



**American Welding Society**

Co-sponsored by



**American Welding Society**

**COLUMBUS - SECTION 036**



**2019 Aerospace Conference  
September 24-26, 2019  
Hyatt Regency  
Columbus, OH**

Welcome to the AWS 2019 Aerospace Conference, held in Columbus, OH, September 24-26– Hyatt Regency Columbus. This document is meant as an exhibitor planning tool for the event. If you have any additional questions or concerns regarding exhibits, please contact CaLae Browne ([cbrowne@aws.org](mailto:cbrowne@aws.org)). Additional information can be found on the **2019 Aerospace Conference website**: <https://awo.aws.org/conferences/upcoming-conferences/aerospace-joining-conference-2019/>

**CONFERENCE LOCATION**

Hyatt Regency Columbus  
350 N High Street  
Columbus, OH 43215

## Program/Conference Schedule

### **Monday, September 23**

- 1 pm – 6 pm: Registration Open
- 1 pm – 6 pm: Exhibitor Set Up

### **Tuesday, September 24**

- 7:30 am – 5:00 pm: Registration Open
- 7:30 am – 8:30 am: Coffee and Exhibitor Networking
- 8:30 am – 5:00 pm: Aerospace Conference
- 10:30 am – 11:00 am: Refreshment Break
- 12:30 pm – 1:30 pm: Networking Lunch
- 5:00 pm – 6:30 pm – Opening Reception

### **Wednesday, September 25**

- 7:30 am – 5:00 pm:: Registration Open
- 7:30 am – 8:15 am: Coffee and Exhibitor Networking
- 8:15 am – 1:00 pm: Aerospace Conference
- 1:00 pm – 4:30 pm: Offsite Tours of The Ohio State Materials Joining Technology Center
- 4:30 pm: Shuttle Returns to Hyatt

### **Thursday, September 26**

- 7:30 am – 10:00 am: Registration Open
- 7:30 am – 8:15 am: Coffee and Exhibitor Networking
- 8:15 am – 12:00 noon: Aerospace Conference
- 9:00 am – 12:00 noon: Exhibitor Break Down

## EXHIBIT INFORMATION

Tabletop Spaces (8x10)

*\*Please note that there is an additional charge for electrical.*

**\*\*Please note: Every booth attendee must register. Company representatives will not be permitted in the exhibits area unless registered. Online registration can be found at:**

<https://awo.aws.org/conferences/upcoming-conferences/aerospace-joining-conference-2019/>

**Click on exhibitor information and click Register to Exhibit Now**

**\*\*Please note that the that all exhibitors are restricted to tabletop exhibits\*\***

## ELECTRICITY AND AUDIO/VISUAL INFORMATION:

The Hyatt Regency Columbus Electrical form is located at the end of the exhibitor kit. You can also find the Electrical form under the Exhibitor Information Tab on the 2018 Welding Summit website [insert link].

## SHIPPING INSTRUCTIONS:

Special arrangements must be made for receiving equipment, goods, displays or any other materials which will be sent, delivered or brought into the hotel. Failure to make these arrangements may result in refusal of deliveries or materials being unavailable when required.

Your hotel Event Sales/Event Planning Manager for your convention or meeting must be made aware of the quantity and the volume of shipment no later than one week prior to expected claim date of packages.

A package shall be defined as any carton, case, box or crate weighing at least (2) pounds, but not to exceed (50) pounds. A determination for handling will be made by the hotel for items not meeting this definition. Services of an outside receiving company, if necessary, will be engaged by the sender.

No packages shall be accepted by the Hyatt Regency Columbus more than four days prior to expected date of claim.

Packages refused because of early arrival will be directed to a local carrier. Additional charges to be at the sender's expense.

The hotel's receiving entrance is open 8:00 a.m. to 4:00 p.m. Monday through Friday. Special arrangements must be made, in advance, for any deliveries not within this time frame.

## **RECIPIENT**

Any materials being sent to the:

**Hyatt Regency Columbus 350 North High Street Columbus, Ohio 43215** must be labeled as follows:

### **1. Hold for arrival**

**Attention: (Guest Name and Organization)**

**Arrival Date: (Month/Day/Year)**

### **2. Name of Event Sales/Event Planning Manager (if provided)**

### **3. Complete return address**

### **4. Number of boxes (i.e., Box 1 of 2; Box 2 of 2)**

### **5. Group Name & Name of Meeting Room (if released by Event Sales/Event Planning Manager)**

## **HANDLING:**

Handling charges will apply based on size and weight of items being received and moved. Shipments over 250 pounds should be handled by an alternative freight handling company to be contracted by the sender. Due to our limited storage space, we are not able to accommodate large shipments of material or heavy pieces of equipment (over 250 pounds). Electric pallet jacks are NOT permitted for use on any carpeted area throughout the hotel and meeting space.

Handling charges will apply for moving packages to and from the hotel receiving area to a designated area within the Hyatt Regency only.

## **HANDLING CHARGES:**

**Per Box/Delivery to meeting room: \$5.00**

**Pallet of larger shipment (per 100 lbs.): \$70.00**

## **REGISTRATION LIST:**

After the conference, each exhibiting company will receive a final attendee list (excluding e-mail addresses). This list is provided to exhibiting companies only and is not for sale.

## **LODGING:**

Hyatt Regency Columbus  
350 N High Street  
Columbus, OH 3215

[https://www.hyatt.com/en-US/hotel/ohio/hyatt-regency-columbus/cmhrc?corp\\_id=G-AWLD](https://www.hyatt.com/en-US/hotel/ohio/hyatt-regency-columbus/cmhrc?corp_id=G-AWLD)

## **TABLETOP DISPLAY RULES AND REGULATIONS:**

### **RULES AND REGULATIONS**

- It is the responsibility of the exhibiting company to comply with AWS rules and regulations

- Non-compliance may require modifications at the exhibitor's expense
- AWS reserves the right to pursue any action it deems necessary in the best interest of the exhibition and in fairness to all exhibitors
- Pop ups are not allowed unless they can fit on the tabletop, and, combined height of table and pop up is less than 8' high
- If you require electricity and/or internet for your exhibit, please order these services directly from the official contractors of that service
- Exhibitors may be asked to remove any display items not in compliance with these guidelines.

**Intent:** Each exhibitor is entitled to a reasonable sightline from the aisle, regardless of the size exhibit.

**TABLETOP DISPLAY REGULATIONS:**

Limit of one table per contracted tabletop space, 6ft x 2ft (1.8m x .6m)

- Display space may not exceed 6 ft (1.8m) width limit
- Display materials are not allowed to be hung on back drape
- Floor standing back walls are not allowed

**Included:**

- One 6ft x 2ft (1.8m x .6m) skirted display table, 2 chairs
- Company identification sign

Each contracted tabletop space is limited to (not provided):

**ONE** table-mounted display [height may not exceed 5ft (1.5m) from the table surface]

**OR UP TO TWO TOTALS** of the following display combinations:

- Easel positioned behind the table
- Table top or floor standing monitor
- Literature stand
- Bag stand

**\*Note:** AWS reserves the right to remove any display that does not conform to tabletop display regulations.

**RECOGNITION**

The American Welding Society would like to thank all of its sponsors for their contribution and participation with this Welding Summit; it would not have been possible without them.

If you have any questions please contact CaLae Browne at [cbrowne@aws.org](mailto:cbrowne@aws.org) or 305-443-9353 ext. 213.

## Hyatt Regency Columbus Electrical Form

Name of Conference:		Organization Name:	
Booth:	Function Room:	Name:	
Address:		City:	State: Zip code:
Phone #:	Email:		

<b>SET-UP</b>	
DATE	
TIME	

<b>BREAK-DOWN</b>	
DATE	
TIME	

### Registration/Meetings/Computer Labs/Internet Café

Items	ADVANCE ORDER	QUANTITY NEEDED	Additional Following Day at 50%	FLOOR ORDER	QUANTITY NEEDED	Additional Following Day at 50%	LABOR RATE (Per Hour)	Quantity Needed (Per Hour)	TOTAL PRICE
1-3 Power Strips (Per Day)	\$40.00			\$40.00			\$30.00		\$0.00
<b>Power Strip Package: 4-10 Power Strips, (1) 120 Amp</b>									
4-10 Power Strips (Per Day)	\$40.00			\$40.00			\$30.00		\$0.00
(1) 120 Amp	\$100.00			\$100.00			\$30.00		\$0.00
<b>SUB TOTAL</b>									<b>\$0.00</b>

### ELECTRICAL - Exhibit and Staging

Items	ADVANCE ORDER	QUANTITY NEEDED	Additional Following Day at 50%	FLOOR ORDER	QUANTITY NEEDED	Additional Following Day at 50%	LABOR RATE (Per Hour)	Quantity Needed (Per Hour)	TOTAL PRICE
<b>120 VOLT/SINGLE PHASE SERVICES:</b>									
20 Amp - includes extension cord and power strip if needed	\$125.00			\$150.00			\$30.00		\$0.00
PDP (Power Distribution Panel)	\$300.00			\$350.00			\$30.00		\$0.00
<b>208 VOLT/SINGLE PHASE SERVICES:</b>									
20 AMPS	\$200.00			\$230.00			\$60.00		\$0.00
50 AMPS	\$250.00			\$300.00			\$60.00		\$0.00
100 AMPS	\$450.00			\$500.00			\$60.00		\$0.00
200 AMPS	\$900.00			\$1,000.00			\$60.00		\$0.00
<b>208 VOLT/THREE PHASE SERVICES:</b>									
50 AMPS	\$375.00			\$400.00			\$60.00		\$0.00
100 AMPS	\$525.00			\$550.00			\$60.00		\$0.00
200 AMPS	\$1,000.00			\$1,075.00			\$60.00		\$0.00
<b>SUB TOTAL</b>									<b>\$0.00</b>

### ADDITIONAL SERVICES & EQUIPMENT

SERVICES AVAILABLE:	ADVANCE ORDER	QUANTITY NEEDED	FLOOR ORDER	QUANTITY NEEDED	TOTAL PRICE
BANNERS (less than 8ft)	\$75.00		\$100.00		\$0.00
BANNERS (8ft and larger)	\$125.00		\$150.00		\$0.00
COAX CABLE DROPS (for TV Hook-Ups)	\$275.00		\$300.00		\$0.00
MEETING ROOM LOCK RE-KEYED	\$125.00		\$250.00		\$0.00
<b>SUB TOTAL</b>					<b>\$0.00</b>
<b>GRAND TOTAL</b>					<b>\$0.00</b>

### Method of Payment

Credit Card <input type="checkbox"/>	Credit Card Payment - Email required to send secure CC information form		
Email:			
Guest Room <input type="checkbox"/>	Guest Name:		Room #:
Check <input type="checkbox"/>	Check #:	Master Bill <input type="checkbox"/>	Master Bill #:
Signature:			Date:
Hyatt Regency Columbus Fax: 614.280.3046			