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ACIL

81ST ANNUAL MEETING EXHIBITOR & SPONSOR GUIDE

*The Grand Hyatt Hotel, San Antonio, Texas
October 2, 2018 – October 5, 2018*



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.

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.*

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.

PRELIMINARY SCHEDULE

DATE/TIME	EVENT	PRELIMINARY TOPICS
TUESDAY, OCTOBER 2, 2018		
8:00 am - 12:00 pm	Board of Directors Meeting	
10:00 am - 5:00 pm	Registration Open	
1:00 pm - 5:00 pm	Section Breakouts	Food Sciences
1:00 pm - 5:00 pm	Section Breakouts	Environmental Sciences
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	
6:00 pm - 7:30 pm	Welcome Reception At the Alamo!	
WEDNESDAY, OCTOBER 3, 2018		
7:00 am	Registration Open	
7:30 am - 8:30 am	Networking Breakfast with Exhibitors	
8:30 am - 9:45 am	Opening Session/Keynote Presentation – Clint Swindall, “The Impact of Personal Engagement”	
10:00 am - 11:15 am	Education Session – Griff Hall. “Engagement and Culture; Empowering Your Workforce to Grow”	
11:30 am - 1:15 pm	Lunch and Annual Business Meeting	
1:30 pm - 5:00 pm	Tom Zierenberg Memorial Golf Tournament – The Quarry Golf Club	
1:30 pm - 5:00 pm	Networking Event	
6:00 pm - 7:00 pm	Reception with Exhibitors	
7:00 pm - 10:00 pm	Evening on Your Own	
THURSDAY, OCTOBER 4, 2018		
7:00 am	Registration Open	
7:00 am - 8:00 am	ILI Board Meeting	
7:30 am - 8:30 am	Networking Breakfast with Exhibitors	
8:30 am - 9:45 am	Keynote Presentation – Dave Sanderson, “Moments Matter”	
9:45 am - 10:15 am	Break with Exhibitors	
10:15 am - 11:30 am	Education Session – Jamie Hasty, Topic TBA	
12:00 pm - 1:00 pm	Lunch on River Boats	
1:30 pm - 2:45 pm	Educational Sessions for non CEO attendees – Soraya Herbert, Topic TBA	
1:30 pm - 3:30 pm	CEO Forum	
1:30 pm - 2:30 pm	Exhibitor Breakdown	
5:30 pm - 9:30 pm	Annual Dinner & Banquet	
FRIDAY, OCTOBER 5, 2018		
7:30 am - 8:30 am	Networking Breakfast	
8:30 am - 10:30 am	Education Session – Soraya Herbert and Jamie Hasty , “The Technology & Talent Forum”	



MEETING LOCATION

The Grand Hyatt, San Antonio, Texas
600 East Market Street
San Antonio, TX 78205
Tel: (210)224-1234

Discounted rooms are available for \$239 per night. To receive the ACIL rate please book through the ACIL rooming block link before 9/7/2018:

<https://book.passkey.com/go/AmCounIndependentLabs2018>

MEETING CANCELLATION

If you are unable to attend, there will be a cancellation fee of 50% as long as you cancel prior to Friday, September 7, 2018.

If you cancel after Friday, September 7, 2018, there will be no refund of your registration fees.

Sponsorships are non-refundable.

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
- will receive a roster of registrants at least 10 days prior to the conference

EXHIBITOR FEES

- 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)

REGISTRATION/PAYMENT

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

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

INFORMATION FOR **EXHIBITORS**

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.

ADS | 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 by August 31st to Jenny Harris of KGZ Graphics at jenny@kgzgraphics.com*

TABLETOP ASSIGNMENTS

If you require electricity/internet, arrangements must be made through the hotel. Please see the PSAV form attached

SHIPPING OF BOOTH/MATERIALS

All shipping arrangements MUST be made through the hotel and should arrive at the hotel no earlier than Wednesday, September 26, 2018.

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

Hold for Guest: (Guest Name)(Guest Cell Number)
c/o Fed Ex Office at Grand Hyatt San Antonio
600 East Market Street
San Antonio, Texas, USA 78205
(2018 Annual Meeting/ACIL)
(Box__of __)

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

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.

SET-UP AND BREAK-DOWN OF EXHIBITS

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

Shipments – Arrive no earlier than Wednesday, September 26, 2018

Exhibitor Set Up – Tuesday, October 2, 2018, 2:00 p.m. – 5:00 p.m.

Exhibitor Break Down – Thursday, October 4, 2018, 1:30 p.m. – 2:30 p.m.

We ask that you do not break-down until the time specified. Please plan to staff your tabletop area through Thursday, October 4, 2018, until 1:30 p.m.



WHY **SPONSOR?**

GET NOTICED

A flash drive with speaker presentations and sponsor/company profiles will be distributed to all conference attendees. All sponsors will be further recognized as major sponsors of ACIL's 81st Annual Meeting according to the following categories.

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

ANNUAL DINNER & BANQUET - \$10,000 & CO-SPONSOR \$6,000*

A one-of-a-kind, premier event that is open to all attendees. You will have 2 minutes of microphone time to welcome all guests and introduce the dinner and awards ceremony. Appropriate signage will be displayed at the event. Your sponsorship will also be listed on ACIL's web site and recognized from the podium.

KEYNOTE ADDRESS - \$4,000

This is an opportunity to open the Conference as a sponsor of the Keynote Speaker. You will have two minutes 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.

LUNCHEON & ANNUAL BUSINESS MEETING - \$4,000 & CO-SPONSOR \$2,000 *

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.

WELCOME 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 - \$5,000 & CO-SPONSOR \$2,500

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.

SECTION MEMBERSHIP CONFERENCES - \$2,000 *

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 - \$1,500* (WEDNESDAY, THURSDAY OR FRIDAY)

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 - \$1,000

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.

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.)

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.

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.

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.

EXHIBITOR SERVICES ORDER FORM



Exhibit Booth Info

Please complete the requested information below

Grand Hyatt San Antonio 600 E Market Street San Antonio, TX 78205 PSAV Office: (210) 451-6185 Fax: (866) 312-8834 E-Mail: PSAV_SATGH@PSAV.com	
COMPANY INFORMATION	
EXHIBITOR COMPANY NAME	
ON-SITE CONTACT NAME	
E-mail Address	
Address	
City, State, Zip	
Telephone Number	
Fax Number	
Payment Terms & Conditions	
Full payment, including sales tax, is due in advance. Purchase orders are not accepted. Cancellations less than 24 hours prior to exhibit load-in will be charged a one-day rate.	
A representative must be in your booth to sign for delivery of equipment.	
The equipment requested in this order is being rented for the specified period of time only.	
Any equipment rented is for use in the exhibit booth only. Equipment may not be removed without the written permission of PSAV	
All equipment must be returned to PSAV in the same condition as it was in at the time of delivery, normal wear and tear excluded.	
Exhibitor agrees to be billed for any damages or loss of equipment while in exhibitors care or control	

Program: _____

Set up Date: _____

Set up Time: _____

Booth # _____

End Date: _____

End Time: _____

Computer Display Equipment	Pre-Event Rate	On-Site Rate	Qty	Days	TOTAL
B&W Laser Jet Printer	\$185.00	\$250.00	X		=
Additional Toner	\$100.00	\$150.00	X		=
46" LCD Monitor w/ Floor Stand *	\$670.00	\$770.00	X		=
55" LCD Monitor w/ Floor Stand *	\$855.00	\$955.00	X		=
PC Laptop Computer	\$230.00	\$280.00	X		=
Remote PowerPoint Slide Advancer	\$60.00	\$85.00	X		=
<i>*On-site requests may take up to 5 hours to fulfill, based upon availability.</i>					
Video Equipment / Other	Pre-Event	On-Site	Qty	Days	TOTAL
24" LCD Monitor (XGA)	\$225.00	\$270.00	X		=
Bluray Player	\$75.00	\$100.00	X		=
LCD Projector 2600 - 4000 Lumens	\$455.00	\$555.00	X		=
20"-36" AV Stand or Cart w/Skirt	\$30.00	\$55.00	X		=
6x6 Tripod Screen	\$90.00	\$140.00	X		=
Miscellaneous Equipment	Pre-Event	On-Site	Qty	Days	TOTAL
Laptop Speakers	\$45.00	\$75.00	X		=
DID Telephone Line*	\$160.00	\$185.00	X		=
<i>*Long-distance charges will apply - call for details</i>					
Internet Access	Pre-Event	On-Site	Qty	Days	TOTAL
Wired High Speed Internet- Single User Access	\$565.00	\$755.00	X		=
Wireless High Speed Internet-Single User Access	\$155.00	\$250.00	X		=
Lighting & Rigging Services	Pre-Event	On-Site	Qty	Days	TOTAL
Vinyl Banner Hanging (Per Banner)	\$150.00	\$300.00	X		=
Banners to be hung on Airwall Only, under 32 ft²					

Please see page 2 for the PSAV Electrical Services Rental Form (Required for exhibit booth power needs)

For specialty equipment not listed, including special lighting & RIGGING requests, please call 210-451-6185 for quote.

Order Forms with payment arrangements made less than 15 days before exhibit set-up will be charged on-site rates.

**If ordering only Internet or Telephone Services, only Page 1 will need to be completed.

FAX (866) 312-8834

Payment	Please complete the requested information below:
Acceptance Signature:	
Printed Name:	
For your security and to adhere to PCI Security Standards, please call PSAV directly to finalize payment arrangements with a Credit Card.	
Office # (210) 451-6185	
On-site rates apply for payment arrangements made less than 15 days prior to the start of exhibit set-up.	
Names of authorized on-site contacts for additions:	
Onsite Contact Mobile Phone #:	

PAGE 1 TOTAL COST	
Equipment Total	\$ _____
On-site support / delivery ADD 25%	\$ _____
SUBTOTAL*	\$ _____
*8.25% Sales Tax will be added to every order	
PAGE 1 TOTAL	\$ _____
PSAV Exhibit Services Grand Hyatt San Antonio	

PSAV / GRAND HYATT SAN ANTONIO ELECTRICAL SERVICES / RENTAL FORM

FUNCTION DATE	_____	COMPANY NAME	_____
FUNCTION LOCATION	_____	EMAIL	_____
CONVENTION GROUP	_____	BOOTH #	_____
ON-SITE CONTACT	_____	PH. NO.	_____



Office: 210-451-6185

SET-UP	BREAKDOWN
DATE	DATE
TIME	TIME

****Please email all requests to PSAV_SATGH@PSAV.com****

Requests can also be faxed to 866.312.8834

YOUR ORDER MUST BE RECEIVED NO LATER THAN 15 BUSINESS DAYS BEFORE DATE OF SERVICE TO ENSURE TIMELY INSTALLATION

ELECTRICAL									
	# DAYS	Quantity	ADVANCE ORDER		# DAYS	Quantity	FLOOR ORDER		TOTAL PRICE
120 VOLT/SINGLE PHASE SERVICES:			Per Day Cost				Per Day Cost		
Single Outlet Service (5 amps) NOT DEDICATED			\$ 58.00				\$ 63.80		
Single Outlet Service (20 amps) DEDICATED			\$ 140.00				\$ 154.00		
Power Strip (rated for 15amps)			\$ 21.00				\$ 23.00		
25' - 50' Extension Cord			\$ 21.00				\$ 23.00		
100' Extension Cord			\$ 50.00				\$ 55.00		

ADDITIONAL ELECTRICAL SERVICES									
	# DAYS	Quantity	ADVANCE ORDER		# DAYS	Quantity	FLOOR ORDER		TOTAL PRICE
SERVICES AVAILABLE:			Per Day Cost				Per Day Cost		
30 AMPS EACH			\$ 335.00				\$ 368.50		
100 AMPS EACH			\$ 795.00				\$ 830.50		
200 AMPS EACH			\$ 1,585.00				\$ 1,655.50		
400 AMPS EACH			\$ 3,170.00				\$ 3,311.00		

GENERAL INFORMATION: Wall outlets or columns are not a part of the rental space and are not to be used. Charges for electrical service listed, do not include repair of outside equipment or any control wiring. Service does include power to one point and one connection. Motors of one-half horsepower or more must be equipped with a safety switch. If 24-hour service is required, please describe your requirements and our staff will furnish a quote. PSAV and/or Hyatt reserves the right to refuse connections where wiring constitutes a safety or fire hazard. All materials and equipment furnished by PSAV and/or Hyatt will remain the property of PSAV and/or Hyatt. Prices subject to change without notice.

ELECTRICAL RATE SCHEDULE: For request of more than 4 outlets, you must request a heavy duty service and specify the number of outlets required. Four outlets constitutes a 20 AMP circuit. NOTE: Please include a diagram of floodlight and outlet locations. Cable for dimmer boards or special outlets must be supplied by the exhibitor/outside co.

SPECIAL SERVICE UNITS: In those instances where your needs cannot be classified under either Standard Service or Heavy Duty Service, please describe your requirements. This work will be done and charged on a time and material basis.

PAYMENT INFORMATION

Electrical Subtotal \$	_____	*Please ensure rates above are multiplied by the total number of days service is installed.
Labor (estimated by PSAV) \$	\$50 for each 5 or 20 amp service*	*Labor will be estimated by PSAV for all other electrical services.
Tax (8.25% of subtotal) \$	_____	
Electrical TOTAL \$	_____	

Please complete the requested information below:

Acceptance Signature:

Printed Name:

**For your security and to adhere to PCI Security Standards,
please call PSAV directly to finalize payment arrangements with a Credit Card.
Office # (210) 451-6185**

On-site rates apply for payment arrangements made less than 15 days prior to the start of exhibit set-up.

Authorized on-site contact for additions:

Onsite Contact Mobile Phone #:

ACIL
81ST ANNUAL MEETING
**EXHIBITOR &
SPONSOR GUIDE**

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