



## YOU ARE INVITED TO EXHIBIT!

The 2019 Cryogenic Engineering Conference and the International Cryogenic Materials Conference (CEC/ICMC'19) will be held at the Connecticut Convention Center in Hartford, Connecticut, USA from July 21 – July 25, 2019. The CEC/ICMC 2019 will host a Scientific and Industrial Exhibition, The CRYO EXPO 2019, which will bring together scientists and engineers from the worldwide research community.

The CRYO EXPO 2019 will consist of product manufacturers and service providers related to the cryogenic engineering industry and will be held in conjunction with the technical conference.

Don't miss this exceptional opportunity to present your company's latest products, services, and techniques in an intimate setting to a sophisticated audience involved in the research and development of cryogenic engineering. Your company will have a valuable opportunity for one-on-one interaction with researchers from industry, universities, and both private and government laboratories who are involved in making and/or influencing purchasing decisions for their companies and institutions.

The CRYO EXPO 2019 and all technical sessions will be held in the same facility, at the Connecticut Convention Center. **The CRYO EXPO begins on Sunday, July 21<sup>th</sup> and ends on Wednesday, July 24<sup>th</sup>.** The exhibition space will be arranged to provide maximum exposure to the conference delegates during poster sessions, refreshment breaks and the Welcome Reception.

Booth registrations will be on a first-come, first-served basis. Booth number assignments will be announced on **Monday, May 6, 2019.**

**Sign up early for a prime booth location!**

### LAYOUT AND HOURS

#### Venue

Connecticut Convention Center in Hartford, Connecticut, USA  
 Website: <https://www.ctconventions.com/>

#### Key Dates & Times - Tentative

*(Exact times will be determined following the Program Meeting in late March 2019).*

Decorator Move-in (Ballroom ABC and Pre-function)	Sunday, July 21	08:00 a.m. – 11:00 a.m.
Exhibitor Registration & Installation	Sunday, July 21	11:00 a.m. – 04:00 p.m.
Welcome Reception (held in Exhibit Hall)	Sunday, July 21	06:30 p.m. – 08:00 p.m.
Exhibition Hours	Monday, July 23	09:00 a.m. – 05:00 p.m.
	Tuesday, July 24	09:00 a.m. – 05:00 p.m.
	Wednesday, July 25	09:00 a.m. - 12:00 p.m.
Exhibitor Dismantle	Wednesday, July 24	12:00 p.m. – 03:00 p.m.
Decorator Move-out	Wednesday, July 24	03:00 p.m. – 05:00 p.m.

## EXHIBIT REGISTRATION, BOOTH DETAILS, RATES AND PAYMENT

### Exhibition Booth Details

**Single Booth, 10' x 10' - \$2,200**

**Double Booth, 10' x 20' - \$4,000**

**Triple Booth, 10' x 20' - \$6,200**

Single booth measurements are 10' wide by 10' deep. Each booth will be equipped with 3' high fabric side rails and 8' high fabric back wall, one 6' draped table, two chairs, one wastebasket and one (2-line) 7" x 44" ID sign. The Exhibit Hall is carpeted. Complimentary wireless internet will be available in the Exhibit Hall.

The deadline for submitting your contract agreement and full payment is **Monday, April 29, 2019**.

Exhibit Space is limited and will be reserved on a first-come, first-served basis.

### Benefits to Exhibitors\*\*

- Two (2) Exhibit Booth Representatives, with admittance to all technical sessions, coffee breaks and the Welcome Reception, are included in with a 10'x10' single booth.
- One (1) ticket to the Banquet on Wednesday, July 24, 2019.
- One (1) set each of the CEC and ICMC proceedings.
- Pre- and post-Conference listing on the CEC/ICMC 2019 website with your company description and a hyperlink to your company website.
- Company name and description listed in the CEC/ICMC 2019 program book.
- Refreshment breaks will be available in prominent locations throughout the Exhibit area.
- Pre-registrant contact information available three weeks prior to the conference (July 1, 2019) in excel format. Contact Centennial Conferences by email at [cecimc@centennialconferences.com](mailto:cecimc@centennialconferences.com) to request the pre-registrant contact data. (Note that the list will not include those who opted out of having their contact information included in the attendees list.)
- Full listing of all conference participants will be provided –if requested– after the conference via email in excel format. (Note that the list will not include those who opted-out of having their contact information included in the attendees list.)

**\*\* Please note that benefits listed above will not apply until full payment has been received.**

### Exhibit Registration

**New this year!** The CRYO EXPO booth and exhibit representative registration is available online. The online registration website link is posted on the conference website as of November 26, 2018. Each exhibit company must register online to reserve their booth space. After the registration is complete and payment is made in full, an email will be sent to the exhibit company's contact person with information regarding the registration process for the booth representatives.

Additional company personnel may attend as Exhibit Booth Representative at the \$200 per person rate (limited to two (2) per single booth). Exhibit Booth Representative registrations include admittance to the Welcome Reception, Refreshment Breaks, and all technical sessions. It does not include access to the Banquet Event.

Additional personnel wishing to attend the conference must register as a Full Conference participant as part of the Attendee Conference Registration made available online starting **April 15, 2019**.

To select your preferred booth area, please refer to the tentative exhibit floor plan. Exhibitors wishing to avoid assignment of space adjacent to, or across from particular companies should indicate so during the registration process. Careful consideration will be given to such requests whenever possible. Exhibit Manager reserves the right to adjust floor layout.

### Exhibit Registration

Booth assignments will be made by the Exhibit Chairman by Monday, May 6, 2019. Assignments will be added to the list of confirmed exhibitors on the CEC/ICMC'19 website and an email will be sent to the booth contact with the assignment.

## Payment Information

All Payments must be made in U.S. dollars. Acceptable forms of payment are:

- Credit Card (Visa, MasterCard and Discover)
- Check (must be drawn on a U.S. bank in U.S. dollars and made payable to **Cryogenic Engineering Conference, Inc.**
- Wire Transfer (contact Centennial Conferences by email at [cecimc@centennialconferences.com](mailto:cecimc@centennialconferences.com) for current bank information. There is \$15 fee added to all incoming wire payments. Any other bank wire fees incurred for the transaction are the responsibility of the exhibiting company.)

**The deadline for full payment is April 29, 2019.** Partial payments will not be accepted. Exhibit Application & Contract Agreements will not be processed without payment.

## DECORATOR AND EXHIBIT SERVICE MANUAL

**Capital Convention Contractors** will be the official service provider for the CRYO EXPO 2019 and will supply each exhibit company with an online Exhibitor Service Manual. It will be made available online via the CEC/ICMC'19 website. An email notification will be sent to the contact of each exhibit company when this information is available.

The manual will outline shipping, drayage and material handling instructions and include pre-printed shipping labels. Booth furnishings, electrical services, audio visual, graphics and other fee-based show services can be ordered from Capital Convention Contractors using the online service manual.

**Please note!** The Connecticut Convention Center is a Union Property and all exhibitors are expected to comply with any union requirements in effect.

## TERMS AND CONDITIONS

### Cancellations

If written notice of cancellation is received by **April 29, 2019**, an administrative fee of 20% of the total booth fee will be retained. Cancellations after April 29, 2019 will result in forfeiture of the full exhibit fee amount.

### Exhibition Special Requests

Helium, Nitrogen, Oxygen and Nitrous oxide tanks are allowed on the event floor with prior approval by the Fire Marshal and the Director of Engineering at the Connecticut Convention Center. Nitrous oxide and Oxygen tanks over 250 cubic feet are prohibited and oxidizing gases (Oxygen or Nitrous oxide) in amounts in excess of 503 cubic feet may only be used in public assembly area under permit for Hazardous Materials. If approved by the Fire Marshal, all tanks must be firmly secured in the upright position with valves protected against damage. Any container not clearly labeled will be removed from within the Connecticut Convention Center, tested and disposed of at exhibitor's expense. Exhibitors displaying or using hazardous materials must indicate so in the special request section on the exhibitor application & contract agreement. OSHA requires that all containers be properly labeled and display appropriate warnings. All tanks shall be tested for leakage by spraying soapy water at points of connections and tops of tanks. Any tanks with leakage shall be removed from the premises at the exhibitor's expense.

### Booth Etiquette

During Exhibition opening hours, booths should be attended by an authorized representative, technically qualified to explain and demonstrate the equipment or services displayed. The Conference reserves the right to remove any display that, because of noise or other objectionable features, detracts from the scientific and educational nature of the exhibit.

### Sub-letting

Exhibitors will not be allowed to sublet booths or portions of booths to non-registered companies or individuals.

### Compliance

The Exhibitor assumes all responsibility for compliance with all pertinent ordinances, resolutions and codes of duly authorized local, state, and federal governing bodies concerning fire, safety and health, together with the rules and regulations of the Connecticut Convention Center.

### Hold Harmless Clause

The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of Exhibitor's activities in the Connecticut Convention Center and will indemnify, defend, and hold harmless CEC/ICMC management, the Connecticut Convention Center, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

## CEC/ICMC 2019 Website Address and Exhibition Updates

Exhibitors will be kept current with periodic CEC/ICMC 2019 Exhibition updates found on the Conference website. For this and any other Conference related information, please visit <http://www.cec-icmc.org>.

## CEC/ICMC 2019 Emails and Attendee List

All CEC/ICMC 2019 registrants and exhibitors are automatically added to the CEC/ICMC contact email list (if not already on the list) to receive future conference related emails. Individuals can opt-out from future conference emails by either clicking the “unsubscribe” link within the conference related emails or by contacting [Conference Management](#). In addition, an attendee’s list will be prepared with full contact information from anyone who attended CEC/ICMC’19. Individuals have the option to opt-out from their full contact information being included in the attendee’s list during the registration process. If opted out, only the name and company will be included. Individuals will also have the option to opt-out from being included in a shared email list requested by other conferences with similar topics and other organizations who are holding meetings/events around CEC/ICMC’19.

## CONFERENCE MANAGEMENT

Centennial Conferences

[cecicmc@centennialconferences.com](mailto:cecicmc@centennialconferences.com)

Phone: 303-499-2299

## FLOOR PLAN (TENTATIVE)

