



**ASSOCIATION  
OF INHALATION  
TOXICOLOGISTS**

**The Association of Inhalation Toxicologists (AIT) Conference 2024 – “Inhalation Toxicology Rocks”**

**Tuesday 17<sup>th</sup> to Thursday 19<sup>th</sup> September 2024 at the Hyatt Regency Hotel in Cleveland, Ohio, USA.**

**There will also be an opportunity to visit Charles River Laboratories on Monday 16<sup>th</sup> September 2024 (pickup from the hotel at 9am; Limited to 60 attendees).**

**TRADE EXHIBITION BOOKING FORM**

<b>COMPANY NAME</b> (to be used in programme):			
<b>PRIMARY CONTACT NAME:</b>			
<b>TEL:</b>			
<b>E-MAIL:</b>			
<b>INVOICE ADDRESS:</b>			
<b>PURCHASE ORDER NUMBER</b> (if required):			
<i>Please tick this box to confirm that your stand and personnel are covered by Public Liability Insurance. Please have a copy of this insurance at the event upon request.</i>			
<b>COMPANY EXECUTIVES ATTENDING:</b>			
<b>Name</b>		<b>Dietary requirements</b>	
<b>Name</b>		<b>Dietary requirements</b>	
Do you plan to join the visit to the CRL site on Monday 16 <sup>th</sup> September 2024 (you will need to be ready to leave the hotel at approximately 9am therefore this may require an additional night in the conference hotel on Sunday night):			
Yes, the 2 executives will attend the visit to CRL: <input type="checkbox"/>			
No Thankyou: <input type="checkbox"/>			
<b>I have read and understood the terms and conditions of the AIT meeting (detailed later in this form):</b>			
<b>NAME</b>			
<b>SIGNATURE</b>			
<b>DATE</b>			

We are anticipating attendance numbers in the range of 80 - 120 with opportunities for delegates to visit the exhibits throughout the conference. The exhibitors and posters will be co-located in the Arcade area which will also be the area used for refreshments during break and lunch times and is the area to be used for the conference dinner on Wednesday 18<sup>th</sup> September 2024 (trade stands can remain open at this time; pack away by 21:00). The Arcade area is situated one floor down from the main auditorium.

**Exhibit dates and times (may be subject to change as the final program is confirmed):** Tuesday 17<sup>th</sup> September 2024 – 09:00 to 17:00, Wednesday 18<sup>th</sup> September 2024 – 09:00 to 17:00 plus during the conference evening networking session and dinner and Thursday 19<sup>th</sup> September 2024 – 09:00 to 14:00.

**Installation dates and times (may be subject to slight change):** The exhibition area is reserved each conference day from 08.00 for set up. For security reasons, each stand will need to pack away each evening at closing time. There will be a secure location provided for storage of equipment overnight if required.

**Package shipping and storage information:**

Ship to: Hyatt Regency Cleveland at The Arcade, 420 Superior Avenue East, Cleveland, Ohio, 44114.

All boxes and materials shipped to the hotel for your Event will need to be delivered no more than three (3) working days prior to your meeting dates. Due to the limitations on storage, please notify us of any large shipments or oversized items so that the appropriate arrangements may be made.

Additionally, all boxes, materials and equipment shipped to the Hyatt Regency Cleveland will require the following information:

1. Hotel Name and Address: Hyatt Regency Cleveland at The Arcade, 420 Superior Avenue East, Cleveland, Ohio, 44114.
2. On-site contact (Sarah McGill [sarah.mcgill@hyatt.com] is the person designated to receive items) with the word "Guest" next to it.
3. Event Planning Manager Name: Sarah McGill F.A.O: Kay Rush/Simon Moore (AIT Conference).
4. Name of Group/Conference/Event: "Association of Inhalation Toxicologists (AIT) Conference".
5. Date of Arrival: "Month, date, year"
6. Mark: "Box 1 of \_\_\_\_; 2 of \_\_\_\_; ETC."
7. Any special delivery notes.
8. Complete return address.

Please note the following:

- Hyatt Regency Cleveland will not accept packages or shipments arriving C.O.D.
- Any shipments not prepaid will be refused by the hotel and no notification will be made by the hotel to the shipper. Additionally, the hotel assumes no responsibility for any loss or damage to the packages, boxes or shipments received prior to, or following, your event unless prior arrangements have been made.
- In an effort to protect and control the delivery of these boxes, a designated person from your organization will be required to sign for any box upon receipt once it leaves our possession. In addition, any boxes opened must be signed for, and are no longer the responsibility of the hotel. Our Event Department will deliver boxes to your designated location on property at the listed prices: \$7.00 per Box or \$150 per Pallet.
- If you require Laborers, they will be available at a rate of \$20.00 per person, per hour, with a four-hour minimum, to assist with large shipments. Please advise your Event Manager (Sarah McGill: sarah.mcgill@hyatt.com) in advance so that the appropriate arrangements may be made. If you have any questions regarding the above, please contact your Event Manager.
- It will be most helpful if you send your tracking number(s) to your Event Manager (Sarah McGill) prior to your arrival. This will help with tracking your packages and ensure they are placed in the appropriate location.

**Dismantling dates and times (may be subject to slight change):** Thursday 19<sup>th</sup> September 2024 from 14:00.

## TRADE EXHIBITOR BENEFITS:

The AIT values your support and believe that the relationship between your company and the AIT can be a mutually beneficial one. Each exhibiting company will receive the following:

**The Exhibitor package is £2500 GBP. For the first time we are extending our offer of an exhibitor space to more than 10 companies.**

**The exhibitor fee includes the following benefits:**

- Registration for **two** company executives for the duration of the event inclusive of attendance at the conference presentation sessions (additional executives may attend for a £995 GBP fee).
- Visit to Charles River Laboratories, Ashland site on Monday 16<sup>th</sup> September 2024 (optional trip if you are interested).
- Complimentary **“elevator pitch”** to the delegates – 2 minutes and 2 PowerPoint slides in a contiguous 20-minute presentation (i.e., one trade presenter after another). **PowerPoint slides to be sent to the AIT Secretary by 16<sup>th</sup> August 2024 ([aitoxicology@gmail.com](mailto:aitoxicology@gmail.com)).**
- Attendance for 2 people at the evening reception dinner on Wednesday 18<sup>th</sup> September 2024.
- Refreshments and light lunch each day.
- Company listing, logo and company address including a 200-word summary of your products/services published in the meeting program provided to all delegates and invited speakers plus the brochure will be placed on the AIT website in the members area. **200-word summary to be sent to the AIT Secretary by 16<sup>th</sup> August 2024 to be included in the program prior to printing ([aitoxicology@gmail.com](mailto:aitoxicology@gmail.com)).** Missing this deadline may mean your information is not included in the conference program.
- Complimentary advertising (1 PowerPoint slide) on the marketing loop displayed during all breaks. **Marketing PowerPoint slide to be sent to the AIT Secretary by 16<sup>th</sup> August 2024 ([aitoxicology@gmail.com](mailto:aitoxicology@gmail.com)).**
- Recognition in all advertising efforts for the meeting once payment has been received.
- One exhibition space (approximately 3m x 1.5m space) equipped with one or two tables, two chairs and an electricity power point (if required).
- Delegate pack (registered attendee details are not included in the AIT brochure).
- Inclusion of 1 item of promotional literature in the delegate packs (literature provided by yourselves and handed out by the AIT at registration). **Please bring the leaflet with you or send any literature to the shipping and storage address detailed previously (to arrive a maximum of 3 days prior to the event start).**
- There is complimentary Wi-Fi throughout the conference centre.
- Recognised as a conference exhibitor on the AIT website for at least 1 year ([www.aitoxicology.org](http://www.aitoxicology.org)) and detailed on the AIT LinkedIn page feed (<https://www.linkedin.com/groups/13654177/>).

## Evening reception and network opportunities!

Email: [aitoxicology@gmail.com](mailto:aitoxicology@gmail.com)

Website: <http://www.aitoxicology.org>

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## Hotel booking link: AIT Group Booking Rates

The conference hotel is the Hyatt Regency Hotel at the Arcade, Cleveland, Ohio. Trade exhibitors must book the nights required with the hotel directly (if you are attending the Charles River Laboratories visit on Monday 16<sup>th</sup> September 2024, it is recommended that you start your stay from Sunday 15<sup>th</sup> September 2024).

Room Type	Block Type	Single Rate	Double Rate	Triple Rate	Quadruple Rate
ROH	Group	\$249	\$249	\$274	\$299

The guest room rates quoted are exclusive of any applicable taxes (which are currently 17.5000%) applicable service fees, and/or hotel-specific fees in effect at the time of the event. If rooms are shared the hotel will charge the room fees to 1 credit card.

Below is the link for guests to make reservations. Guests also have the option of calling Hyatt reservations directly at 1 (800) 233-1234 and asking for the “**Association of Inhalation Toxicologists Annual 2024 Conference**” rate or by using your group code “**G-AITA**” on Hyatt.com. The cutoff date is 8/16, guests need to make their reservations prior to midnight on 8/15 in order to receive the group rate.

[Association of Inhalation Toxicologists Annual 2024 Conference \(hyatt.com\)](#)

For information only this is the Hyatt Regency Hotel website: [Hotel link](#)

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## Travel

The AIT is not able to make any travel arrangements on behalf of trade exhibitors.

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## Payment Schedule

Once a signed booking form is received by the AIT, an invoice will be sent to you with all invoices payable within **28 days** of the invoice date. All payments must be received by **16<sup>th</sup> August 2024**.

Exhibitors who have not paid in full by 16<sup>th</sup> August 2024 may not be allocated their exhibition stand and their details will not be included in the conference brochure.

## Cancellation charges:

Notification of any cancellation must be made in writing. Once a booking form has been received, irrespective of whether the payment has been made, the following cancellation charges will apply:

- Prior to 1st March 2024 – refund of 75% of the total cost
- After 1<sup>st</sup> March to 1<sup>st</sup> May 2024 – refund of 50% of the total cost
- On or after 1<sup>st</sup> May 2024 – no refunds will be issued and any outstanding amounts will be invoiced.

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## Terms and Conditions

- Bookings of trade stands & sponsorship/promotional marketing will be administered on a “first-come, first-served basis” with priority given on receipt of full payment.
- All bookings will be acknowledged by email with further particulars and an invoice for full payment in advance of the meeting sent to you by the AIT Treasurer or the AIT Membership Secretary.
- Exhibition space allocation - the Trade Exhibition Co-ordinator (Kay Rush, AIT Membership Secretary) reserves the right to make the final allocation with priority given on receipt of full payment.
- All logos (in JPEG format), PowerPoint slides and company summary are to be sent to the AIT Membership Secretary and received **no later than 16<sup>th</sup> August 2024** (later than this date risks your company details not being included in the conference brochure).

- All promotional materials to be included in the delegate pack must be taken/sent directly to the conference venue for the AIT to hand out with the delegate packs at registration (see “*package shipping and storage*”).
  - Eligible Exhibits: Only the sign of the company whose name appears on the signed booking form may be placed in the stand or appear on any printed list of exhibitors. The sharing of exhibition space by two or more companies/not-for-profit organisations is not permitted.
  - In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed or altered in any way in whole or in part or if the AIT and its appointed agents find it necessary to change the dates or venue of the exhibition or the exhibition layout, the AIT and its appointed agents shall not be liable for any expenditure, loss or damage incurred by an exhibitor resultant upon such change. Nor shall the AIT and its appointed agents be liable for any expenditure, loss or damage resultant upon the intervention of any authority which restricts the use of the premises in whole or in part in any manner whatsoever.
  - Public Liability Insurance: All exhibitors must provide (on request) a PDF copy of the Public Liability Insurance Certificate as proof that their exhibition stand and personnel, as well as any stand contractor appointed by said exhibitor, are covered by Public Liability Insurance for the duration of the meeting of the AIT.
  - To express an interest in attending please contact the AIT at [aitoxicology@gmail.com](mailto:aitoxicology@gmail.com)
  - All completed booking forms are to be sent to the AIT Membership secretary in pdf format via email to: [aitoxicology@gmail.com](mailto:aitoxicology@gmail.com)
- Once your booking form has been accepted, you will be contacted by the AIT Membership Secretary.

**Other sponsorship opportunities are detailed in a separate document.**

**Images of the Hyatt Regency Arcade area from past events:**



Image as example only: The exhibitors will remain set up during the AIT conference dinner.

**Local to the conference hotel (the conference hotel is situated in Cleveland, Ohio close to Lake Erie) – the link for booking the hotel at the AIT Group booking rate is detailed in this booking form:**

Conference hotel website: <a href="#">Hotel link</a>	West 6 <sup>th</sup> Street information (nearby): <a href="#">West 6th Street information</a>
Attractions near the conference hotel: <a href="#">Attractions nearby</a>	Bars in 6 <sup>th</sup> Street, Cleveland: <a href="#">Bars in 6th Street</a>
This is The Land (Cleveland info): <a href="#">Cleveland information</a>	Flats East Bank District: <a href="#">Flats East Bank</a>

**The AIT is looking forward to seeing you at our conference in Cleveland, Ohio in September 2024.**

**Disclaimer:**

The AIT has made every effort to ensure that the information in this document is accurate, however all items are subject to change from time to time. The AIT has no control over links that are presented in this file and you visit them at your own risk. The inclusion of any link in this file does not mean that the AIT endorses the activities, products or views of that organisation.