



# CONNECTEDPLANT CONFERENCE

Harnessing Digital Tools to Drive Success

## **Sponsor Display Information Manual**

### **Connected Plant Conference 2018**

The Marriott City Center  
100 West Trade Street  
Charlotte, NC

Proudly Presented by  
**POWER magazine, Chemical Engineering and  
Access Intelligence, LLC**

Sponsor Display Contact:

Dana Ronan  
Assistant Manager, Operations  
[dronan@accessintel.com](mailto:dronan@accessintel.com)  
(301) 354-1665

## General Show Information

Event Dates:	February 26-28, 2018
Location:	The Marriott City Center 100 West Trade Street Charlotte, NC
Digital Arena Location:	Charlotte Foyer
About the Event:	The forum is designed for professionals in the power generations and chemical process industries who are leading digital adoption at all stages. Sessions during the three-day long event are tailored to offer actionable information and strategies to maximize the use of data, analytics, and related technology to drive efficiency improvements, preventative and predictive maintenance programs, and staff safety. Interact with and learn from industry leaders who will present and demonstrate the latest digital monitoring, diagnostic, analytics, Industrial Internet of Things, and decision-support technologies.
Who is Attending:	The conference will attract delegates including Chief Technology Officers; IT pros; on-site implementers; senior plant, operations, and facility managers; and related professionals.
Show Management:	Access Intelligence, LLC. 1100 Richmond Ave, Ste. 690 Houston, TX 77042
Website:	<a href="http://www.connectedplantconference.com">www.connectedplantconference.com</a>
Conference Dress Code:	Business

## Sponsor Display Important Information

- Sponsor Table Info:** Each sponsor display comes with a 6-foot draped table, 2 chairs and a wastebasket at request. We encourage demos and technology to be presented in the digital space arena. Internet, AV and electric can be ordered through the hotel.
- Move In:** Monday, February 26<sup>th</sup>, 6:00 pm – 9:00 pm  
Tuesday, February 27<sup>th</sup>, 6:30 am – 7:30 am  
\*\*All sponsor display tables must be set by 7:30am on Tuesday, 2/27.  
If special requests need to be accommodated, please contact Dana Ronan at [dronan@accessintel.com](mailto:dronan@accessintel.com).
- Digital Arena Networking Hours:** Tuesday, February 27<sup>th</sup>, 7:30 am – 8:30 am  
Tuesday, February 27<sup>th</sup>, 10:45 am – 11:15 am  
Tuesday, February 27<sup>th</sup>, 12:00 pm – 1:00 pm  
Tuesday, February 27<sup>th</sup>, 2:30 pm – 3:00 pm  
Wednesday, February 28<sup>th</sup>, 7:30 am – 8:30 am  
Wednesday, February 28<sup>th</sup>, 10:30 am – 10:45 am  
Wednesday, February 28<sup>th</sup>, 12:00 pm – 1:00 pm  
\*\*Sponsor display personnel are not required to sit at their tables for the entire show. Personnel are encouraged to be present during key networking hours.
- Move Out:** Wednesday, February 28<sup>th</sup>, 1:00 pm – 5:00 pm  
Sponsors are responsible for all post-show collection of materials. Any material left behind will be disposed of at the conclusion of the event.
- Shipping Address:** All shipments sent to the hotel will be handled by the Marriott City Center. Items may not arrive to hotel before February 24, 2018. Hotel reserves the right to refuse any items that arrive before 2/24/18.

**[GUEST NAME]**

**Event Manager: Lisa Shehan**  
**Connected Plant Conference**  
Charlotte Marriott City Center  
100 West Trade Street  
Charlotte, NC 28202

<b>Show Management Contact Information</b>	
Sarah Garwood, Marketing & Registration	<a href="mailto:SGarwood@accessintel.com">SGarwood@accessintel.com</a>
Dana Ronan, Operations & Logistics	<a href="mailto:dronan@accessintel.com">dronan@accessintel.com</a>
Matt Grant, Sales	<a href="mailto:MattG@powermag.com">MattG@powermag.com</a>

## Hotel & Travel Information

**Deadline to book at a discounted rate: February 5, 2018**



A discounted rate of \$229+ per night has been secured for Connected Plant Conference attendees. Reservations can be made directly with the hotel by [visiting their online portal](#). If you have any questions, please contact Dana Ronan at [dronan@accessintel.com](mailto:dronan@accessintel.com).

Individuals can also make a reservation by calling 1-800-359-3204 toll free. Specify the Access Intelligence Connected Plant Conference 2018 and have a credit card available to hold your room with a deposit. [Visit our website](#) for more information if needed.

**Block Rate: \$229+/night**

### **Delta Airlines Discount**

#### **Save up to 10% with Delta**

**Airlines:** Reservations and ticketing is available via [www.delta.com/meetings](http://www.delta.com/meetings). When booking online, select Book a Trip, click on More Search Options and enter the meeting code, **NMQKL** in the box provided on the Search Flight page. Reservations may also be made by calling Delta Meeting reservations at (800) 328-1111 Monday – Friday from 7 a.m. – 7 p.m. CDT. Additional fees may apply.

DELTA BOOKING CLASS – PERCENTAGE OFF  
F / G / J / C / D / Y / A / P / I – 10%  
B / M / S / H / Q / K / L – 5%  
U / T / V / X – 2%

### **United Airlines Discount**

You may book online at [www.united.com](http://www.united.com) and enter your Offer Code **ZE4R 642749** in the Offer Code box when searching for your flights. If booking through a travel professional or United Meetings at 800-426-1122, please give them the following information:

Agreement Code: 642749

Z Code: ZE4R

Outside of the United States, please call your local United Airlines Reservation Office. Experience dependable, first-rate service and earn miles in MileagePlus®, United's award-winning frequent flyer program. To enroll in MileagePlus®, log on to [www.united.com](http://www.united.com).

## **Registration Instructions**

Signing up for a tabletop display does not register your personnel for the conference. Please [click here](#) to register, and see pricing information below. If you have any questions regarding registration, please contact Sarah Garwood at [sgarwood@accessintel.com](mailto:sgarwood@accessintel.com).

Please check your sponsorship agreement for badge allotment. All sponsors receive a discount of 20% on their registrations. Please use code provided by Dana Ronan at [dronan@accessintel.com](mailto:dronan@accessintel.com) and let us know if you have any questions.

### **2018 Pricing**

<b>Category</b>	<b>Loyalty Rate</b> Expires 9/30/2017	<b>Early Bird Rate</b> Expires 10/31/2017	<b>Regular Rate</b> 11/1/2017-Onsite
<b>CPI Owner/Operators</b>	\$795	\$895	\$995
<b>Electricity Provider</b>	\$795	\$895	\$995
<b>General Attendee</b>	\$995	\$1,295	\$1,495

**Please use code provided to you for 20% discount**

### **Registration includes:**

- All conference and keynote sessions
- Networking events
- Online proceedings
- Breakfast and lunch on Tuesday and Wednesday

## Shipping Instructions

All shipments sent to the hotel will be handled by The Marriott City Center. Items may not arrive to hotel before February 24, 2018. Hotel reserves the right to refuse any packages that arrive earlier than 2/24/2018.

**[GUEST NAME]**

**Event Manager: Lisa Shehan**

**Connected Plant Conference**

Charlotte Marriott City Center

100 West Trade Street

Charlotte, NC 28202

**Please use attached shipping labels for assistance.**

### Shipping Do's

- DO make sure your packages are labeled correctly
- DO bring the tracking information with you in case a problem comes up
- DO plan accordingly and allow plenty of time for your shipment to arrive

### ▪ Shipping DON'TS

- DON'T forget to properly label all packages with the address and information listed above.
- DON'T leave old labels or barcodes on reused boxes.
- DON'T if at all possible wait until the last minute to ship your booth materials. The more last minute things there are the more opportunity for something to go wrong.

# CONNECTED PLANT CONFERENCE 2018 SPONSOR & EXHIBITOR RULES AND REGULATIONS

Connected Plant Conference – February 27-28, 2018

Connected Plant Conference is produced and presented by Access Intelligence. Access Intelligence and the presenting association are hereinafter referred to as "Show Management

## TERMS AND CONDITIONS

- 1. Contract for Space:** The contract for space, the formal notification of space assignment and full payment of fees together constitute a contract between the exhibiting organization, hereinafter known as the Exhibitor, and Access Intelligence, hereinafter known as Show Management, for the right to use space for the Show. The contract is based upon the plan of exhibit rates shown thereon and general information contained in the exposition prospectus and sales kit, all of which are to be considered along with details on all pages of this form as part of the contract. All measurements shown on the floor plan are approximate and Show Management reserves the right to make such modifications as may be deemed to be necessary, making equitable adjustment with any exhibitor or exhibitors thereby affected. Show Management also reserves the right to adjust the floor plan to meet the needs of the exposition.
- 2. Minors and Children:** Persons under 18 years of age will not be permitted in the conference area.
- 3. Sharing/Subletting Space:** No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, or have representatives, equipment, or materials from other than their own firm in the said space. Show Management policy prohibits subcontracting of exhibit space. Should an exhibitor decide to cancel, exhibit space reverts back to Show Management.
- 4. Contractors Services:** Exhibition services of shipping, electric, and internet will be provided by the Bellagio hotel and affiliated providers. Order forms can be found within this manual. Forms should be carefully prepared and returned by the deadlines noted to avoid late charges. Independent Contractors: Notification to use an independent contractor to install/dismantle exhibits must be received forty-five (45) days prior to the first day of the show. If an exhibitor elects to use any contractor other than the official contractors designated by show management, show management is not in a position to intercede in disputes on behalf of the exhibitor. See rules in Exhibitor Service Manual for other requirements. Notification to use independent contractor(s) must go to both show management and the Official Exhibit Services Contractor.
- 5. Character of Literature Tables:** It is the desire of Show Management that each sponsor design and create a table-top display of an attractive nature which will enhance the overall appearance of the conference and be a credit to the industry. Table-top Displays must be in good taste as determined by Show Management. It is the Sponsor's responsibility to create an attractive display area. Show Management reserves the unilateral right to correct any unsightly literature table and the Sponsor agrees to pay Show Management for expenses incurred in making the necessary alterations.
- 6. Gadgets, Gimmicks, Demonstrations, Music and Sound:** Side show tactics, scantily clad individuals or other undignified promotional methods will not be permitted. Sponsors are asked to observe the "good neighbor" policy at all times. Table-top Displays should be conducted in a manner not to be objectionable or offensive to neighboring tables. The use of photographers, musicians, entertainers, loud speakers, sound system equipment and noise-making devices are not permitted. Show Management reserves the right to determine when such items become objectionable. Balloons, horns, and odors are not permitted. Give-away, demonstrations and/or entertaining the attendees at Table-top Displays is permitted, so long as neighboring tables are not blocked. The operation of equipment indoors will not be permitted on a continuous basis. Operation of equipment may be approved for demonstration purposes for short periods (approximately one to five minutes), provided Show Management is notified in writing (30) days prior to the first day of the show. Exhibitors may take photos or videos of their table, however, they are not permitted to directly take pictures of any other display, or instruct others to take such pictures, without written permission by Show Management and the exhibitor whose display is being photographed. Sponsors must respect the privacy of other sponsors and not intrude or disrupt another sponsor while they are conducting business.
- 7. Other Exhibits:** The Sponsor agrees that not they, their agents nor their distributors will distribute publications or conduct any other display or exhibit any equipment bearing their trademark within a three mile radius of the exposition covered by this contract or its officially designated hotel properties during the dates of said exposition. This limitation does not apply to participation in other trade association exhibitions which may coincidentally be ongoing in the same city, or to exhibitor's regular place of business or show room. Violation of this provision by a Sponsor will constitute a breach of the contract and Show Management may, in its sole discretion, cancel this contract and sponsor will remove their display and any equipment contained in the Sponsor Foyer and forfeit all payments to Access Intelligence pursuant to this contract.
- 8. Soliciting – Access to Lists, Samples & Prizes:** No exhibiting firm, organization or trade publication, regardless of its product or service, is permitted to sell product off the show floor. No exhibiting firm, organization or trade publication, regardless of its product or service, is permitted to engage in direct selling in the Sponsor Foyer area. No soliciting of registrants shall be permitted. Samples, catalogues, pamphlets, publications, souvenirs, etc., may be distributed by exhibitors and their representatives (including hosts and hostesses) only at their own table. No sponsor will be permitted to conduct any prize drawings, awards for signing of names and addresses, etc., without prior written approval of Show Management. Signs showing the price of it must not be displayed. Access Intelligence reserves the right to limit access to attendee, sponsor and any other list or information gathered by Access Intelligence, or its contractors. Sponsors that publish industry publications may distribute their publications outside their booths only to the other sponsors and only during show hours. Show sponsors that produce industry publications may distribute their publications to other sponsors at times designated by show management.
- 9. Flammable Materials:** Flammable fluids, substances, or material of any nature are prohibited in the Sponsor Table Foyer and in the storage area behind the table. All decorative materials must be flame proofed before being taken into the Foyer, and must comply with local fire regulations. Transferring of flammable liquids while in the Sponsor Foyer is expressly prohibited. There will be no electrical equipment and wiring permitted.
- 10. Beverages and Foods:** Food and/or beverages may be supplied by the exhibitor, with the prior written consent of Show Management and the Facility. Alcoholic beverages may not be served in the Sponsor Foyer. Note: Corkage fees to the Facility may be required.
- 11. Liability:** Show Management will not be responsible for the safety or property of exhibitors from theft, strikes, damage by fire, water, storm or vandalism or other causes. Show Management will take reasonable precautions with the Hotel to protect Sponsor Tables from such loss. All property of the Sponsor is understood to remain in the sponsor's custody and control in transit to or from or within the confines of the Sponsor Foyer and subject to the rules and regulations for the conference. Note: Sponsors are advised to carry insurance to cover sponsor materials if the feel necessary against damage and loss and public liability insurance against injury to the person and property of others. Sponsor must comply with all federal, state, local and exposition facilities' safety regulations. Exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure to distribute the placement of his exhibit material to conform with the floor loading specifications. Indemnity: Exhibitor agrees to indemnify, defend, and hold harmless Show Management, its officers, employees, and agents from and against any and all third party claims and other liabilities (including reasonable attorney's fees) that are caused by, arise from, or grow out of the negligent acts or omissions of the Sponsor, its agents, officers, employees, representatives, servants, invitees, patrons, or guests. The sponsor is charged with knowledge of all local laws, ordinances and regulations pertaining to business licenses, health, fire prevention and public safety affecting his participation in the conference. Compliance with such laws is mandatory for all sponsors and is the sole responsibility of the sponsor. If unusual equipment is to be installed, the exhibitor must communicate with Show Management for information concerning the facility or applicable regulations. Show Management will not be liable for the fulfillment of this contract as to the delivery of space if non-delivery is due to any of the following causes: By reason of the building being destroyed or substantially damaged by fire; act of God; public enemy; strikes; authority of law; or any other cause beyond the control of Show Management. In the event of not being able to hold the exposition for any of these reasons, Show Management will refund to each Sponsor the amount they paid for their space less a prorated share of all the expenses incurred for the exposition up to the date of required cancellation.
- 12. Damage:** Sponsors will be liable for any damage caused by fastening fixtures to the floors, walls, columns or ceilings of the hotel and for any damage to equipment furnished by Show Management or service suppliers designated by them.
- 13. Violation:** The interpretation and application of these rules and regulations are the responsibility of Show Management. Any violation by the sponsor of any of the terms or conditions herein shall subject exhibitor to cancellation of its contract to occupy booth space and to forfeiture of any monies paid on account thereof. Upon written notice of such cancellation, Show Management shall have the right to take possession of the sponsor's space, remove all persons and properties of the exhibitor and hold the sponsor accountable for all risks and expenses incurred in such removal.
- 14. Social Functions/Special Events:** Any social function or special event during the Show in the host city is reserved for sponsoring companies and must be approved by Show Management.
- 15. Show Rules:** In the event that unforeseen events make it necessary, Show Management will have the right to amend these rules and regulations or make additions thereto, and all such amendments or additions shall be made known promptly to each exhibitor. Show rules are promulgated separately and are tailored to the individual exhibit hall.
- 16. Good Standing with Sponsor Publications:** If exhibitor is also an advertiser with Access Intelligence, the presenting publication of the show, their advertising account balance must be current or within 30 days of billing date to retain their space

# Rules and Regulations for Outside Vendors and Exhibits

General Rules and Regulations	
<b>Standard Booth</b>	The standard provided materials for each exhibitor include one (1) 6x30 table, two (2) chairs, and a wastebasket. Powerstrips, internet, and food/beverages are all exclusive and will need to be reserved through the form on page 3.
<b>Fire Hazard</b>	In accordance with the Mecklenburg County Fire Department, no exhibit or display will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
<b>Damages</b>	The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's employees, or property prior, during or subsequent to the period covered by the exhibit contract.
<b>Shipping</b>	Marriott requires notification of shipments made to the property. Packages will not be accepted prior to 3 days before the event begins. Marriott will not store packages for exhibitors; please arrange to pick any packages up upon arrival.

Guidelines for Exhibit Space	
<b>Decorations</b>	Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, ceiling, or surface. Holes may not be drilled or punched into any surface.
<b>Taping</b>	Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brands are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the exhibitor to remove all tape from the floor at the end of the event.
<b>Carpeted Areas</b>	All carpeted areas must be covered with visqueen or Polytac before any decorating equipment or freight is brought into the space.
<b>Trash Removal</b>	Marriott City Center does not provide cleaning supplies, vacuums, large waste receptacles, or janitorial services for the exhibit unless it is included in the sales contract. Trash removal from the exhibit is the responsibility of the exhibitor. Any property damaged or destroyed must be replaced to its original condition. It is the responsibility of the exhibitor to return the exhibit booth back to "Move-In Condition".

Guidelines for Technology	
<b>Telephones</b>	Installation of telephone, telecommunications, network, and cabling services within Marriott City Center is exclusive. Telecommunication services (voice and data) are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
<b>Internet</b>	The Marriott Charlotte City Center has both wired and wireless internet options available for vendors. Please refer to page 3 for pricing and note that pricing is for one day only.
<b>Internet Performance Disclaimer</b>	Marriott does not guarantee the performance or routing, either expressed or implied, of any data circuit connectivity with regards to the Internet. Marriott is the exclusive supplier of Internet connectivity for all events. We are equipped with Ethernet 500 mbps dedicated Internet connection and can provide Internet and networking connectivity to any location on property.
<b>Internet Security Disclaimer</b>	Marriott does not provide security, such as but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document, the customer is agreeing to the Terms and Conditions of this document and will hold Marriott, its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.





Guidelines for Culinary Enhancements	
<b>Food and Beverages</b>	No outside food and beverages are permitted. All food orders need to be placed at least 10 days prior to the event date. Expected attendance (guarantee) is due 3 days prior to the event date.
<b>Service Charge &amp; Tax</b>	All pricing is subject to 25% service charge plus applicable federal, state, and municipal taxes.
<b>Cooking Permit</b>	Permission to cook any food within the exhibit area must have prior approval by the Marriott Charlotte City Center Event Experience Manager. Cooking permits must be obtained before any cooking activity is permitted within the ballrooms. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of each cooking device. Compliance with all Mecklenburg County Health and Fire Department rule and regulations is required.

Payments	
<b>Advanced Payment</b>	A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at least fourteen (14) days prior to the first day of the event to qualify for Advance Price.
<b>Payment Methods</b>	Payment is accepted through exhibit services in the form of Visa, Mastercard, American Express, Discover and Money Order (U.S. funds drawn on U.S. banks only). <i>Checks and cash are not accepted.</i>
<b>Taxes</b>	North Carolina State Taxes (8.25%) will be applied to all equipment & service orders.
<b>Cancelations</b>	Notification of cancelation for any services must be received in writing a minimum of 72 hours prior to the scheduled opening date. Cancellations made within 72 hours of the event will NOT be refunded.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Charlotte Marriott City Center

## Electrical Order Form (Power-Internet-Audio/Video)



Please submit completed form to Lisa Shehan, your Event Experience Manager at the Marriott Charlotte City Center.

Marriott Charlotte City Center, 100 W Trade Street., Charlotte, NC 28202

E-mail: Lisa.Shehan@marriott.com Phone: 704.358.6559 Fax: 704-353-6000

CUSTOMER INFORMATION		
Company Name:	Show Name	Booth #
Billing Name:	Show Dates:	
Billing Street Address:	City, State & Zip	
Contact Name	Telephone:	
E-mail:	Fax Number:	

SERVICE DESCRIPTION	QTY	X	Days	X	Advanced Booking	Onsite Request	=	TOTAL
<b>Standard SHARED Internet Services</b>								
Single wired user/device shared Ethernet connection (Single Public IP address)	0	x	0	x	\$250.00	\$325.00	=	-
Single wireless internet connection	0	x	0	x	\$22.00	\$34.00	=	-
<b>Equipment Rental</b>								
47" Flat Panel TV Monitor (on 6' stand w/ shelf & speakers)	0	x	0	x	\$535.00	\$547.00	=	-
55" Flat Panel TV Monitor (on 6' stand w/ shelf & speakers)	0	x	0	x	\$725.00	\$737.00	=	-
65" Flat Panel TV Monitor (on 6' stand w/ shelf & speakers)	0	x	0	x	\$885.00	\$897.00	=	-
80" Flat Panel TV Monitor (on 6' stand w/ shelf & speakers)	0	x	0	x	\$1,255.00	\$1,267.00	=	-
Booth Pin Spotting Package (includes (4) Lights to Highlight Product)	0	x	0	x	\$210.00	\$222.00	=	-
LED Uplighting	0	x	0	x	\$95.00	\$107.00	=	-
Post-it Flip Chart Package (includes Flip Chart Easel, Post-it Flip Chart Pad, and Markers)	0	x	0	x	\$95.00	\$107.00	=	-
<b>Power Services</b>								
Standard 15 Amp- 120 Volt shared Circuit (Includes 1- 6 outlet power strip)	0	x	0	x	\$75.00	\$90.00	=	-
100 Amp 3 Phase Power Connection	0	x	0	x	\$780.00	\$792.00	=	-
200 Amp 3 Phase Power Connection	0	x	0	x	\$1,560.00	\$1,572.00	=	-
25' Extension Cord	0	x	0	x	\$20.00	\$32.00	=	-
Power Strip	0	x	0	x	\$20.00	\$32.00	=	-

For Additional Power Equipment Pricing: Please Email Lisa.Shehan@marriott.com

SUBTOTAL =	-
X 24% SERVICE CHARGE =	-
X 7.25 SALES TAX =	-
Tax on Service charge/no tax on Internet	
GRAND TOTAL =	-

\*All prices listed are on a per day rate \* There is a 24% Service Charge to all orders.

**SHIP TO: Charlotte Marriott City Center**  
100 West Trade Street  
Charlotte, NC 28202

HOLD FOR: (Guest Name)\_\_\_\_\_

Guest with: \_\_\_\_\_

Event Manager: Lisa Shehan

Box #: \_\_\_\_\_ of \_\_\_\_\_

**SHIP TO: Charlotte Marriott City Center**  
100 West Trade Street  
Charlotte, NC 28202

HOLD FOR: (Guest Name)\_\_\_\_\_

Guest with: \_\_\_\_\_

Event Manager: Lisa Shehan

Box #: \_\_\_\_\_ of \_\_\_\_\_