). 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 Annual Meeting program
- be featured on a prominent sign listing all the exhibitors on-site and in the program
- receive a roster of registrants at least 10 days prior to the conference

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 DoubleTree, ACIL, any representative, agency or employee while using exhibition facilities.

Exhibitor Information

Each exhibitor receives a 6-foot draped tabletop only with two chairs, and ONE full conference registration. Additional registrations can be purchased.

Please note that all backdrops must fit within 6ft space BEHIND exhibit table.

EXHIBITOR FEES

- **Current Level 1 Associate Members (Annual Sales Under \$10M)**
\$1,250 includes one conference full registration and tabletop display
- **Current Level 2 Associate Members (Annual Sales Over \$10M)**
\$845 includes one conference full registration and tabletop display

Non-Member Exhibitor - \$2,550 includes one conference full registration and tabletop display.

Please note: Exhibitor fee includes one full conference registration. Additional registrants will be registered at the 2nd Attendee rate.

After the Early Bird date of September 16, 2020 the prices will increase \$200.

BOOTH REQUESTS

If you require electricity/internet, arrangements must be made through the hotel. Please contact the hotel convention services manager directly at schand@PSAV.com

SHIPPING OF BOOTH/MATERIALS

All shipping arrangements MUST be made through the hotel and should arrive at the hotel no earlier than Friday, October 9, 2020.

All materials sent to the hotel must be labeled as follows:

Hotel Maya
700 Queensway Drive
Long Beach, CA 90802
Attn: Kristen Sarbu, Convention Services, ACIL Annual Meeting
Company Name, Exhibitor Name

**Box Handling Charges will be applied directly to the exhibitor*

SET-UP AND BREAK-DOWN OF EXHIBITS

Shipment, set-up and break-down of exhibits will take place as follows:

Exhibitor Set Up Time:

Tues, 10/13/20 – 2:00 – 5:00pm

Exhibitor Break Down Time:

Thurs, 10/15/20 – 8:30 – 10:00am

We ask that you do not break-down until the time specified. Please plan to staff your tabletop area through Thursday, October 15, 2020, until 8:30 am.

ADS | You may purchase an ad in the 2020 Annual Meeting Program. Full color is encouraged.

\$400 1/2 page - Horizontal 7.5" X 4.25"

\$800 Full page - Horizontal 7.5" X 10"

** Ads are due by August 31st to Jessica Enochs at jenochs@acil.org*

2020 ANNUAL MEETING

Registration Fees

REGISTRATION/PAYMENT

Member Registration - \$799/ \$999

2nd Attendee Member - \$649/\$849

Retired Member - \$450/ \$650

Past President - \$569/ \$769

Non-Member - \$1,055/ \$1,255

2nd Attendee Non-Member - \$949/ \$1,149

All exhibitors must register online. <https://acil.events.idloom.com/acil-annual-meeting-2020>


MEETING CANCELLATION

If you are unable to attend, there will be a cancellation fee of 50% as long as you cancel prior to Wednesday, September 16, 2020.

If you cancel after Wednesday, September 16, 2020, there will be no refund of your registration fees.

Sponsorships are non-refundable.

Please note: If there becomes a need to cancel this event due to health safety concerns, registrations will be refunded.



SAVE THE DATE

P2 2021

WASHINGTON, DC

MARCH 23 – 26, 2021

HYATT REGENCY | CRYSTAL CITY, VIRGINIA

2020 Conference Schedule

Times and Events Subject to Change

DATE/TIME	EVENT
MONDAY, OCTOBER 12, 2020	
7:00 pm	ILI Dinner Meeting
7:00 pm	Board Dinner for Board Members and guests
TUESDAY, OCTOBER 13, 2020	
8:00 am - 12:00 pm	Board of Directors Meeting
8:00 am - 12:00 pm	Cannabis Working Group <i>Open to anyone with interest in what ACIL/ILI is doing in the Cannabis/Hemp Space</i>
1:00 pm - 5:00 pm	Section Breakouts: Food Science
1:00 pm - 5:00 pm	Section Breakouts: Environmental Science
1:00 pm - 5:00 pm	Section Breakouts: Conformity Assessment
1:00 pm - 5:00 pm	Section Breakouts: Construction Materials Engineering & Testing
2:00 pm - 5:00 pm	Exhibitor Set Up
5:00 pm - 6:00 pm	Business Practices Forum Steering Committee Meeting
6:00 pm - 7:30 pm	Welcome Reception with Exhibitors
WEDNESDAY, OCTOBER 14, 2020	
7:00 am - 2:00 pm	Registration Open
7:30 am - 8:30 am	Networking Breakfast with Exhibitors
7:30 am - 8:30 am	GRC Committee Meeting
8:45 am - 9:45 am	Keynote Presentation - Bernard Baumohl - "The Economic Outlook in a Post COVID-19 World"
10:15 am - 11:15 am	Education Session - Brad Meadows - "Key Performance Indicators and the Laboratory Dashboard"
11:30 am - 12:30 pm	Lunch
1:00 pm - 6:00 pm	Tom Zierenberg Memorial Golf Tournament
1:00 pm - 5:00 pm	Networking Event
	Evening On Your Own
THURSDAY, OCTOBER 15, 2020	
7:00 am - 4:00 pm	Registration Open
7:30 am - 8:30 am	Networking Breakfast with Exhibitors
8:45 am - 10:00 am	Keynote Presentation - Tom Thibodeau - "The Positive Power of Servant Leadership" Sponsored by Keystone Laboratories
8:30 am - 10:00 am	Exhibitor Breakdown
10:15 am - 11:30 am	Education Session - Kris Morton - "The Multi-Layer Cake of Network Security"
11:45 am - 1:00 pm	Lunch and Annual Business Meeting and ACIL's 2020 State of the Union
1:30 pm - 2:45 pm	Roundtable Discussions – Facilitated by Carolyn Godfrey
3:00 pm - 4:15 pm	Education Session - Jamie Hasty - "Time Management for Supervisors"
1:30 pm - 4:30 pm	Spouse Tour
5:30 pm - 7:30 pm	Final Evening Reception

2020 Speakers & Educators



Bernard Baumohl

The Economic Outlook in a Post COVID-19 World

Rarely have Americans confronted so much uncertainty about the future. They have been gripped by a deadly virus (Covid-19) that has shut down economic activity and plunged the nation into a deep recession, if not something worse. There are also growing fears the damage caused by this lingering pathogen will permanently alter the economic and business landscape. If that's not enough to ponder, the nation faces a presidential election this fall and its outcome will also shape the direction of the economy in 2021 and 2022. Last, and certainly not least, the US and other nations are about to face a debt bubble unlike anything seen before. Simply put, we are at a defining moment in history, one that will affect future economic growth, employment, trade and interest rates.

In the midst of all this volatility is the sobering fact that corporate managers, investors and households need to make decisions on a daily basis and be able to justify them. Doing so, however, will require tossing out the old rules and forecast models to make way for a more agile framework on how to operate in this highly challenging environment.

Speaker Biography:

Bernard Baumohl is chief global economist at The Economic Outlook Group. He is well known for being ahead of the curve in assessing the direction of the U.S. and world economy. The Wall Street Journal ranked him as the most accurate economic forecaster for 2018.

Mr. Baumohl began his career as an analyst with the Council on Foreign Relations, a think tank specializing in international affairs and national security. He later served as an economist at European American Bank with responsibilities to monitor the global economy and develop forecasts. Mr. Baumohl was also an award-winning economics reporter with TIME magazine who covered the White House, Federal Reserve and Wall Street.

A sought out international speaker, he frequently makes keynote presentations before conferences, workshops and legislatures on the latest economic and geopolitical outlook. In addition to his current post as chief global economist, Mr. Baumohl is on the faculty of the New York Institute of Finance, where he conducts seminars on how forward-looking economic

indicators can help business leaders better foresee turning points in the economy. He has also previously lectured at NYU and Florida Gulf Coast University.

Mr. Baumohl is a member of the monthly Wall Street Journal Economic Forecast Panel and his projections on the economy and geopolitical trends are frequently cited in the New York Times, Washington Post, Business Week, Financial Times, and on National Public Radio. He also served as a regular commentator on TV's Nightly Business Report.

Mr. Baumohl is author of *The Secrets of Economic Indicators: Hidden Clues to Future Economic Trends and Investment Opportunities* (Pearson Education). The best-selling book is in its 3rd edition and has been translated into several languages, including Chinese, Japanese, Russian, and German.

He is also a recipient of the John Hancock Award for Excellence in Financial Journalism, and is a member of the National Association for Business Economics and the American Economic Association. Mr. Baumohl has a Master's degree in International Affairs and Economics from Columbia University.



Brad Meadows

Key Performance Indicators and the Laboratory Dashboard

Managing a testing laboratory is an exercise in balance. Laboratory management is required to keep many concerns in equilibrium at all times in order to operate not only a competent laboratory, but also a successful business. This presentation will discuss the importance of establishing Key Performance Indicators, the various ways of tracking data to identify trends, and how to bring the information together into a manageable dashboard from which to steer the business

Speaker Biography:

Brad Meadows is the Vice President and Technical Director for Babcock Laboratories in Riverside, CA. Over his 30+ years in the industry, he has served in a variety of roles that include bench chemist, LIMS Administrator, Director of Quality and Laboratory Director. This spectrum of roles has allowed him to see how the various facets of laboratory operations can each impact the business and the importance of managing the critical details that affect the success of the organization. Brad relies heavily on key performance indicators to monitor laboratory operations and is an advocate of the “laboratory dashboard” as an effective business management tool. Brad attended California State University, Fresno and graduated with a Bachelor of Science in Chemistry and a Masters of Business Administration with a focus in Information Systems.



Tom Thibodeau

The Positive Power of Servant Leadership

Servant Leadership is both timely and timeless. It is an approach to leadership which is Ethical, Meaningful, and Practical. Good people choose to work for good people. When people find their work meaningful and purpose driven, they are more engaged. When people experience the practical results of service and leadership, they are inspired to work with others for a greater good every day. This presentation is an integration of research, professional experience, storytelling and common sense.

Speaker Biography:

Tom Thibodeau is the Distinguished Professor of Servant Leadership at Viterbo University where he has been teaching for thirty five years. He is the sounder of the Master’s degree in Servant Leadership at Viterbo University, the only Master’s degree of its kind in the nation. Tom is a husband, father, grandfather, active community member, and part owner of a country tavern.



Kris Morton

The Multi-Layer Cake of Network Security

With data breaches, ransomware and other threats facing business today, how do we protect ourselves? This session will examine the multiple layers of protection required to keep us safe from these threats. Kris brings real world experience to identification and implementation of various security solutions including email, network and anti-virus protection

Speaker Biography:

Kris Morton is the Chief Information Officer for BSK Associates. In this role he has been responsible for identifying and implementing email and data security best practices in the ever-changing threat landscape. Additionally, he has over 15 years of experience in various roles of software development. He holds an MBA in IT Management from Western Governors University.



Mike Oscar

ACIL 2020's State of the Union

The SOU will address ACIL's government relations activities including regulatory and legislative action items, along with the impact of COVID-19 and the 2020 Election Cycle.

Speaker Biography:

Michael T. Oscar is a managing partner at Gray and Oscar, LLC, a firm with more than three decades of combined Capitol Hill experience. Prior to this partnership, Mr. Oscar worked in the public sector for twelve years, most recently as senior legislative and political staff to U.S. Sen. Arlen Specter, where he worked for eight years. His tenure as Congressional staff has spanned both Republican and Democratic offices, giving Mr. Oscar a unique set of contacts and networks to access on behalf of his clients.

Mr. Oscar's diverse political experience began as a Deputy Political Director to Congressman Borski and continued as a policy analyst for Governor Edward Rendell's first gubernatorial race. While serving on Sen. Specter's staff, Mr. Oscar served as his Central Pennsylvania Political Director during his 2004 campaign and continued as his Southeastern Pennsylvania Political Director in his 2010 campaign. Additionally, Mr. Oscar served as Campaign Manager for Congressman Michael Fitzpatrick in 2006.



Jamie Hasty

Time Management for Supervisors

This course on time management for supervisors addresses ways to make better use of your valuable time so that you can accomplish more with less effort. This training session focuses on practical techniques and information that you can start using right away to gain more control over your busy work schedule. The main objective of this session is to help you work more efficiently and productively. By the time this session is over, you should be able to:

- Define goals and make time-wise decisions
- Plan and prioritize efficiently;
- Identify time wasters;
- Process information more efficiently;
- Delegate effectively;
- Avoid procrastination;
- Develop a specific plan to enhance time management, and
- Handle communications, interruptions, and emergencies more effectively

Speaker Biography:

Ms. Jamie M. Hasty is a Vice President with SESCO Management Consultants, Bristol, Tennessee and Richmond, Virginia. Jamie graduated from East Tennessee State University with a B.B.A in Human Resources Management. Her professional affiliations include the Society for Human Resource Management and various state Chambers of Commerce.

Jamie is a Generalist consultant in all areas of human resource management with specialties in affirmative action, policy development, wage and hour accounting, employment regulation compliance, training and development, compensation and performance management systems, client representation with state and federal agencies like the Department of Labor, employee satisfaction assessments, executive screening and placement, and general human resources consulting. The variety of client engagements and daily interaction over the course of Jamie's career enables her to provide practical, helpful and legal advice and support to clients in all industries throughout the country.

She regularly conducts management training programs for clients and serves as guest speaker for state and national associations and Chambers of Commerce. Jamie is a certified trainer for Vital Learning Corporation and SESCO Leadership Institute. She is also a John C. Maxwell Coach, Trainer, Teacher and Speaker. Select topics of presentation include:

- Preventing Sexual Harassment
- Improving Employee Work Habits and Morale
- Effective Workplace Skills
- Being an Effective Coach
- Supervisory courses
- Providing Superior Customer Service
- Human Resource Management Courses
- Complying with Employment Regulations
- DiSC Personality Profile
- Managing Change
- The Importance of Customized Employee Handbooks
- Healthcare Reform
- "Line of Sight" in Your Organization



2020 Roundtable Discussion



Carolyn Godfrey, MA, PCC

ACIL 2020's Roundtable Facilitator

This session will be an interactive discussion where we will be discussing all of the issues important to you. Nothing is out of bounds, so come prepared to have a lively, engaging conversation.

Speaker Biography:

Carolyn Godfrey is the founder of Evolve Consulting. For 20 years she has provided leadership coaching, consulting, facilitation and training to companies including; Sandia National Laboratory, Salesforce.com, U.S. Department of Agriculture (USDA), U.S. Department of Health and Human Services, Pace Analytical, Montrose Environmental, Pandora Internet Radio, TransUnion, Eagle County School District, Saint Vincent de Paul and CH2M Hill. She holds a Professional Coaching Credential (PCC) from the International Coach Federation (ICF) and has trained and mentored coaches through ICF credentialed coach training programs. In addition, she holds a Masters' Degree in Human Resources and Organization Development and a Bachelor of Science Degree in Chemistry.

Prior to founding Evolve, Carolyn was a successful executive and corporate line manager in the enterprise software development and environmental engineering industries. She learned the secrets to leadership, influence and empowerment as she worked with technical professionals to improve; performance, people management and overall organizational impact. Carolyn works with leaders, executives and teams at all levels of an organization. She is passionate about helping women succeed in leadership positions and empowering women to thrive personally and professionally. Carolyn is an expert in co-creating breakthroughs in leadership performance by strengthening her clients' influencing skills and their ability to get results. You can learn more about Carolyn at www.evolve.today.net.

EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS	
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.	
STREET ADDRESS		CITY	STATE	ZIP CODE	
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS			ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a % markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or "no shows" are subject to the full amount of the order, including installation, drayage and tax.

Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Any materials being sent to the venue must be marked as follows:

Form Submission – Email completed form to

MONITORS

	PRICE	QTY.	DAYS RENTED	TOTAL
■ 22" Multi Sync Monitor	\$215			
□ Wall Mount □ Single-Pole Stand				
■ 32" LCD monitor	\$265			
□ Dual-Post Stand □ Table Stand □ Speakers				
■ 46" LCD monitor	\$525			
□ Dual-Post Stand □ Table Stand □ Speakers				
■ 55" LCD monitor	\$725			
□ Dual-Post Stand □ Table Stand □ Speakers				
■ 70" LCD monitor	Please contact PSAV for quote			

AUDIO EQUIPMENT

	PRICE	QTY.	DAYS RENTED	TOTAL
■ CD player	\$80			
■ Wired microphone	\$70			
□ Handheld □ Lavalier				
■ Wireless microphone	\$220			
□ Handheld □ Lavalier				
■ Wireless headset microphone	\$90			
<i>Requires wireless microphone unit to operate</i>				
■ Powered speaker	\$152			
<i>up to five people</i>				
■ Sound system	\$495			
<i>two speakers, two stands, one mixer, one wired microphone</i>				
<i>up to 20 people</i>				
■ 4-channel mixer	\$75			

ACCESSORIES

	PRICE	QTY.	DAYS RENTED	TOTAL
■ DVD player	\$85			
■ Laptop	\$230			
■ Black-and-white printer	\$190			

PROJECTION

	PRICE	QTY.	DAYS RENTED	TOTAL
■ LCD projector	\$480			
■ 42"-54" Rolling cart	\$65			
■ Tripod screen	\$95			
□ 5' □ 6' □ 7' □ 8'				

INTERNET

	PRICE	QTY.	DAYS RENTED	TOTAL
■ Wired internet connection	\$190			
■ Wireless internet connection	\$20			
■ Dedicated bandwidth	Please contact PSAV for quote			

LIGHTING

	PRICE	QTY.	DAYS RENTED	TOTAL
■ Up-light	\$60			

POWER

	PRICE	QTY.	DAYS RENTED	TOTAL
■ 120V - 5 AMP	\$			
■ 120V - 10 AMP	\$			
■ 120V - 15 AMP	\$			
■ 208V Single Phase - 20 AMP	\$			
■ 208V Single Phase - 30 AMP	\$			
■ 208V Single Phase - 60 AMP	\$			
■ 208V Three Phase - 20 AMP	\$			
■ 208V Three Phase - 30 AMP	\$			
■ 208V Three Phase - 60 AMP	\$			
■ 25" AC cable	\$21			
■ Power strip	\$21			

RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

CUSTOM ITEMS

	PRICE	QTY.	DAYS RENTED	TOTAL
■	\$			
■	\$			
■	\$			
■	\$			
■	\$			

SPECIAL REQUESTS

Please add any items not listed above that you require.

TOTAL COSTS	PRICE
EQUIPMENT TOTAL	
SETUP AND TEAR DOWN (23% of Line 1 – Required)	
SALES TAX (10% CA State tax – Excluding power, internet and labor)	
TOTAL DUE	

