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). 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
- 2 pm – 6 pm: Registration Open
- 4 pm – 6 pm: Exhibitor Set Up

Tuesday, September 24
- 7:30 am – 5:00 pm: Registration Open
- 7:30 am – 9:30 am: Exhibitor Set-up Continued
- 8:30 am – 5:00 pm: Aerospace Conference
- 10:30 am – 11:00 am: Refreshment Break and Exhibitor Networking
- 12:30 pm – 1:30 pm: Exhibitor 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.

SHIPPING INSTRUCTIONS:
For more detailed information please also refer to the shipping guideline form at the end of the exhibitor kit.
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
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.

Lead Retrieval
To order lead retrieval click on the link below or the form is located at the end of the exhibitor kit.

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 or 305-443-9353 ext. 213.
### Hyatt Regency Columbus Electrical Form

#### Name of Conference: Organization Name:  

<table>
<thead>
<tr>
<th>Booth:</th>
<th>Function Room:</th>
<th>Name:</th>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip code:</th>
<th>Phone #:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

#### SET-UP

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>BREAK-DOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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

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

**SUB TOTAL** $0.00

#### ELECTRICAL - Exhibit and Staging

<table>
<thead>
<tr>
<th>120 VOLT/SINGLE PHASE SERVICES:</th>
<th>ADVANCE ORDER</th>
<th>QUANTITY NEEDED</th>
<th>Additional Following Day at 50%</th>
<th>FLOOR ORDER</th>
<th>QUANTITY NEEDED</th>
<th>Additional Following Day at 50%</th>
<th>LABOR RATE (Per Hour)</th>
<th>Quantity Needed (Per Hour)</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Amp - Includes extension cord and power strip if needed</td>
<td>$125.00</td>
<td>$150.00</td>
<td>$30.00</td>
<td>$0.00</td>
<td></td>
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<tr>
<td>PDP (Power Distribution Panel)</td>
<td>$300.00</td>
<td>$300.00</td>
<td>$30.00</td>
<td>$0.00</td>
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<tr>
<td>208 VOLT/SINGLE PHASE SERVICES:</td>
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</tr>
<tr>
<td>20 AMPS</td>
<td>$200.00</td>
<td>$230.00</td>
<td>$60.00</td>
<td>$0.00</td>
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</tr>
<tr>
<td>30 AMPS</td>
<td>$250.00</td>
<td>$300.00</td>
<td>$60.00</td>
<td>$0.00</td>
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<tr>
<td>500 AMPS</td>
<td>$450.00</td>
<td>$500.00</td>
<td>$60.00</td>
<td>$0.00</td>
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<tr>
<td>208 VOLT/THREE PHASE SERVICES:</td>
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<tr>
<td>30 AMPS</td>
<td>$375.00</td>
<td>$400.00</td>
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<td>100 AMPS</td>
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<tr>
<td>200 AMPS</td>
<td>$1,000.00</td>
<td>$1,075.00</td>
<td>$60.00</td>
<td>$0.00</td>
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</tr>
</tbody>
</table>

**SUB TOTAL** $0.00

#### ADDITIONAL SERVICES & EQUIPMENT

<table>
<thead>
<tr>
<th>SERVICES AVAILABLE:</th>
<th>ADVANCE ORDER</th>
<th>QUANTITY NEEDED</th>
<th>FLOOR ORDER</th>
<th>QUANTITY NEEDED</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANNERS (less than 8 ft)</td>
<td>$15.00</td>
<td>$100.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BANNERS (8 ft and larger)</td>
<td>$125.00</td>
<td>$150.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COAX CABLE DROPS (for TV Hook-Ups)</td>
<td>$275.00</td>
<td>$300.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEETING ROOM LOCK RE-KEYED</td>
<td>$125.00</td>
<td>$250.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUB TOTAL** $0.00

#### Method of Payment

Credit Card | Credit Card Payment - Email required to send secure CC information form  

Email:  

Guest Room | Guest Name: | Room #:  

Check | Check #: | Master Bill | Master Bill #:  

Signature:  

Hyatt Regency Columbus Fax: 614.280.3046
**SHIPPING AND RECEIVING GUIDELINES**

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.

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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.

**GREATER COLUMBUS CONVENTION CENTER (GCCC)**

Should your group have exhibits or meetings at the GCCC you can arrange for packages to be shipped directly to the Greater Columbus Convention Center (GCCC). Hyatt does **NOT** deliver packages/pallets to the Greater Columbus Convention Center (GCCC). Packages received at the Hyatt Regency Columbus and needs to be moved to the Greater Columbus Convention Center (GCCC) can be picked up at the Hotel. If however, your conference has selected an alternate decorator they would manage your freight/shipping and handling or consult with your Event Sales/Event Planning Manager for recommendations for a drayage company.

**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)**
**LIABILITY:**
The hotel does not accept liability for equipment, goods or displays which arrive or failure to arrive to the hotel. The hotel will not be responsible for damage to materials improperly packed, concealed damage, loss or theft of materials prior to or after delivery. The shipper is encouraged to make arrangements for loss or damage with its insurance carrier.

**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

**MOVEMENT OF PACKAGES IN PUBLIC AREAS:**
Packages will be delivered to and from assigned areas according to schedule provided by guest prior to the start of the function. Any variance in scheduled times will result in materials/packages being assigned a delivery time by hotel staff according to work load. Hyatt does NOT deliver to the Greater Columbus Convention Center (GCCC).

**PACKAGES SHIPPED AT GUEST’S REQUEST:**
All packages must be properly packaged and labeled by guest. Shipping method must be indicated and paid for at time of service. A designated signee must be present at the delivery site.
LEAD RETRIEVAL ORDER FORM  Order Online  DISCOUNT DEADLINE: August 23, 2019

ExpoBadge Lead Retrieval Equipment  |  DISCOUNT  |  REGULAR  |  QUANTITY  |  TOTAL
---|---|---|---|---
ExpoBadge Lead Retrieval App (one license)  |  $295  |  $315  |  0  |  
Additional Licenses  |  $170  |  $170  |  0  |  

Sub Total:  
Processing Fee:  $15.00  
Grand Total:  

Company Information

| COMPANY | CONTACT | BOOTH # |
| ADDRESS 1 | CITY | ZIP CODE |
| ADDRESS 2 | STATE | COUNTRY |
| EMAIL | PHONE | ONSITE PHONE |

Payment Information  *Billing Zip Code Required

| AMERICAN EXPRESS | MASTERCARD | VISA | CHECK |
| CREDIT CARD # | EXPIRATION DATE |
| NAME ON CARD | *BILLING ZIP CODE |

Terms and Conditions:  I have read and agreed to the following terms and conditions.

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional $100.00 charge. A non-refundable charge of $2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a $100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a $75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.

Please feel free to review our Privacy Policy and commitment to GDPR compliance here.
Parking Locations and Rates

HYATT REGENCY COLUMBUS VALET: DAY RATE: $22.00—$40.00 OVERNIGHT RATE: $33.00

CHESTNUT STREET GARAGE: Located at Chestnut and High Streets, this garage is connected to the Hyatt Regency via a skywalk.

RATES FOR THE CHESTNUT STREET GARAGE
Hotel Guests with In/Out Privileges is $20.00 Overnight

- 0 to 30 Minutes $3.00
- 30-60 Minutes $4.00
- 60-90 Minutes $5.00
- 1.5-2 Hours $6.00
- 2.5-4 Hours $8.00
- 4-12 Hours $9.00
- Daily Max $12.00*
- Lost Ticket $40.00
- New Day Begins at 6:00am

*New day starts at 6:00am following morning

In and Out accessibility on the same parking ticket is not available!!

Subject to the Convention Centers discretion, a flat rate fee may be assessed upon entry to the parking facilities for large conventions and arena events.

SOUTH GARAGE: Located on Nationwide Boulevard, directly connected to the Hyatt Regency

WEST GARAGE: Located west of High Street and just south of the North Market. The West Garage is a short walk from Nationwide Arena and will have entry and exit accessibility to Front Street, Vine Street and Convention Center Way. The West Garage is a five story, 900 space parking facility for cars and vans with a clearance of 8'.

NORTH PARKING GARAGE: Located at the corner of North High Street and Goodale Boulevard.

EAST PARKING LOT: Is a surface lot, located at the corner of North 4th Street and Nationwide Boulevard with 900 parking spaces.

RATES FOR THE WEST GARAGES:
- 0 to 4 Hours $1.00 to $8.00
  (Rate increases $1.00 every ½ Hour)
- 4 to 7 Hours $9.00
- 7 to 9 Hours $11.00
- 9 to 12 Hours $14.00
- Over 12 Hours $18.00*
- Lost Ticket Rate $60.00
- *New day starts at 6am following morning

RATES FOR THE SOUTH GARAGE:
- 0 to 2 Hours $1.00 to $4.00
  (Rate increases $1.00 every ½ Hour)
- 2 to 4 Hours $4.00 to $8.00
- 5 to 7 Hours $9.00
- 7 to 12 Hours $14.00
- Over 12 Hours $18.00*
- Lost Ticket Rate $60.00
- *New day starts at 6am following morning

RATES FOR THE EAST LOT:
- 0 to 4 Hours $1.00 to $6.00
  (Rate increases $1.00 every Hour)
- 4 to 6 Hours $6.00
- 6 to 9 Hours $8.00
- 9 to 12 Hours $11.00
- Over 12 Hours $14.00*
- Lost Ticket Rate $60.00
- *New day starts at 6am the following morning

*$12, 12-24 Hour Rate does not Include In/Out Privileges and Must Be Paid to Parking Attendant Upon Departure

*New day starts at 6am following morning

Subject to the Convention Centers discretion, a flat rate fee may be assessed upon entry to the parking facilities for large conventions and arena events.
North Parking Garage on Goodale Boulevard
West Parking Garage on Vine Street
Chestnut Street Parking Garage on Chestnut Street
East Parking Lot on Nationwide Boulevard
South Convention Center Garage