

Convention Agreement

The following is a good faith agreement between the American Concrete Institute and the _____ Chapter [herein referred to as the CHAPTER] to host the _____ Convention. By signature of this agreement, the CHAPTER agrees to the following:

Social Events

Plan and pay for the Opening Reception including the menu selection, function set-up, and payment for menu items, bartender fees and gratuities. Note: The Opening Reception is held at the headquarters hotel. The Opening Reception is a cash bar event.

Plan and pay for the Concrete Mixer including the site selection, menu selection, determine the function set-up (tables, chairs, bars, food stations, service staff), arrangement of security (as required by venue), obtain the proper insurance certificates required by the venue, order electricity, audio visual equipment (as needed), and transportation to/from the venue (as needed). Please note: Space for the Concrete Mixer is contracted at the headquarter hotel, unless otherwise noted.

Guest Program (optional)

Organize and offer at least one guest tour each day of the convention (Sunday through Wednesday). Arrange for transportation to and from guest tours as required.

Student Program

If necessary, arrange for the testing equipment for the competitions. Arrange for judges at the competitions. Obtain a speaker for the Student Lunch. Pay the cost of the lunch for each student registered to attend the Student Lunch.

Contractor’s Day

Organize up to two sessions directed toward contractor activities/interests. Obtain a speaker for the Contractor’s Day Lunch.

Publicity

Promote the convention in the local area. Pay for promotion efforts such as stationery, postage, ads, direct mail, bags, giveaways (i.e. lapel pins), website development, etc. Host an information table at the convention prior to and during your convention.

Fundraising

Raise the necessary funds to sponsor the Opening Session, Concrete Mixer, lunch for students and any other costs (transportation, publicity, etc.) required. Raise the necessary funds to sponsor additional activities/events that the chapter is not obligated to, but wishes to sponsor for the convention.

Technical Session (Optional)

Organize one session including the speakers, moderators, and topics and will obtain the necessary approvals from TAC and/or EAC to move forward with the session.

Miscellaneous

If the Chapter is unable to fund the activities/events as stated above, the Chapter agrees to notify the Director of Event Services prior to the convention. In addition, the Chapter agrees to negotiate a payment schedule with the American Concrete Institute which is agreeable to both parties.

Signature of this good faith agreement will outlast changes in Chapter Officers, Convention Committee members and American Concrete Institute staff.

Signed:

President

Chapter

Vice President

Date

Chapter Timeline

Category	Task	Responsible	Start	Complete
CHAPTER	Request to host convention	Chapter	Anytime	N/A
CHAPTER	Select Chapter Convention Committee Co-chairs	Chapter	48 months	36 months
CHAPTER	Form a Chapter Convention Committee (CCC)	Chapter	42 months	24 months
CHAPTER	Select & submit a convention theme to the Event Services	Chapter	40 months	36 months
CHAPTER	Submit 36 month report to Event Services	Chapter	37 months	37 months
CHAPTER	Work with ACI to create logo	Chapter, Event Services	36 months	31 months
CHAPTER	Create and submit convention logo	Chapter	36 months	30 months
FINANCE	Prepare a preliminary budget	Chapter - Finance	36 months	30 months
FUNDRAISING	Set sponsorship levels & benefits	Chapter-Fundraising	36 months	24 months
FUNDRAISING	Make initial solicitations for sponsorship/donations	Chapter - Fundraising	36 months	18 months
FUNDRAISING	Request Sustaining Member contact list from Event Services	Chapter-Fundraising	36 months	12 months
CHAPTER	Submit 30 month report to Event Services	Chapter	31 months	31 months
CHAPTER	Submit 24 month report to Event Services	Chapter	25 months	25 months
CHAPTER	CCC attend convention	Chapter CC	24 months	24 months
EXHIBITS	Set table/booth prices	Chapter-Exhibits	24 months	24 months
EXHIBITS	Create and send letter/application for exhibitors	Chapter-Exhibits	24 months	12 months
EXHIBITS	Obtain master exhibitor list from Event Services	Chapter-Exhibits	24 months	6 months
EXHIBITS	Sell exhibit space after space has been allocated by Event Services	Chapter-Exhibits	24 months	1 month
EXHIBITS	Send completed exhibitor applications to Event Services	Chapter-Exhibits	24 months	1 week
FUNDRAISING	Request Chapter President & Secretary list from Event Services	Chapter-Fundraising	24 months	12 months
FUNDRAISING	Follow-up on sponsorships/solicitations (phone calls, personal visits etc.)	Chapter - Fundraising	24 months	6 months
SOCIAL	Decide to hold the Concrete Mixer on or off property	Chapter - Mixer	24 months	24 months
SOCIAL	Select & submit a Concrete Mixer theme to Event Services	Chapter - Social	24 months	18 months
SOCIAL	Send contracts for Concrete Mixer to Event Services for review	Chapter - Social	24 months	12 months
TECHNICAL	Submit preliminary approval form for local technical session	Chapter - Technical	24 months	18 months
SOCIAL	Contract off property venues for Concrete Mixer if necessary	Chapter	24 months	18 months
CHAPTER	Submit 18 month report to Event Services	Chapter	19 months	19 months
CHAPTER	CCC attend conventioin	Chapter	18 months	18 months
CONTRACTOR	Select topics & titles for Contractors' Day sessions	Chapter & CLC	18 months	18 months
CONTRACTOR	Request Contractors' Day Sessions from CLC	Chapter - Contractor	18 months	18 months
CONTRACTOR	Select co-moderators for Contractors' Day Sessions	Chapter-Contractor	18 months	18 months
FUNDRAISING	Send thank you letters to sponsors and exhibitors	Chapter-Fundraising	18 months	1 month following
STUDENT	Select Student Liaison Chair	Chapter - Student	18 months	18 months

STUDENT	Form a local Student Committee	Chapter - Student	18 months	12 months
STUDENT	Determine how to sponsor students attending Student Lunch	Chapter - Student	18 months	12 months
SOCIAL	Make preliminary arrangements for Concrete Mixer with Conv. Services Mgr. at venue	Chapter - Social	18 months	6 months
CHAPTER	Submit 12 month report to Event Services	Chapter	13 months	13 months
CHAPTER	CCC attends convention	Chapter	12 months	12 months
TECHNICAL	Co-Chairs or Technical/Contractors Chair to attend Hot Topic Committee meeting	Chapter	12 months	12 months
CONTRACTOR	Contractors' Day Chair attends & gives an update at CLC meeting	Chapter - Contractor	12 months	12 months
CONTRACTOR	Determine Contractors' Day Lunch speaker	Chapter-Contractor	12 months	6 months
FINANCE	Update Event Services on financial status	Chapter - Finance	12 months	12 months
GUEST	Prepare & submit preliminary Guest Program Tours to Event Services	Chapter-Guest	12 months	12 months
GUEST	Select a tour company	Chapter - Guest	12 months	12 months
GUEST	Send copy of tour company contract to Event Services for review	Chapter - Guest	12 months	10 months
GUEST	Set guest tour fees	Chapter-Guest Program/Event Services	12 months	7 months
PUBLICITY	Create a promotional brochure to distribute at convention prior	Chapter-Publicity	12 months	9 months
PUBLICITY	Send DRAFT chapter promotional brochure including tours, Mixer etc. to Event Services	Chapter-Publicity	12 months	8 months
PUBLICITY	Select & order promotional items for next convention	Chapter - Publicity	12 months	5 months
SOCIAL	Decide to host a reception for sponsors/donors	Chapter - Fundraising & Social	12 months	12 months
SOCIAL	Consider VIP reception/honorary dinner or ticketed event	Chapter - Social	12 months	12 months
SOCIAL	Coordinate VIP reception/honorary dinner/ticketed event with Event Services	Chapter - Social	12 months	12 months
SOCIAL	Determine ticket price for honorary reception/dinner	Chapter-Social	12 months	9 months
SOCIAL	Determine menu for Concrete Mixer	Chapter-Social	12 months	6 months
SOCIAL	Obtain insurance certificate for Concrete Mixer (if off property)	Chapter-Social	12 months	6 months
SOCIAL	Select transportation provider for Mixer (if off property)	Chapter-Social	12 months	6 months
SOCIAL	Send contract for transportation to Event Services for Review	Chapter - Social	12 months	6 months
STUDENT	Student Chair to attends & gives an update at S801 meeting	Chapter - Student	12 months	12 months
STUDENT	Contact S801 to coordinate student competition	Chapter - Student	12 months	12 months
STUDENT	Contact local universities to invite participation in student activities	Chapter - Student	12 months	12 months
TECHNICAL	Submit final session approval form for technical session(s)	Chapter - Technical	12 months	12 months
TECHNICAL	Receive final approval for technical session(s)	Chapter-Technical	12 months	6 months
TECHNICAL & CONTRACTOR	Co-moderators to take on line Session Moderator Training	Chapter-Technical & Contractor	12 months	6 months

CHAPTER	Submit chapter material to be included in Preview, Program Book etc.	Chapter	9 months	7 months
CONTRACTOR	Confirm the speaker for Contractors' Day lunch	Chapter - Contractor	9 months	7 months
PUBLICITY	Obtain promotional items for convention	Chapter - Publicity	9 months	2 months
SOCIAL	Determine if having background entertainment at Mixer	Chapter - Social	9 months	9 months
SOCIAL	Determine menu & set-up for VIP reception/honorary dinner/ticketed event	Chapter-Social	9 months	6 months
STUDENT	Obtain a speaker for the Student Lunch (Monday)	Chapter-Student	9 months	7 months
PUBLICITY	Print promotional brochure to be handed out convention prior	Chapter-Publicity	8 months	6 months
PUBLICITY	Request # of Convention Previews needed for local chapter	Chapter - Publicity	8 months	6 months
CHAPTER	Proof Convention Preview - sections pertinent to chapter	Chapter	7 months	7 months
PUBLICITY	Obtain local literature for distribution at convention prior & convention	Chapter-Publicity	7 months	1 month
CHAPTER	CCC attends convention	Chapter	6 months	6 months
CONTRACTOR	Submit final Contractors' Day session and luncheon speaker info to Conv. Mgr.	Chapter - Contractor	6 months	6 months
EXHIBITS	Provide list of exhibitors w/ booth#, name, contact, address, phone, fax, e-mail to Event Services	Chapter	6 months	3 weeks
FINANCE	Update Event Services on financial status	Chapter - Finance	6 months	6 months
GUEST	Submit final guest program to Event Services	Chapter - Guest	6 months	6 months
VOLUNTEERS	Obtain volunteers to attend guest tours	Chapter-Guest	6 months	1 month
PUBLICITY	Promote your convention at convention prior	Chapter	6 months	6 months
PUBLICITY	Determine if chapter will obtain bags for attendees (optional)	Chapter-Publicity	6 months	6 months
PUBLICITY	Price bags (optional)	Chapter-Publicity	6 months	5 months
SOCIAL	Determine menu for Opening Reception	Chapter-Social	6 months	2 months
STUDENT	Inform Event Services of Student Lunch speaker name/contact info	Chapter-Student	6 months	6 months
CHAPTER	Meet w/ local chapter	Conv. Mgr. & Chapter CC	6 months	6 months
CHAPTER	Determine who will stay in suite	Chapter-Chairman	6 months	6 months
FUNDRAISING	Provide Event Services with list of sponsors by category with contact information	Chapter - Fundraising	6 months	1 month
CONTRACTOR	Promote Contractors' Day to local and national contractor's	Chapter - Contractor & Publicity	4 months	4 months
FUNDRAISING	Make personal phone calls to solicit sponsorship/donations	Chapter - Fundraising	3 months	1 month
FUNDRAISING	Submit sponsor and exhibitor updates to Event Services	Chapter - Fundraising	3 months	1 month
VOLUNTEERS	Recruit volunteers to assist during convention	Event Services, Chapter, Mbr	3 months	1 month
STUDENT	Obtain & confirm judges for student competition	Chapter - Student	3 months	1 month
CHAPTER	Proof Program Book pertinent pages	Chapter	2 months	2 months
GUEST	Obtain tour registration #'s weekly from Event Services	Event Services	2 months	1 week
TECHNICAL & CONTRACTOR	Reconfirm speakers	Chapter-Technical & Contractor	2 months	1 month

CHAPTER	Meet with chapter during final site	Event Services, Chapter	2 months	6 weeks
PUBLICITY	Coordinate stuffing of local literature in bags	Event Services, Chapter, Mbr	6 weeks	3 days
GUEST	Proof final printed guest program	Chapter - Guest	1 month	1 month
GUEST	Verify arrangements for guest tours	Chapter-Guest	1 month	1 month
VOLUNTEERS	Arrange for volunteers at convention chapter desk	Chapter	1 month	2 weeks
VOLUNTEERS	Reconfirm volunteer shifts and responsibilities	Chapter-Guest	1 month	1 week
GUEST	Hold a pre-convention meeting with tour company	Chapter & Conv. Mgr.	1 week	1 week
SOCIAL	Hold a pre-convention meeting with venue for Mixer (if off property)	Chapter - Social	1 week	1 week
CHAPTER	Staff hospitality desk, guest hospitality and other areas as needed	Chapter	Convention	Convention
CHAPTER	Host appreciation reception for sponsors - OPTIONAL	Chapter-Social/Fundraising	Convention	Convention
PUBLICITY	Ensure local literature is set at chapter desk	Chapter-Publicity	Convention	Convention
VOLUNTEERS	Provide 2 or more volunteers to assist with Student Competition	Chapter - Student	Convention	Convention
EXHIBITS	Send thank you letters to exhibitors and sponsors	Chapter-Exhibits	1 week following	1 month following
CHAPTER	Prepare a final report for Event Services	Chapter	2 months prior to convention following	Convention following
CHAPTER	Present a final report for Event Services	Chapter	Convention following	Convention following

CCC Report Checklist & Timeline

<u>Time</u>	<u>Item</u>	<u>Completed</u>	<u>Notes</u>
48 MONTHS	Select a Chair & CC		
	Gather CCC members		
	Send roster to Event Services		
36 MONTHS	Submit report to Event Services		
	Provide updated roster		
	Develop Chapter pin logo		
	Conv. Theme to Event Services		
24 MONTHS	Prepare prelim. Budget		
	CCC to attend Convention		
	Submit report to Event Services		
	Financial Status		
	Provide updated roster		
	Mixer- on or off site		
	Request for Technical Sessions		
18 MONTHS	Exhibits - holding?, #		
	CCC to attend convention		
	Submit report to Event Services		
	Update on financial status		
	Provide updated roster		
	Request Contr. Day sessions		
	Submit Conv logo / stationary		
	Select mixer theme		
12 MONTHS	Prelim Tech Sessions		
	CCC to attend convention		
	Submit report to Event Services		
	Update on financial status		
	Final Technical Sessions		
	Mixer menu / location finalized		
	CC Chair-attend HTC mtg.		
	speaker & sponsor, competitions)		
	Preliminary tours (optional)		
	Exhibit pricing & application forms		
	Prelim. Contr. Day Program		
6 MONTHS	Provide updated roster		
	CCC to attend convention		
	Submit report to Event Services		
	Update on financial status		
	Exhibit status W/ all info		
	Confirm tours (optional)		
	Submit final guest program		
	Opening reception menu to CC		
	FINAL...Contr. Day sessions & speaker information		
	Final Student Program		
	Final details of Mixer confirmed		
Provide updated roster			

Exhibit E



The ACI Brand

- 1.1 Brand Positioning
- 1.2 Brand Attributes
- 1.3 Brand Personality

Brand Language

- 2.1 Our Name
- 2.2 Chapter Names

Brandmarks

- 3.1 ACI Logo
- 3.2 ACI Brandmark
- 3.3 Configurations
- 3.4 Color Variations
- 3.5 Brandmark Usage
- 3.6 Tagline
- 3.7 Brandmark with Tagline
- 3.8 Sub-brands

Brand Identity Components

- 4.1 Color Palette
- 4.2 Color Palette for ACI Web Site
- 4.3 Typography
- 4.4 Photography

Our positioning statement is a straightforward declaration of what the American Concrete Institute offers every day. Its purpose is to provide a strategic direction for all messages and how we want ACI to be perceived by our target audiences.

The American Concrete Institute is a leading authority and resource worldwide for the development and distribution of consensus-based standards and technical resources, educational programs, and certifications for individuals and organizations involved in concrete design, construction, and materials, who share a commitment to pursuing the best use of concrete.

ACI's inclusive, individual member-driven structure and valuable, cost-effective benefits result in an essential organization that invites partnerships and welcomes all concrete professionals who wish to be part of a respected, connected, social group that provides an opportunity for professional growth, networking and enjoyment.

Our brand attributes reflect ACI's values and key differentiators, and serve as a foundation for how we present our organization through messaging as well as brand experiences at all touch points.

people-oriented valuable
authoritative independent innovative
member-driven integrity community
connected approachable

Like people, brands have personalities all their own. Presenting the organization in a consistent and unified tone in all design and communications, from presentation materials and web site content to educational products and external advertising, strengthens the impact of our brand.

The American Concrete Institute is:
**authoritative, reputable,
inclusive, and
connected globally.**

Use complete name, followed by ACI in parenthesis, on first reference in all communications documents:

American Concrete Institute (ACI)

On second reference use of our acronym is acceptable:

ACI

For brand building, unity, and consistency throughout our organization and membership, chapter names should lead with our organization's full name followed by an en dash and the chapter name:

Georgia Chapter – American Concrete Institute

China Chapter – American Concrete Institute

On second reference use of our acronym is acceptable:

Georgia Chapter – ACI

China Chapter – ACI

When referring to ACI collectively, use the language:

ACI and its chapters...

The logo is comprised of the initialization aci and a symbolic graphic of the world.

The logo may be used when American Concrete Institute appears elsewhere in communications or when the audience is familiar with the American Concrete Institute.



The ACI brandmark is comprised of the ACI logo and logotype.

The ACI logo and logotype can be presented as a single unit, or separately within a single point of communications. For examples, see the Applications section.



American Concrete Institute

There are four configurations of the ACI brandmark: horizontal, centered, flush-left and flush-right.



American Concrete Institute



American Concrete Institute



American Concrete Institute



American Concrete Institute

The ACI brandmark should appear in the multi-color version wherever possible. However, it can also appear in 1 color, 2 colors, grey scale, and black and white as well as reversed out of a dark background (multi-color on dark blue or white on black).



The ACI brandmark should be used on a white or light colored background that allows sufficient contrast.

The brandmark may be used over a photo if the area is not busy and the brandmark is clear and readable.

Use reversed (white lettering) logo on dark blue, black, or very dark background.

Acceptable



Not Acceptable



File Naming

Brandmarks:

The ACI brandmark should be used on a white or light colored background that allows sufficient contrast.

The brandmark may be used over a photo if the area is not busy and the brandmark is clear and readable.

Use reversed (white lettering) logo on dark blue, black, or very dark background.



The ACI tagline is: Always advancing™

Additional words, variations or punctuation should not be used.

Our tagline is direct and meaningful to our audience and members. It is styled to suit a range of applications and environments, from educational presentations to promotional uses such as pens and hard hats.

The tagline should only be used as a tagline, not as a campaign theme or headline in advertisements or promotions.

Always advancing

The tagline can be used with the various ACI brandmark configurations.

The ACI logo, logotype, and tagline can be presented as a single unit, or separately within a single point of communications.

For examples, see the Applications section.



American Concrete Institute

Always advancing



American Concrete Institute

Always advancing



American Concrete Institute

Always advancing










American Concrete Institute

Always advancing

Brandmarks have been created for the sub-brands Certification and eLearning.



The color palette is made of bright, energetic hues for a contemporary and dynamic next step in the evolution of the ACI identity. Introducing this new expanded color palette allows us to reflect ACI's energy, global reach and range of members' areas of specializations.

						
PMS 287	PMS 3005	PMS 032	PMS 144	PMS 361	PMS Black	PMS 423
RGB 0 83 155	RGB 0 125 197	RGB 237 28 36	RGB 245 130 31	RGB 81 184 72	RGB 47 44 39	RGB 113 115 116
CMYK 100 80 20 10	CMYK 100 40 0 0	CMYK 0 100 100 0	CMYK 0 60 100 0	CMYK 70 0 100 0	CMYK 50 50 50 100	CMYK 57 47 46 13

The color palette is formulated for the ACI Web site. Color values are defined in HTML.

8093c1	84b8dd	d08488	e3b188	9cc998	7c7a7a	c4c2c2
4561a4	4c98cd	ba4c52	d68e51	6eb169	3f3d3d	a8a7a6
014694	007bc1	a5151b	ca6a1a	43983b	000000	8c8c8c
082467	0f5b90	7d0f15	995114	31742c	000000	6b6a69
061947	0a3e63	560a0e	69370e	224f1e	000000	4a4848

Two font families are suggested for use with ACI communications: Proxima Nova and Droid Serif. Both fonts are available in a variety of weights.

Proxima Nova is the primary font that should be used on the majority of communications materials. It is a sans-serif font with a modern, timeless appearance. Use Proxima Nova for headlines, subheads and intro body copy.

The secondary font is Droid Serif. It is a serif typeface that complements Proxima Nova. Its serifs and larger letterforms allow for good readability for body copy. Droid Serif can be used for text in body copy. Italic and bold fonts should be used in body copy to place emphasis on selected text.

Business correspondence and select electronic communications are not restricted to these font selections.

Proxima Nova: Light, Regular, Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Droid Serif: Regular, Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Our organization is about more than concrete—it is about people, education, collaboration and advancements. Therefore, our style of imagery and photography should reflect our brand personality through images of high quality concrete results, people, teamwork and collaboration, and progress.



If you have any questions about using the ACI brand guidelines, please contact:

Kevin Mlutkowski
kevin.mlutkowski@concrete.org
+1.248.848.3716

Ron Burg
ron.burg@concrete.org
+1.248.848.3770

www.concrete.org

Sample - ACI Convention Guest Survey

In an effort to make the Spring 2014 Convention in Reno enjoyable for guests, we ask that you complete this survey below. This will give the ACI Event Services staff a better idea of what guests are interested in and how we can better suit your needs.

1. Have you ever been to Reno?

- Yes No

2. Which of the following statements regarding convention attendance apply to you? (check all that apply)

- I attend every ACI convention
- I base my attendance on the location and activities available for guests
- I base my attendance on my availability
- I only attend the ACI Spring Conventions
- I only attend the ACI Fall Conventions
- This is my first time as a guest at an ACI Convention

3. Which of the following upcoming ACI Conventions do you plan on attending? (Check all that apply)

- Spring 2014 Reno, NV – March 23-27, 2014
- Fall 2014 Washington, DC – October 26-30, 2014
- Spring 2015 Kansas City, MO – April 12-15, 2015
- I am not yet sure what conventions I will be attending

4. Which tours mentioned during the presentation do you anticipate participating in? (Check all that apply)

- South Lake Tahoe Tour
- Virginia City Tour & Scavenger Hunt
- Pyramid Lake Tour & Lunch
- Reno City Tour

5. While you are at the convention, what do you like to do in your free time? (Check all that apply)

- Explore the destination/downtown area
- Visit local restaurants/cafes
- Shop
- Visit landmarks/attractions
- Spend time with other guests
- Gambling
- Other, please specify



6. How much are you willing to pay for a tour? (Check one)

- \$25 - \$50
- \$51 - \$75
- \$76 - \$95
- \$96 - \$120
- Will pay any amount

7. Would you participate in multiple tours/activities at the convention? (Check one)

- Yes
- No
- Maybe

If maybe or no, why? _____

8. How long should the tours last? (Check one)

- 1 – 3 hours
- 3 – 5 hours
- 5 – 7 hours
- All day

9. What time do you prefer to go on tours? (Check all that apply)

- Early morning (depart around 8 am)
- Mid-morning (depart around 10 am)
- Mid-day (depart around 1 pm)
- Mid-afternoon (depart around 3 pm)
- Evening (depart around 6 pm)

10. Do you prefer tours to include a meal?

- Yes
- No

Thank you for your participation!

Exhibitor & Sponsorship Application and Remittance Form

The ACI Concrete Convention and Exposition • Cincinnati, OH • October 20-24, 2019

YES! Please count on our support to make the ACI Convention a great success!

The undersigned agrees to the conditions and benefits set forth in this application agreement.

Contact Name _____

Company/Organization (as you wish it to appear on all materials) _____

Company URL _____

Street Address _____ City _____

State/Province _____ Zip _____ Country _____

Phone _____ Cell _____ E-mail _____

Will you be representing your company at the ACI Convention? Yes _____ No _____

If no, who will be representing your company? Name _____

Phone _____ Cell _____ E-mail _____

Upcoming Convention Dates

Cincinnati, OH
October 20-24, 2019

Rosemont, IL
March 29-April 2, 2020

Exhibit Booth Prices

Convention	Single Booth	Double Booth
Fall 2019 Show – Cincinnati, OH	<input type="checkbox"/> \$2000	<input type="checkbox"/> \$4000

Larger booths available upon request.

I am interested in supporting the ACI Convention through an additional sponsorship at the following level:

- Mississippi River* (\$20,000)
 Ohio River* (\$10,000)
 Missouri River† (\$7,500)
 Allegheny River† (\$5,000)
 Great Miami River (\$2,500)
 Little Miami River (\$1,000)
 Licking River (\$500)

*Includes a double booth †Includes a single booth

Cincinnati Booth Preferences: Please provide your top five booth choices: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Booths are assigned based on a point system. The point system will be in effect until **April 30, 2019**; after that, it will be first come, first served. Every effort will be made not to place competitors next to one another. Confirmation of booth number will be sent to the Company Contact and On-Site Contact within 60 days of the convention by ACI Event Services.

Description of Organization and Nature of Exhibit (if applicable)

This will be published in the convention mobile app. Please limit to 50 words or less:

Please send a **high-resolution, 300 dpi logo** and proof of insurance to elizabeth.zimmerman@concrete.org.

Total Commitment (Sponsor Level and/or Exhibit Booth) \$ _____

Submit payment to kim.spillane@concrete.org, or by mailing this form and check payable to: ACI, Attn: Sandy Raymo, 38800 Country Club Drive, Farmington Hills, MI 48331

If mailing check, your booth will not be assigned until the booth is paid in full.

Card Number: _____

Cardholder Name: _____ Exp. Date: _____ Security Code: _____

Billing Address (if different from above): _____

SIGNATURE AND AGREEMENT (I have read, understand, and agree with the exhibitor/sponsor guidelines)

Official Representative _____ E-mail (to send receipt) _____

Signature _____ Date _____

Booth Assignments

ACI uses a point system to allocate exhibit space. Exhibitors earn points at each convention in which they participate. Points are awarded per show. Points are retroactive from the previous six conventions. The point system scale is listed below:

- 10 x 10 ft exhibit space—one point per show
- 10 x 20 ft exhibit space—two points per show
- Sponsorship that includes a booth—two points per show

Points will only be given to exhibitors who comply with ACI's Exhibitor Guidelines. Failure to comply will result in the loss of points. The point system does not preclude the exhibitor from requesting their top five locations.

ACI Show Management reserves the right to make changes to the floor plan in the event of a potential hazard or to increase traffic flow in the exhibit area.

Should you have any questions regarding the point system, booth assignments, or the exhibitor guidelines, please contact Elizabeth Zimmerman at +1.248.848.3186 or elizabeth.zimmerman@concrete.org.

Booth Construction

Exhibit materials may not extend past the allotted 10 x 10 ft area. Signage and set up should allow line of sight to other exhibitors. Show management has the right to make you take down or remove anything that may block the view of other booths.

Forced Freight

Materials not packed and picked up by the end of the designated move-out time will be considered forced freight. The general service contractor will assume responsibility for forwarding that freight to the exhibitor. Exhibitors will be responsible for the costs to break down, package, and ship that freight.

Manning Your Exhibit Booth

ACI only requires that materials be readily available to be picked up by attendees during the show hours. ACI does NOT require that exhibitors be in their booth at all times.

Exhibitor Move-in

If you foresee a problem with moving in during the designated move-in hours, please call Elizabeth Zimmerman at +1.248.848.3186 to make alternate arrangements. **Please note: if you need assistance from the service contractor at alternate times, you will incur charges.** Exhibitors who have not made prior arrangements and have not set up at the end of move-in may not be permitted to set up their booth.

Exhibitor Move-Out

Please do not break down before the end of the show hours. ACI schedules labor based on the show closing time. No adjustments to the scheduled labor, delivery of storage materials, and acceptance of bills of lading will be made for an exhibitor that breaks down prior to show closing. Exhibitors who break down before the end of the show will forfeit their points earned for that show.

Storage

Combustible materials such as crates and boxes are limited to a 1-DAY SUPPLY on the exhibit floor. Storage of combustible materials behind booths is prohibited. The fire marshal will inspect prior to the show opening. Exhibitors must remove any items that the fire marshal deems a fire hazard. Failure to do so will result in delaying the opening of the show and you may be removed from the exhibit floor.

Sales on Exhibit Floor

Exhibitors may sell or take orders for any concrete-related product only in their booth. Only the ACI Bookstore may sell publications/documents. Any exhibitor or sponsor found to be selling publications/documents on the show floor or unrelated product to the concrete industry will be given a verbal warning for the first offense, written warning for the second offense, and immediately requested by staff to leave the show floor on the third offense.

Security

The American Concrete Institute provides overnight security only. Exhibitors should remove from their booth all items of value that can be easily taken at the end of each day. The American Concrete Institute and the Hotel are not responsible for lost or stolen items

Cancellation

An administrative fee of 50% of the pledged amount will be charged for any cancellation occurring more than 60 days prior to the convention start date. Cancellations received less than 60 days before will not receive a refund. If ACI cancels the convention due to circumstances beyond their reasonable control, ACI shall refund to each exhibitor its exhibit space rental payment previously paid, minus a share of costs and expenses incurred. Circumstances include Acts of God such as war; government regulations; civil disorders; transportation disruption; work stoppage; terrorist act within 250 miles of destination; disaster including fire, flood, tornado, and hurricane; and entire or partial destruction of the venue.

Indemnification

The Exhibitor/Sponsor assumes all responsibility for all loss, theft, and/or damage to exhibitor's displays, equipment, and other property while on Hotel premises, and hereby waives any and all claims and/or demands it may have against ACI and Hotel, its parent and/or any of its affiliate companies arising from such loss, theft, and/or damage. In addition, the Exhibitor/Sponsor agrees to defend indemnify and hold harmless ACI and Hotel and their respective parent, subsidiary, and other related and affiliated companies from and against any and all liabilities, obligations, claims, damages, suits, costs, and expenses, including, without limitation, attorneys' fees, costs of court, and costs of other professionals, arising from directly and/or indirectly and/or in connection with the Exhibitor/Sponsor's occupancy and/or use of the exhibition premises and/or any part thereof and/or any act, error, and/or omission of the exhibitor and/or its employees, subcontractors, and/or agents. The provisions of indemnity herein shall survive, indefinitely, the expiration or earlier termination of this Agreement, shall not be limited to the amount of insurance maintained by the Exhibitor/Sponsor, and shall extend to claims occurring after the expiration or earlier termination of this Agreement as well as to claims occurring while this Agreement is in force.

Insurance

The exhibitor understands that the American Concrete Institute, the Hotel, the overnight security company or general services contractor does not maintain insurance covering exhibitor's property or lost revenue. Exhibitors shall, at their own expense, secure and maintain through the duration of the ACI convention, including move-in and move-out days, keep in force general liability insurance covering bodily injury, broad form property damage, and worker's compensation insurance. Exhibitor shall provide ACI with a copy of its insurance certificate no later than 30 days (9/19/2019) prior to the convention.

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All parties shall be responsible for compliance with the public accommodation requirements of the Americans with Disabilities Act and the Act's accompanying regulations and guidelines (collectively, the "ADA"). Hotel shall provide, to the extent required by the Act, such auxiliary aids and/or services as may be reasonably requested by ACI, provided ACI gives Hotel reasonable advance notice about the special needs of any attendees of which ACI is aware. Exhibitor/Sponsor shall be responsible for the cost of any auxiliary aids and services (including engagement of and payment to specialized service providers, such as sign language interpreters), other than those types and quantities typically maintained by the hotel.

Care of the Venue

Exhibitor/Sponsor shall promptly pay for any and all damages to the venue or booth equipment of the property or others caused by the exhibitor/sponsor.

Suitcasing

Attendees, sponsors, or exhibitors found to be "suitcasing" (soliciting business in session and committee meeting rooms, aisles, or booth of another exhibitor) will be asked by staff to cease this practice. Should this continue, they will be asked to leave the show floor immediately and will forfeit any exhibitor points earned for that show.



Fall 2019 | Cincinnati

The Concrete Convention and Exposition

Exhibitor & Sponsor Prospectus



A River of Knowledge

October 20-24, 2019

Duke Energy Convention Center | Cincinnati, OH

Dear Colleague,

We invite you to support The Concrete Convention and Exposition—an opportunity for more than 2000 engineers, architects, contractors, educators, manufacturers, and material representatives from around the world to gather and learn from one another, as well as engage with companies such as yourself who make an impact in the concrete industry and its codes, specifications, and guides. Decisions made during the ACI Convention improve the safety and sustainability of concrete structures worldwide.

Through over 300 committee meetings, 40+ sessions, an exhibit area, and numerous networking events, the ACI Convention provides a forum for the development and advancement of current issues in the concrete industry. What better opportunity to showcase your company's products and services than by exhibiting at a meeting attended by the key leaders and decision-makers in the concrete industry?

As an exhibitor at the ACI Convention, you will receive great visibility through events held in the exhibit hall. Attendees of the ACI Convention are looking to enhance their concrete knowledge and will look to the products and services in the exhibit area to help them make educated decisions to better serve the industry and keep their practices up to date.

Create an even higher profile through sponsorship opportunities! Combine your pre-, at-, and post-show exposure for the highest visibility and message delivery. Your company will have personal and direct contact with the attendees from various professions, backgrounds, and expertise in the concrete industry. Through a wide variety of sponsorship opportunities, your company can be in the spotlight during networking events, lunch breaks, technology outlets, and more! Your support is essential for the ACI Convention to be a success.

Don't miss this opportunity to be part of this important gathering of professionals! We thank you for your consideration and look forward to the chance to speak with you personally to discuss the ACI Convention and how you can become a valuable partner!

Sincerely,



Kim Spillane
+1.248.848.3197
kim.spillane@concrete.org



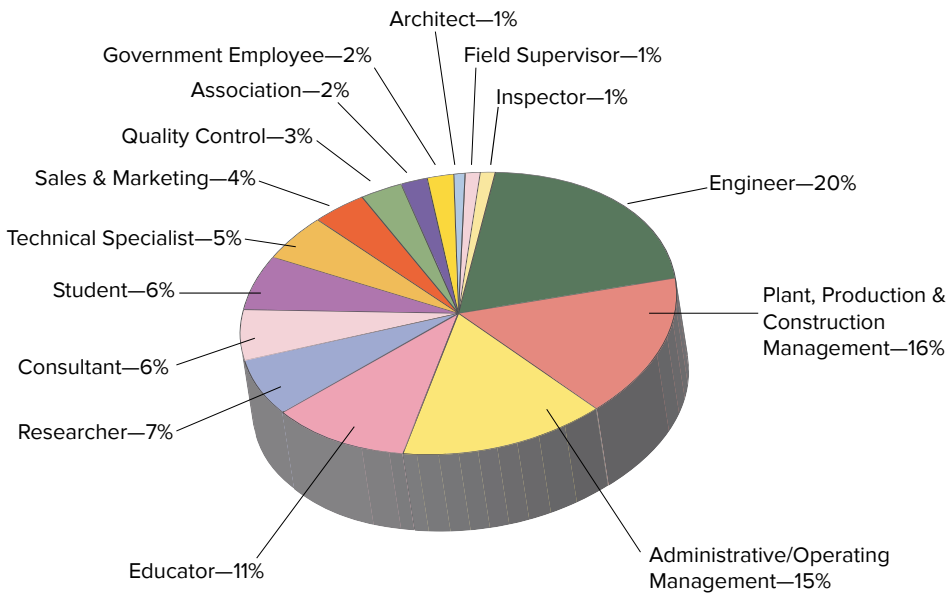
Mike Schneider
+1.513.543.3184
schneiderm@bakerconcrete.com



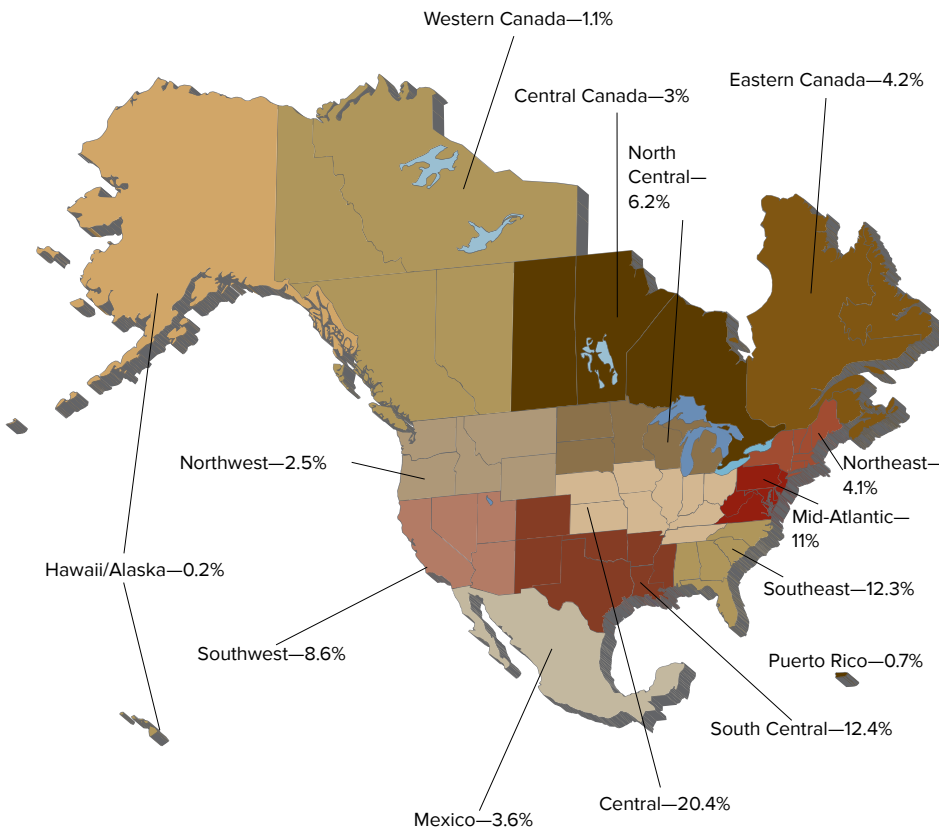
Mark Cooper
+1.513.767.5158
markcooper@sardiniaconcrete.com

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Geographic Breakdown of Convention Attendees



Other Continents Represented at the ACI Convention

- Africa—0.26%
- Asia—4.2%
- Australia—4.2%
- Europe—3.6%
- Latin America—1.6%

Testimonials

“The Silica Fume Association has been exhibiting at ACI conventions since the late 90s, and likely from the beginning. We’ve strong feelings about reaching out to the upcoming engineers and students in the concrete profession and have found ACI conventions a great venue for contacting the next movers and shakers in our industry. We are always pleased when a field engineer on a project says, I first heard of high-performance concrete, and silica fume technology at an ACI convention. Who are the next specifiers? We (The SFA) meet them at ACI conventions.”

**–Tony Kojundic,
Silica Fume Association**



“In addition to showcasing our products and networking with people who are influential in the concrete industry, attending and exhibiting at ACI conventions allows us to stay current on issues that may affect the GPR inspection market.”

**–Carrie-Ann Amyot,
Sensors & Software, Inc.**



ACI Convention attendees represent decision makers and influential members of the concrete industry. Allow them to learn about your company and product offerings up close and personal!

4 ACI Convention Sponsorship Opportunities

Why Sponsor the ACI Convention?

Sponsorship is one of the best ways to brand your organization as a leader in the industry and to highlight your commitment to advancing and sharing knowledge. As a sponsor, you will be able to:

- **Connect with industry decision makers.** With over 2000 attendees, the convention is the place to be heard and seen. The convention represents organizations from across the globe!
- **Showcase your organization's expertise** at a world-class convention. The convention provides high-quality opportunities for attendees to learn, connect, and share with their peers.
- **Demonstrate your leadership.** As we focus on the essential role that concrete plays in society, share with your colleagues the topics and work you care deeply about.

	SPONSORSHIP LEVEL						
	Mississippi River	Ohio River	Missouri River	Allegheny River	Great Miami River	Little Miami River	Licking River
BENEFITS	\$20,000	\$10,000	\$7,500	\$5,000	\$2,500	\$1,000	\$500
Company name listed on select promotional materials (i.e. <i>Concrete International</i> , preview, program book, networking event slideshows, and signage)	X	X	X	X	X	X	X
Company logo on convention website	X	X	X	X	X	X	X
Sponsor recognition ribbons at convention	X	X	X	X	X	X	X
Additional Concrete Mixer tickets	4	4	3	2	2	1	—
Company logo displayed on banners and select networking events	X	X	X	X	X	X	—
Company logo featured in several e-mail blasts	X	X	X	X	X	—	—
Company logo in program book	X	X	X	X	X	—	—
Complimentary convention registration(s)	4	3	2	2	1	—	—
10 x 10 ft exhibit space (includes two exhibitor badges) OR two convention registrations	X	X	X	X	—	—	—
Company ad featured in convention mobile app	X	X	X	—	—	—	—
Four-color ad in program book	Full page	Half page	Quarter page	—	—	—	—
Upgrade 10 x 10 ft exhibit space to a 10 x 20 ft space	X	X	—	—	—	—	—
Company logo on dedicated sponsor banner	X	X	—	—	—	—	—
Name attached to one refreshment break	X	—	—	—	—	—	—

As a sponsor, ACI would like to offer you the opportunity to create your own package that best meets your goals and reaches our attendees through an avenue most suitable to your objectives. The following are some ideas to select from. Other options may be discussed as well.

Opening Session Keynote Speaker—\$25,000

Capture the attention of over 800 people at the Opening Session!

- Logo displayed on slideshow
- Video played before the start of the Opening Session
- Company logo in awards book
- Opportunity to introduce the Keynote Speaker
- Mississippi River benefits

Concrete Mixer Sponsor

(Limited number of opportunities available)

Exclusive \$50,000 sponsor or two shared \$25,000 sponsors

- Name on event
- Mississippi River benefits

Opening Reception

(One exclusive opportunity available) \$20,000

- Name on event
- Mississippi River benefits

Breakfast or Lunch Sponsor—\$15,000 each

- **Continental Breakfast** (one opportunity per day available): Sponsor a continental breakfast in the exhibit area for attendees on Sunday, Monday, or Tuesday mornings and ensure each of the convention attendees starts their day off right!
 - **Convention Orientation Breakfast** (one opportunity available): Sunday, 8:00 am – 9:00 am: Gathering of over 100 individuals who are attending the ACI Convention for the first time, as well as Convention Mentors, ACI Executive Committee, and other Board members. Be visible to impressionable minds, as well as leaders in the industry!
 - **Student Lunch** (one opportunity available): Support the future of the concrete industry! Sponsor the Student Lunch and you will provide a complimentary lunch for students who preregister.
 - **Contractors' Day Lunch** (one opportunity available): Local contractors are vital to the implementation of the codes and standards written at the ACI Convention. Give back to these hardworking individuals with the Contractors' Day lunch. Sponsor provides a complimentary lunch for local contractors who preregister.
 - **Exhibit Hall Lunch Concessions** (three opportunities available): Sunday, Monday, or Tuesday lunch in the exhibit hall. Provide convention attendees with vouchers throughout the week to get lunch in the exhibit hall, where they can relax and network between sessions and meetings.
- Name on event (signage, program, looping slides provided by sponsor, etc.)
 - Allegheny River benefits
 - Three complimentary tickets for Student/Contractors' Day lunch sponsors only
 - Lunch Concession sponsor—opportunity to distribute vouchers displaying your company logo throughout the week to attendees

Massage Sponsor—\$7500 each

- 10 x 20 ft space in the exhibit hall (10 x 10 ft will be for the massage area)
- Great Miami River benefits

Networking Sponsor—\$7500 each

- **Host a Happy Hour** (one opportunity available): Many convention attendees are looking for a fun and unique way to network and continue great conversation into the evening. Host a Happy Hour on Monday, 5:00 pm - 6:00 pm in the Exhibit Area to provide an outlet for attendees to gather! You will have the option to set up a tabletop display right next to the bar to pass out information and chat with the attendees.
 - **Networking Events** (one opportunity per event available): ACI Student and Young Professionals Networking Reception on Sunday night or Women in ACI Reception on Monday night.
- Name on event (signage, program, looping slides provided by sponsor, etc.)
 - Opportunity to distribute tickets displaying your company logo throughout the week to attendees
 - Great Miami River benefits

Promotional Sponsor—\$7500 each

- **Lanyard:** Your logo adorned on each and every attendee for the entire convention!
 - **Hotel Keycard:** Have your logo displayed on all of the hotel key cards. Your information will be in the hands of every attendee staying at the convention hotel (1500 keycards will be printed). Subject to availability.
 - **Jump drive** (one opportunity available): Provide each attendee with a jump drive adorned with your company logo and pre-loaded with information of your choosing. Attendees can go paperless with this great giveaway!
 - **Headshot Sponsor:** \$5000 plus cost of photographer Mingle with attendees while they wait to get a professional headshot at your booth. This sponsorship includes a 10 x 20 ft booth with half of the booth being occupied by the photographer.
- Great Miami River benefits

Attendee Refreshment Sponsor—\$5000 each

- **AM Refreshment Break** (four opportunities available): Provide coffee and tea (regular and decaf) for attendees. Sunday, Monday, Tuesday, and Wednesday mornings available.
 - **PM Refreshment Break** (four opportunities available): Provide coffee, lemonade, and soda for attendees. Saturday, Sunday, Monday, and Tuesday afternoons available.
- Little Miami River benefits

Tech Sponsor—\$2500 each

- **Cyber Station** (one sponsor per station): Cyber stations are available in the exhibit hall. Your company can make it possible for attendees to access FREE wireless internet in the exhibit hall!
- Licking River benefits
 - Logo/name on tech item (signage and/or screen saver)

Banner Ad Sponsor—\$750 each

- **Use our convention app to showcase your company products.**
- Licking River benefits

TV Ad Sponsor—\$500 each

- Place your ad into the in-room cable TV service. Subject to availability.

Don't see any options you like? Contact Kim Spillane at kim.spillane@concrete.org to discuss other options better suited for you and your company's goals.

6 Exhibit at The Concrete Convention and Exposition

Why Exhibit?

- Gain direct access to decision-makers and leaders in the industry
- Showcase your line of products and recent innovations
- Elevate your company's brand
- Share your expertise

As an exhibitor, you will receive great visibility throughout the various events held in the exhibit hall. During open exhibit hours, companies are provided the opportunity to establish and build communication with their target market, as well as showcase products and services to industry professionals.

Exhibitor Benefits:

Each 10 x 10 ft booth space includes (\$2000):

- Pipe and drape, one 6 ft skirted table, two chairs, waste basket, and company ID sign
- Two exhibitor registrations, giving access to committee meetings, sessions, and networking events, including the Concrete Mixer
- Existing carpeting
- Opportunity to give a demonstration to convention attendees during a dedicated 30-minute time slot

Other benefits include:

- Pre- and post-convention registration list (those attendees who have opted in to share information)
- Company logo listed in convention preview*
- Company listed in convention program book*
- Company logo listed on the ACI Convention website and mobile app with link to company home page
- Company logo display on exhibitor banner during the convention
- Recognition at the Opening Reception and Concrete Mixer
- Company recognition in *Concrete International**
- Flexible move-in hours available
- Exposure to over 2000 industry leaders and decision-makers

**If confirmed by print date*

Events in the Exhibit Area:

- The Concrete Convention Registration—Saturday through Wednesday
- ACI Bookstore—Saturday through Wednesday
- Student Competition—All day Sunday
- Opening Reception—Sunday evening
- Exhibitor Demonstrations—Monday and Tuesday
- Cyber Stations offering Free WiFi to attendees—Sunday through Wednesday
- Morning and afternoon refreshment breaks—Sunday through Tuesday

Schedule

Saturday, October 19, 2019

Exhibitor Move In 8:00 AM – 12:00 PM

Sunday, October 20, 2019

Exhibit Hall Open 8:00 AM – 5:00 PM

*Morning Beverage Break, Student Competition,
Afternoon Beverage Break*

Opening Reception 7:00 PM – 8:00 PM
in Exhibit Hall

Monday, October 21, 2019

Exhibit Hall Open 8:00 AM – 5:00 PM

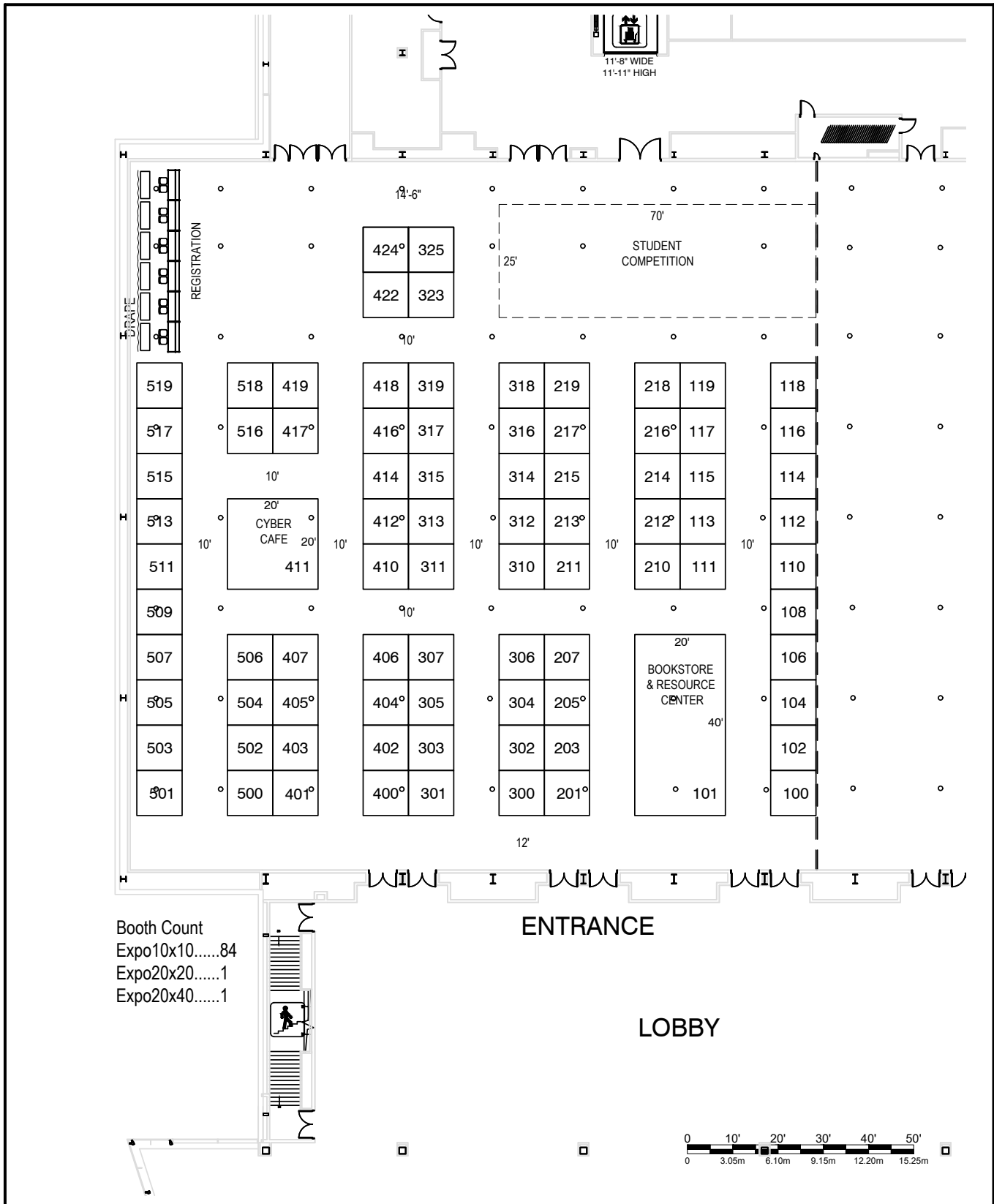
*Morning Beverage Break, Exhibitor Demos,
Afternoon Beverage Break*

Tuesday, October 22, 2019

Exhibit Hall Open 8:00 AM – 5:00 PM

*Morning Beverage Break, Exhibitor Demos,
Afternoon Beverage Break*

Exhibitor Move Out 5:00 PM – 7:00 PM



ACI 2019 Fall
 October 20 - 24, 2019
 Duke Energy CC/Grand Ballroom B/Cincinnati, OH

DRAWN BY: Tony Harris REVISION DATE: 07/12/18





Exhibitor & Sponsorship Application and Remittance Form

The ACI Concrete Convention and Exposition • Cincinnati, OH • October 20-24, 2019

YES! Please count on our support to make the ACI Convention a great success!

The undersigned agrees to the conditions and benefits set forth in this application agreement.

Contact Name _____

Company/Organization (as you wish it to appear on all materials) _____

Company URL _____

Street Address _____ City _____

State/Province _____ Zip _____ Country _____

Phone _____ Cell _____ E-mail _____

Will you be representing your company at the ACI Convention? Yes _____ No _____

If no, who will be representing your company? Name _____

Phone _____ Cell _____ E-mail _____

Upcoming Convention Dates

Cincinnati, OH
October 20-24, 2019

Rosemont, IL
March 29-April 2, 2020

Exhibit Booth Prices

Convention	Single Booth	Double Booth
Fall 2019 Show – Cincinnati, OH	<input type="checkbox"/> \$2000	<input type="checkbox"/> \$4000

Larger booths available upon request.

I am interested in supporting the ACI Convention through an additional sponsorship at the following level:

- Mississippi River* (\$20,000)
 Ohio River* (\$10,000)
 Missouri River† (\$7,500)
 Allegheny River† (\$5,000)
 Great Miami River (\$2,500)
 Little Miami River (\$1,000)
 Licking River (\$500)

*Includes a double booth †Includes a single booth

Cincinnati Booth Preferences: Please provide your top five booth choices: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Booths are assigned based on a point system. The point system will be in effect until **April 30, 2019**; after that, it will be first come, first served. Every effort will be made not to place competitors next to one another. Confirmation of booth number will be sent to the Company Contact and On-Site Contact within 60 days of the convention by ACI Event Services.

Description of Organization and Nature of Exhibit (if applicable)

This will be published in the convention mobile app. Please limit to 50 words or less:

Please send a **high-resolution, 300 dpi logo** and proof of insurance to elizabeth.zimmerman@concrete.org.

Total Commitment (Sponsor Level and/or Exhibit Booth) \$ _____

Submit payment to kim.spillane@concrete.org, or by mailing this form and check payable to: ACI, Attn: Sandy Raymo, 38800 Country Club Drive, Farmington Hills, MI 48331

If mailing check, your booth will not be assigned until the booth is paid in full.

Card Number: _____

Cardholder Name: _____ Exp. Date: _____ Security Code: _____

Billing Address (if different from above): _____

SIGNATURE AND AGREEMENT (I have read, understand, and agree with the exhibitor/sponsor guidelines)

Official Representative _____ E-mail (to send receipt) _____

Signature _____ Date _____

Booth Assignments

ACI uses a point system to allocate exhibit space. Exhibitors earn points at each convention in which they participate. Points are awarded per show. Points are retroactive from the previous six conventions. The point system scale is listed below:

- 10 x 10 ft exhibit space—one point per show
- 10 x 20 ft exhibit space—two points per show
- Sponsorship that includes a booth—two points per show

Points will only be given to exhibitors who comply with ACI's Exhibitor Guidelines. Failure to comply will result in the loss of points. The point system does not preclude the exhibitor from requesting their top five locations.

ACI Show Management reserves the right to make changes to the floor plan in the event of a potential hazard or to increase traffic flow in the exhibit area.

Should you have any questions regarding the point system, booth assignments, or the exhibitor guidelines, please contact Elizabeth Zimmerman at +1.248.848.3186 or elizabeth.zimmerman@concrete.org.

Booth Construction

Exhibit materials may not extend past the allotted 10 x 10 ft area. Signage and set up should allow line of sight to other exhibitors. Show management has the right to make you take down or remove anything that may block the view of other booths.

Forced Freight

Materials not packed and picked up by the end of the designated move-out time will be considered forced freight. The general service contractor will assume responsibility for forwarding that freight to the exhibitor. Exhibitors will be responsible for the costs to break down, package, and ship that freight.

Manning Your Exhibit Booth

ACI only requires that materials be readily available to be picked up by attendees during the show hours. ACI does NOT require that exhibitors be in their booth at all times.

Exhibitor Move-in

If you foresee a problem with moving in during the designated move-in hours, please call Elizabeth Zimmerman at +1.248.848.3186 to make alternate arrangements. **Please note: if you need assistance from the service contractor at alternate times, you will incur charges.** Exhibitors who have not made prior arrangements and have not set up at the end of move-in may not be permitted to set up their booth.

Exhibitor Move-Out

Please do not break down before the end of the show hours. ACI schedules labor based on the show closing time. No adjustments to the scheduled labor, delivery of storage materials, and acceptance of bills of lading will be made for an exhibitor that breaks down prior to show closing. Exhibitors who break down before the end of the show will forfeit their points earned for that show.

Storage

Combustible materials such as crates and boxes are limited to a 1-DAY SUPPLY on the exhibit floor. Storage of combustible materials behind booths is prohibited. The fire marshal will inspect prior to the show opening. Exhibitors must remove any items that the fire marshal deems a fire hazard. Failure to do so will result in delaying the opening of the show and you may be removed from the exhibit floor.

Sales on Exhibit Floor

Exhibitors may sell or take orders for any concrete-related product only in their booth. Only the ACI Bookstore may sell publications/documents. Any exhibitor or sponsor found to be selling publications/documents on the show floor or unrelated product to the concrete industry will be given a verbal warning for the first offense, written warning for the second offense, and immediately requested by staff to leave the show floor on the third offense.

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Indemnification

The Exhibitor/Sponsor assumes all responsibility for all loss, theft, and/or damage to exhibitor's displays, equipment, and other property while on Hotel premises, and hereby waives any and all claims and/or demands it may have against ACI and Hotel, its parent and/or any of its affiliate companies arising from such loss, theft, and/or damage. In addition, the Exhibitor/Sponsor agrees to defend indemnify and hold harmless ACI and Hotel and their respective parent, subsidiary, and other related and affiliated companies from and against any and all liabilities, obligations, claims, damages, suits, costs, and expenses, including, without limitation, attorneys' fees, costs of court, and costs of other professionals, arising from directly and/or indirectly and/or in connection with the Exhibitor/Sponsor's occupancy and/or use of the exhibition premises and/or any part thereof and/or any act, error, and/or omission of the exhibitor and/or its employees, subcontractors, and/or agents. The provisions of indemnity herein shall survive, indefinitely, the expiration or earlier termination of this Agreement, shall not be limited to the amount of insurance maintained by the Exhibitor/Sponsor, and shall extend to claims occurring after the expiration or earlier termination of this Agreement as well as to claims occurring while this Agreement is in force.

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Americans with Disabilities Act

All parties shall be responsible for compliance with the public accommodation requirements of the Americans with Disabilities Act and the Act's accompanying regulations and guidelines (collectively, the "ADA"). Hotel shall provide, to the extent required by the Act, such auxiliary aids and/or services as may be reasonably requested by ACI, provided ACI gives Hotel reasonable advance notice about the special needs of any attendees of which ACI is aware. Exhibitor/Sponsor shall be responsible for the cost of any auxiliary aids and services (including engagement of and payment to specialized service providers, such as sign language interpreters), other than those types and quantities typically maintained by the hotel.

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Exhibitor/Sponsor shall promptly pay for any and all damages to the venue or booth equipment of the property or others caused by the exhibitor/sponsor.

Suitcasing

Attendees, sponsors, or exhibitors found to be "suitcasing" (soliciting business in session and committee meeting rooms, aisles, or booth of another exhibitor) will be asked by staff to cease this practice. Should this continue, they will be asked to leave the show floor immediately and will forfeit any exhibitor points earned for that show.



February 20, 2014

Name
Company Name
Address
City, State Zip

Dear Name,

ACI's 2013 Fall Convention will be held in Phoenix, Arizona. The theme of the convention will be "Innovation in Conservation: The Rise of Phoenix" and we anticipate hosting between 1,100 and 1,500 attendees and guests.

As you may be aware, the host ACI chapter is responsible for many of the costs associated with the convention. We request your financial support to make the 2013 Fall Convention a success. We have established various sponsorship levels for the convention, along with payment plan options, which are described on the following page. In return for your support, your company will be recognized during the convention as indicated in the corresponding sponsorship description. Please complete the attached sponsorship form to indicate our company's level of commitment.

Thank you in advance for your generous support. If you have any questions, please do not hesitate to contact the Finance and Fundraising Committee. We look forward to welcoming you to the 2013 Fall Convention in Phoenix, Arizona.

Sincerely,

Teresa Coleman
Fundraising Chairman
2013 Convention Co-Chair

SAMPLE CHAPTER CONVENTION BUDGET		
Revenue		
	TOTAL	Notes
Exhibit revenue		
Sponsorships & Contributions		
Guest Program (optional)		
TOTAL Revenue	\$0.00	
Expenses		
	TOTAL	Notes
Administrative Items		
Travel		
Miscellaneous	\$0.00	
Exhibitor Convention Registration (optional)		
Electrical outlets (optional)		
Decorator Fees		
Administrative fee		
Audiovisual Equipment (if applicable)		
Food for exhibit area (optional)		
Exhibits	\$0.00	
Registration		
Signage		
Recognition items		
Fundraising/Sponsorship	\$0.00	
Food		
Beverages: Bartender/cashier fees		
Opening Reception	\$0.00	
Facility Fee (if applicable)		
Food		
Beverages		
Bartender fees		
Audiovisual Equipment (if needed)		
Electrical Needs (if needed)		
Entertainment (optional)		
Decorations (optional)		
Transportation (optional)		
Concrete Mixer	\$0.00	
Guest Hospitality (Sunday-Wednesday)		
Tour costs (shown as revenue & expense)		
Guest Program	\$0.00	
Student Lunch		
Competitions		
Miscellaneous		
Student Program	\$0.00	
Giveaways		
Printing		
Postage		
Miscellaneous		
Publicity	\$0.00	
TOTAL Expenses	\$0.00	
Less Revenue	\$0.00	
Net Gain/Loss	\$0.00	

Sample Menu & Minimums

(Sample prices are inclusive of 10% tax and 24% service charge. Pricing is estimated based on industry menus 2018)

Opening Reception (1000 people)

Minimum of 2 pieces per person

- Vegetable Crudite - \$16 per person
- Mixed Nuts - \$40 per pound (approx. 20 people per pound) \$2 per person
- Cash bar, 6-8 bartenders/cashiers at \$150 each

Total =\$19,200

*Possible substitutions include chips and salsa (\$10.75 per person), soft pretzels (\$50/dozen), or cheese display (\$17.50 per person)

Concrete Mixer (1400 people)

Minimum of 6 individual hors d'oeuvres per person; substitute 2 hors d'oeuvres per 1 action station at full guarantee. Hosted Bar is required (no drink tickets are permitted). Dessert is not required but is recommended.

Option 1

6 hors d'oeuvres per person - \$8.75 per piece
1400 hosted Bar - \$12.75 per drink (full bar) or *\$11 per drink (beer/wine only) (budget 2 drinks per person)
12-14 bartenders - \$150 each

Total = \$111,000

Option 2

4 hors d'oeuvres per person - \$8.75 per piece
1 action station - \$28 per person
1400 hosted Bar - \$12.75 per drink (full bar) or *\$11 per drink (beer/wine only) (budget 2 drinks per person)
12-14 bartenders - \$150 each

Total = \$125,700

*Alternative option to provide beer and wine only, instead of a full bar to reduce cost to approximately \$11 per drink.