

**Plant Maintenance, Inspection and Engineering Society (PMIES)
Expo & Conference **March 22nd, 2018 8 AM to 4 PM**
Information, Terms and Conditions**

<p>Contract</p>	<p>Please Read!!! You are about to enter a binding contract between you and your company and Plant Maintenance, Inspection and Engineering Society, Incorporated.</p> <p>Please read carefully!</p> <p>You are about to enter the SimpleTix application which is similar to reserving seats at a sporting event. Therefore, this is truly a first come, first served system – please recognize that reserving the best Booth Locations are based on getting registered on SimpleTix and Paying ASAP!</p> <p>The Registration Period is officially Open between July 31st, 2017 and February 26th, 2018.</p> <p>Pricing and Refunds:</p> <ol style="list-style-type: none"> 1. Pricing is clearly labeled on the SimpleTix application and also explained below. PMIES does reserve the right to provide a discount during the registration period. 2. Full Refunds given if we are contacted prior to December 31st, 2017. 3. 50% Refunds given if we are contacted prior to February 26th, 2018. 4. No Refunds given February 27th, 2018 or afterward. <p>PMIES has practiced due diligence to protect our Sponsor companies. We have enlisted the SimpleTix Application and Payment through Host Merchant Services to be as secure as possible.</p> <p>PMIES is using this method of registration as we endeavor to be fair and transparent as possible. This should aid your company in selecting booths at locations you really want and to be near to or away from complementary or competitor companies, respectively. Please contact us, without delay, if there is an issue with an assignment. PMIES will do our best to rectify the issue quickly. PMIES will update the list of Companies and their reserved booth location daily as an aid to your company selecting a location. PMIES reserves the right to finalize booth locations.</p>
<p>Show Date & Hours</p>	<p>Thursday, March 22nd, 8:00AM to 4:00PM Note: change of hours!!! We start and finish one hour earlier!!! We ask no early teardowns of displays prior to 4:00 PM, due to safety reasons.</p>

Location	Pasadena Convention Center – 7902 Fairmont Parkway, Pasadena, Texas 77507
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Show Contacts	<ul style="list-style-type: none"> • Expo and Conférence – The following are points of contacts for Expo and Presentation Questions: • PMIES Chair David McFarland <ul style="list-style-type: none"> ○ Email: david.mcfarland@shell.com, ○ Phone 713-203-9817 • Show Chair - Suni Tohala-Sherven <ul style="list-style-type: none"> ○ Email: - ssherven@aol.com ○ Phone 281-712-2885 • Presentation Chair – Michaele Hannah <ul style="list-style-type: none"> ○ Email: mhannah@structural.net ○ Phone 832-414-3032 • Phoenix Design (Decorator); The following person is the point of contact for booth decorations other than what PMIES provides: table, chairs, 110V power, placard designating company names. • Lauren Gaspard Phone: Phoenix Design; 281-499-0600 <ul style="list-style-type: none"> ○ Email: Lauren@ThePhoenixDG.com ○ Phone: Phoenix Design; 281-499-0600 • Convention Center <ul style="list-style-type: none"> ○ Melissa Clark – 281-487-4331 ext. 13 ○ Contact only for a specific Convention Center related issue
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<p>About the Expo and Conference</p>	<p>PMIES, Inc. is a State of Texas Not-for-Profit Corporation that is now securing our 501(c)3 status with the Internal Revenue Service. Our Chartered Mission is furthering the state of practice in Maintenance, Inspection and Engineering.</p> <p>Therefore, <u>the Theme of the Expo and Conference</u> is to present the newest in Technology, Products and Services from Exhibitors and Presenters that appeal to and can be operationalized by the Employees and Contractors who practice Maintenance, Inspection and Engineering at the many Petrochemical, Refinery and Industrial Plants in and around the Houston Ship Channel Area. Therefore, <u>PMIES will challenge</u> exhibitors or presenters whose exhibit or presentation is not in keeping with the Theme of the Expo and Conference. PMIES reserves the right to exclude exhibitors and presentations, if, based on our judgment, the exhibit or presentation <u>does not meet the main theme of the Expo.</u></p> <p>Each of the last few years, all 137 Booths and 9 Technical Presentations have been completely “sold out.” As a result of operating this Expo and Conference continuously since 2003, our net proceeds have enabled us to award over \$300,000 in University Engineering Student Scholarships and to accumulate Endowment Funds totaling over \$800,000.</p> <p><u>We are deeply indebted</u> to our Exhibitors, Presenters and all the volunteers that make this event happen each year.</p>
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<p>Sponsor Levels</p>	<p>Three Levels of Sponsorship are available with the available “perks”. Note: similar to premium seats at a sporting event that range in price, Booth locations range in four price levels.</p> <ol style="list-style-type: none"> 1. Gold Sponsors (Cost \$2500): Choice of Premium Booth Locations, Special Recognition signage, Significant Free Advertising Space and Company Profile Space in the Expo & Conference Booklet. 2. Silver Sponsors (Cost \$1800): Choice of Great Booth Locations, Special Recognition signage, Free Advertising and Company Profile Space in the Expo & Conference Booklet. 3. Regular Sponsors (Cost \$900): Good early selection of Great Booth locations, Company Profile Space in the Expo & Conference Booklet. Advertising can be purchased. 4. Regular Sponsors Outside (Cost \$325): Outside booth, demo, trailer display locations outside the Convention Center. Company Profile Space in the Expo & Conference Booklet. Advertising can be purchased. <p><u>Note: All need to submit their Ad Copy to PMIES no later than February 10th for inclusion in the Expo & Conference Booklet. Note: for those that bought Ads last year, we did retain your Ad copy, and will use that if you do not want to change content.</u></p>
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Booth Assignments (Inside and Outside the PCC)	<p>The PMIES Webpage will direct the Exhibitors to click on a link that takes you to the SimpleTix Webpage. We have contracted with SimpleTix again this year to host our Booth and Advertising Reservation Process.</p> <p><u>Please register a User Name and Passcode so that you can view and edit your reservation. Doing so will enable you to add a booth location, add advertising, change your company biographical information and add or modify the list of people who will occupy your booth.</u></p> <p>Upon entering the website, your company will be reserving one or more booths inside the Pasadena Convention Center (PCC). You can also reserve one or more spots outside the PCC using the same form.</p> <p>Our new method is to allow your company to select the exact placement of your booth similar to selecting seating at a sporting event.</p> <p>As mentioned above, Booths inside the PCC have different price levels just like event seating.</p> <p>We have apportioned a limited supply of Gold and Silver Level Sponsor Booths in premium locations along with the Regular Sponsor Level Booths.</p> <p>Examples:</p> <ol style="list-style-type: none">1. You may reserve a Gold Sponsor Level and several adjoining Regular Sponsor Level Booths at the booth locations you desire.2. You may reserve one or more adjoining Regular Sponsor Level Booths at the locations you desire.3. You may reserve a Regular Sponsor Level booth inside and an Outside Booth (Trailer) spot outside. <p>Similar to event ticketing, Booths already reserved will be shown to be unavailable, so you must select from the available Booth Locations.</p> <p>We have limited the amount of outdoor (trailer spot) displays. <u>We ask that trailer displays show up between 1PM and 5PM on March 21st, 2018, the day before the Expo.</u> A PMIES official will designate the trailer location in order that the registration was completed and the preference of the company.</p>
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<p>Indoor Exhibit Move-In and Move-Out</p>	<ul style="list-style-type: none"> • <u>Note: After December 1st, PMIES will be sending information about Phoenix and the services they offer. We will also put the same information on PMIES Webpage.</u> • <u>Portable (Pop-Up) or tabletop displays or displays that can be carted in without disturbing the carpet,</u> can be setup any time between 2 PM and 5 PM, Wednesday, March 21st and between 6:30 AM and 7:50 AM, Thursday, March 22nd. Hand trucks (dollies) are not available, so plan to bring your own or make arrangements with Phoenix Design for heavy equipment. • <u>Large exhibits will need to be coordinated with Phoenix Design</u> and should be sent to Phoenix prior to Wednesday, March 21st by 9:00 am. This is to enable time to place large displays in the proper booth location prior to laying carpet. <u>Please do not ship your display to the Pasadena Convention Center!!</u> They cannot accept such shipment. Phoenix Design will handle all display shipments. • Deliveries: Phoenix Design can handle incoming freight and locate according to your booth location. In addition, Phoenix Design can unpack, setup and re-pack your displays and freight back to you after the show. Please contact Phoenix Design for details to determine when they can accept your booth materials. • Portable displays may be removed between 4:00 – 6:00PM on Thursday, March 22nd. After 6:00 PM carpets will be removed, followed by removal of large exhibits. We know it is difficult, however, we ask that exhibitors refrain from tearing down displays prior to 4PM. • All displays must be removed by 8:00 PM, Thursday, March 22nd.
<p>Outdoor Displays Move-in and Move-Out</p>	<ul style="list-style-type: none"> • Outdoor displays can be located on-site anytime from 1 to 5:00 PM, Wednesday, March 21st, and must be in place no later than 7:45 AM, Thursday, March 22nd. • Outdoor displays can be removed anytime after 4:00 PM, Thursday, March 22nd and must be removed from the Pasadena Convention Center no later than 8:00pm.
<p>Arrangement of Exhibits</p>	<p><u>Exhibits shall be arranged not to obstruct the general view or the exhibits of others.</u> Displays requiring special construction require the approval of the Expo Committee.</p> <p>Aisles must remain clear of exhibits, interviews, and demonstrations. Distribution of literature must be made inside your booth space.</p> <p>Audio, video may be used within your booth space; however, audio volume must not be louder than that of a normal speaking voice.</p>

<p>Provided Booth Furnishings -</p>	<p>PMIES provides the following with your Booth:</p> <ul style="list-style-type: none"> • One 15 Amp 110 Volt receptacle will be provided for your use. No higher voltage is available. Please, bring an extension cord for your use. The Convention Center does not provide extension cords. • One 8-foot skirted and topped Table and two padded chairs. • Skirted railing and backdrop (blue and white). • A Placard designating the Company Name (On the backdrop) <input type="checkbox"/> <p>Aisles are carpeted.</p> <p>If any further furnishing such as carpet, railing change, etc. are needed please contact Phoenix directly.</p>
<p>Giveaways</p>	<p>The exhibitor may provide free giveaways. The items may be food (candy) or general merchandise. However, food items such as cotton candy, popcorn or sandwiches which will pose a cleaning problem are not to be provided. If in doubt, contact the Expo representative or Melissa Clark at the Pasadena Convention Center. 281-487-4331 ext. 13.</p>
<p>Exhibitor Sales</p>	<p>Exhibitors may offer for sale items (except food and beverage) via cash and carry by our visitors. Exhibitors are responsible for collecting applicable sales taxes.</p>
<p>Liability</p>	<p>Exhibitors agree to protect, save and hold Expo, its Technical Chapter, officer’s volunteer representatives, and the City of Pasadena forever harmless for any damages, charges, injury, lawsuits, occasioned by the negligence of other exhibitors and attendees. This is a general statement of liability; specific policies are set forth in policy documents by the City of Pasadena and the Plant Maintenance, Inspection & Engineering Society. PMIES carries a standard policy of Insurance as approved by the Pasadena Convention Center.</p>
<p>Security</p>	<p>Pasadena Police will be present at the convention center starting at 5:00 pm (all night) on March 21st until the show closes at 4:00 pm on march 22nd.</p>
<p>Wireless Services</p>	<p>ASME PEM will be providing wireless access to the Internet. The SSID will be recognizable when you search for a Hot Spot. As the number of concurrent users is limited, we do ask that you refrain from accessing the hot spot continuously and drop the connection if not in use.</p>
<p>Expo & Conference Booklet</p>	<p>As noted, Gold and Silver Sponsors will be provided free Advertising Space in the Booklet. Regular Sponsors that would like to purchase Advertising Space within the Booklet please contact PMIES. All ad copy must be received prior to February 10th, 2018 for inclusion in the Expo Booklet.</p> <p>The Booklet contains the list of Exhibitors and Presentations. Late Registration of Exhibits or Presentations after February 10th, 2018 may miss our publication deadline.</p>

Call for Presentations (Papers)	<p>The Booth Registration form on our PMIES.ORG webpage has a tickbox to check if your company desires to make a Presentaiton during the Conference.</p> <p>Additionally, an email will be released to the Public for a Call for Presentations. This will be issued in September 2017.</p> <p>Please contact our Presentations Chair if you would like early information.</p> <p>If interested, please remit your proposed Presentation Title, Presenter's Name, Presenter's Company, Presenter's Position within the Company, and an Abstract limited to 250 words, to our Presentation Chair (Micheale Hannah whose email is listed above.) Please remit this information no later than February 10th, 2018 so the PMIES Committee can decide what presentations to post for the Expo.</p>
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