

Investment Casting Institute

Equipment Expo 2014

Oct. 6-7, 2014 in conjunction with

61st Technical Conference

Northern Kentucky Convention Center Covington, KY Oct. 5-8, 2014

.321

Exhibitors

ASK Chemicals Hi-Tech LLC	216
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Nalco

Promotion

The Investment Casting Institute's 61st Technical Conference and Equipment Expo is being promoted in **INCAST**, the only monthly international magazine devoted exclusively to the investment casting industry.

INCAST's pre-show edition will contain feature material provided by exhibitors. The Show issue will contain the official program, including a brief description of each exhibitor. Descriptions are taken from the membership directory unless exhibitors specifically request alternate material.

Booth Payment

Booth spaces are confirmed after deposit (half of total order) is received. Deposit is nonrefundable. Final booth payment is due in full by July 1, 2014 to avoid cancellation or relocation of space.

For each 10 x 10 unit purchased, exhibitors receive two exhibitor passes, which include access to daily coffee breaks, receptions on Sunday and Tuesday evenings, and unlimited access to the exhibition hall. Exhibitor passes apply only to the expo, breaks and cocktail receptions. Admission to the technical conference is available at full registration price.

Show Hours

Show hours are 1:30-6 p.m. Monday and 2:30-6 p.m. Tuesday. Since no technical papers are planned during the expo, exhibitors who register for the meeting can hear presentations during meeting hours, and have the undivided attention

Exhibitor Information



Investment Casting Institute

2014 Equipment Expo Oct. 6-7, 2014 Covington, KY in conjunction with

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of meeting delegates during show hours. Technical sessions will run 8 a.m.-1:15 p.m. Monday, 8 a.m.-2 p.m. Tuesday, and 8 a.m.-12 noon Wednesday.

Meeting Registration

Name badges are required for admission to all events. Meeting registration is required for entrance to the technical conference, and luncheons. Meeting registration entitles delegates to all activities. Exhibitor passes apply only to the expo,

Questions?

Contact: Leland Martin 940-566-2287 Imartin@investmentcasting.org receptions and coffee breaks; technical sessions and luncheons are not included in exhibitor passes.

Exhibitor Services

The decorating company will provide exposition services for the Investment Casting Institute's 61st Technical Conference & Equipment Expo. Exhibitors will begin receiving exhibitor manuals in summer 2014. Included with each booth:

- $\sqrt{8}$ 8' back drape and 3' side drape
- $\sqrt{1-6}$ x 30" skirted table
- $\sqrt{2}$ chairs
- √1 wastebasket
- $\sqrt{1-7}$ " x 44" booth I.D. sign
- $\sqrt{-\text{carpet}}$

The exhibitor manual will provide details regarding the show move-in, move-out, and show hours. Included will be freight handling instructions, extra furniture needs, audio visual and electricity order forms.

Audio Visual

An audio visual order form will be included in your exhibitor kit.

Setup & Breakdown

Setup hours will be 8 a.m. to 5 p.m. Saturday and Sunday, and 8 a.m. to show opening on Monday. The show will be open 1:30-6 p.m. Monday and 2:30-6 p.m. Tuesday. Dismantle will not begin before the show closes. Most exhibitors will be able to break down Tuesday evening prior to the reception. However, additional time is provided Wednesday morning. All exhibitors must be out by 12 noon Wednesday, Oct. 8.

Preliminary Calendar: 61st Technical Conference & Equipment Expo Wednesday, Oct. 8 Sunday, Oct. 5 Tuesday, Oct. 7 Monday, Oct. 6 8 a.m.-12 noon 8 a.m.-2 p.m. 8 a.m.-5 p.m. 8 a.m.-1:15 p.m. **Exhibitor Setup Technical Sessions Technical Sessions** Technical Sessions. Exhibitor Set Up 2:30-6 p.m. Expo 12 noon. Exhibitors 6:00 p.m. out of Exhibit Hall Cocktail Reception 1:30-6 p.m. Expo 6:30 p.m. Cocktail Reception

Labor

To assist exhibitors in planning participation in the Covington Equipment Expo, please note that union labor is required for certain aspects of exhibit handling.

The decorating company uses union personnel for exhibit installation and dismantling and for material handling. The union allows permanent full-time employees of exhibiting companies to work on installation and dismantling of their own exhibits. However, these employees must be badged by show management. If additional persons are required, union personnel must be acquired through the official contractor. Non-union temporary personnel acquired from local temporary agencies will not be allowed to perform any type of work that is covered under the union contract.

Material Handling

The assigned decorating company has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the safe and efficient move in and move out of the exhibition.

Display and Sound Limitations

Since this is an equipment show; demonstrations of equipment are encouraged.

Lighting, film, sound and other display devices should be tasteful and not objectionable to neighboring exhibitors. Sound devices should be tuned to conversational level. The Institute reserves the right to restrict use of objectionable materials or effects.

NOTE: If any copyrighted music is to be played at your display, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. To acquire proper licenses, write to: ASCAP Licensing Dept., 1 Lincoln Plaza, New York, NY 10023 (www.ascap.com). Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space.

Show Security

While after-hours security is provided, all items that can be carried away should be put in safe keeping when the exhibit is not attended. The exhibit hall will be secured when the expo is closed, and one door will be designated for exhibitor access.

The Institute will not be responsible for any injury, damage or loss that may occur to an exhibitor, to an exhibitor's employees, or invitees, or any other person on the premises of the exhibit. The Institute will not be liable for personal injury, loss or damage to the property of the exhibitor or the exhibitor's representatives or employees for theft, fire, accident, water or any other cause. Exhibits brought into the building are maintained and removed from the building at the exhibitor's risk. The Institute will not be responsible for damage done by the exhibitors to the show facility, or other exhibitor's equipment or personnel. The exhibitor shall indemnify the Institute against and hold it harmless from any claims, suits or liabilities resulting from acts or omissions, or negligence of the exhibitor in connection with the use of exhibit space.

Freight

Freight instructions will be provided in the exhibitor service manual. All information regarding shipping addresses and deadline dates, as well as shipping labels will be included.

Advanced freight: The decorating company will provide a warehouse for advanced freight to be shipped to and stored



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for up to 30 days prior to the show. Any advanced freight received will be delivered to booths prior to exhibitor move-in. All freight must be prepaid, collect shipments will not be accepted. A credit card must be on file for all freight services.

Show site freight: Exhibitor freight shipped to the hotel will be consigned to the designated decorating company. All exhibitor materials entering the Northern Kentucky Convention Center must be handled through the assigned decorating company, which unloads all trucks or vehicles, delivers the material to booths and removes and reloads material at the close of the show.

International Shipments: Shipments originating from countries other than the United States must be cleared through customs. Please refer to the exhibitor kit or use an official customs broker for additional information.

Distribution of Sales Literature

Distribution of sales literature is limited to each exhibitor's designated booth space. Sales literature may not be distributed at the technical conference. No soliciting by non exhibitors.

Outside Activities

Exhibitors and/or Institute members are prohibited from organizing any activities that conflict with scheduled events at Institute meetings, including scheduled exhibitions and receptions.

Breaks Sponsorship

Institute members may sponsor refreshment/coffee breaks. Sponsoring companies will be recognized with signage at the appropriate break, as well as in the printed program. To become a sponsor, contact the Institute office at 201-573-9770.

Hotel Rooms

The Investment Casting Institute has reserved a block of rooms at the Marriott River Center, Covington, KY. Hotel reservation information will be sent with meeting registration materials and will be available at www.investmentcasting.org.