



BioCycle REFOR19

19TH ANNUAL CONFERENCE

RENEWABLE ENERGY FROM ORGANICS RECYCLING

Anaerobic Digestion • Biogas
Composting • Food Waste
Manure • Renewable Natural Gas



October 28, 29, 30, 31, 2019 • Madison, Wisconsin • Madison Marriott West

Conference Venue

Madison Marriott West
1313 John Q Hammons Drive
Middleton, Wisconsin 53562
(608) 831-2000

BioCycle REFOR19 will be held at the Madison Marriott West where exhibits will be located in the hotel ballroom.

Airport Transportation

- Complimentary hotel shuttle, weekdays, 6:30 AM – 10:00 PM
Call (608) 831-2000
- Taxi/rideshare

Hotel Room Reservations

BioCycle REFOR19
Discounted Room Rate:
\$135 + tax/night — single/double
[Reserve Online](#)/Call (608) 831-2000
Parking: Complimentary

Madison Marriott West Exhibitor Services

For details about exhibit shipping and receiving, audiovisual rental, etc., see pages 2-4 of this document.



Exhibit Registration Package

A maximum of two companies/organizations permitted to share one exhibit space.

- Exhibit registration fee of \$1895 includes:
- One 10' (wide) x 7' (deep) booth space (located in carpeted ballroom)
 - Free WiFi access in conference area
 - 8' Back Drape and 2, 3' Side Drape
 - 6' Skirted Table, 2 chairs and wastebasket
 - (1) Booth Identification Sign
 - Two Conference registrations (includes attendance of sessions, lunches, breakfasts)

See [page 2](#) of this document to order electricity
Exhibit elements (i.e., flags, banners, etc.) must be contained within maximum dimensions:
10' wide x 7' deep x 8' high

Exhibit Specifications

Preferred materials are pop-up banners, free-standing floor displays, literature, video monitors. Please note: This is NOT an equipment show. If you plan to display light equipment, adherence to these parameters is required:

- Maximum weight for crate/content: 1,000 lbs.
- Crates should be no larger than 5' long x 3' deep x 4' wide.
- All shipments are subject to receiving/storage fees.
- Electricity limited to one 10 AMP, 120 volt outlet for use with computer, screen, exhibit lights.
- Equipment may not run, produce any noise or odor and is not permitted to hold water.
- Exhibit elements (i.e., flags, banners, etc.) must be contained within maximum dimensions: 10' wide x 7' deep x 8' high

Exhibit Ballroom Schedule

Exhibit Set Up And Registration

Monday, October 28
2:00 PM – 7:00 PM

All exhibits must be completely set up by 7:00 PM on Monday, October 28

Exhibit Ballroom open all day during Conference sessions on Tuesday & Wednesday, Oct. 29 & 30. Continental breakfast, Buffet lunch and Coffee breaks held in Exhibit Ballroom

Tuesday, October 29, 2019

7:30 – 9:00 AM	Continental breakfast
10:15 – 11:00 AM	Coffee break
12:15 – 1:45 PM	Buffet lunch
3:30 – 4:15 PM	Refreshment break
6:30 – 9:30 PM	Biogas Ind. Awards Dinner

Wednesday, October 30, 2019

7:30 – 8:30 AM	Continental breakfast
9:45 – 10:30 AM	Coffee break
12:15 – 1:45 PM	Buffet lunch
3:30 – 4:00 PM	Refreshment break
4:15 PM	Tear down

Cancellation Policy

Refund	If Cancelled By
\$1,895.00	July 31, 2019
\$1,421.25	August 19, 2019
\$0.00	August 20, 2019

Questions?
Teri Sorg-McManamon
610-967-4135 ext. 33
advert@jgpress.com

Terms And Conditions

By registering to exhibit, your company/organization agrees to follow the Terms and Conditions set forth by The JG Press, Inc. (dba BioCycle). The BioCycle REFOR19 Conference venue is a hotel ballroom wherein exhibit space is limited to pop-up and freestanding floor displays. Exhibitors wishing to display "light equipment" — refer to the Light Equipment Parameters above. Contact Teri Sorg-McManamon, 610.967.4135, ext. 33 with a detailed description including weight and dimensions of equipment to be displayed within allotted exhibit space.

Equipment or devices producing noise or odors are not permitted. If these requirements are not met, The JG Press, Inc. reserves the right to require modification of any exhibit.

It is the responsibility of the exhibiting company to pay for additional charges incurred. At no time should any miscellaneous expenses be the responsibility of The JG Press, Inc.

Certificate of Insurance

BioCycle Conference exhibitors assume responsibility and agree to indemnify and defend The JG Press, Inc. (dba BioCycle) and Madison Marriott West and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither The JG Press, Inc. nor the Madison Marriott West maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Send Certificate Of Insurance to
Teri Sorg-McManamon at advert@jgpress.com

Madison Marriott West

Exhibitor Services Form
FAX TO: 608-831-6837

Please submit via fax no later than 14 days prior to Show. Orders received less than 14 days prior to Show are subject to equipment availability and will be charged the Late Price.

Name of Show: BIOCYCLE REFOR19	
Date of Show: OCTOBER 28 – 31, 2019	
Exhibitor Company Name:	Booth #:
Contact Name:	
Phone Number:	
Email:	

**PLEASE NOTE – AS PART OF THE EXHIBITOR FEE, EACH BOOTH IS FURNISHED WITH:
One, 6' draped table, two chairs, Exhibitor ID Sign
and High Speed Wireless Internet**

Item	Quantity	Price, each	Late Price, each
Extra Stack Chair		\$10.00	\$17.50
8' table		\$30.00	\$52.50
Additional 6' table		\$30.00	\$52.50
Cocktail round		\$30.00	\$52.50
DVD Player with 27" screen on a cart		\$160.00	\$280.00
27" Flat Screen, on a cart		\$110.00	\$195.00
A/V Cart		\$15.00	\$26.00
Easel		\$10.00	\$17.50
Wireless High Speed Internet (for 1 user)		\$25.00	\$45.00
Wired High Speed Internet		\$75.00	\$131.00
10 amp circuit w/ power strip (laptops, low amp booth lights)		\$50.00	\$87.50
Box Handling under 40 lbs		\$5.00	\$5.00
Box Handling over 40 lbs or Display Cases		\$20.00	\$20.00
Pallet Handling		\$50.00	\$50.00

Madison Marriott West

Exhibitor Services Form

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Shipping & Receiving Policies

- Please use the following address to ship all packages:

Madison Marriott West
1313 John Q Hammons Drive
Middleton, WI 53562

Hold for **BIOCYCLE REFOR19, October 28 – 31, 2019**
BOOTH NAME, BOOTH NUMBER
BOX 1 OF 4 (BOX 2 OF 4, ETC)

- All packages should be scheduled to arrive no more than 72 hours prior to Show date. Packages that arrive prior to that will incur a storage fee in addition to the handling fee.
- FedEx Air/Ground and UPS Air/UPS Ground have to be scheduled for pickup by the client wishing to ship. This service IS NOT PROVIDED by the hotel. We do have FedEx/UPS forms on property for your convenience.
- FedEx Home Delivery is also a ground service and needs to be scheduled by the client in advance for pick up.
- Form of Payment is a valid FedEx account number or a UPS account number. If no form of payment is applied, the packages will not be shipped.
- When packages are ready to be shipped out, please have all of the necessary paperwork on all packages (FedEx, UPS Labels) and leave them in the booths for the banquet department to pick up. You are also welcome to call the banquet staff by using any house phone located on the walls of the trade center. Do NOT label them as Marriott being the sender, this is not accurate. Your company and/or name should be listed as the sender.
- The Marriott Staff will pick up the packages and deliver them to the appropriate pickup area for outgoing shipping.
- Should you have questions regarding our shipping procedures, please contact Jason Hiestand at 608-831-2000 x 1061, or Jason.hiestand@atriumhospitality.com

Madison Marriott West

Exhibitor Services Form

FAX TO: 608-831-6837

INDIVIDUAL CREDIT CARD 3rd party billing authorization

Guest Name: _____

Company/Organization: _____

Company Address: _____

City, State, Zip Code: _____

Telephone: _____ Fax: _____

Arrival/Function Date(s): _____

Total Estimated Charges*:

*card will be authorized immediately

Estimated Room & Tax _____ Incidentals _____ Other _____

Bill to:	American Express:	<input type="checkbox"/>	Visa:	<input type="checkbox"/>
	MasterCard:	<input type="checkbox"/>	Diners:	<input type="checkbox"/>
	Carte Blanche:	<input type="checkbox"/>	Discover:	<input type="checkbox"/>

Card Number: _____

Expiration Date: _____

Card Holder: _____

Issuing Bank Phone # _____

Authorization: _____

Signature of Card Holder: _____ **Date:** _____

Signature of Sales/Catering/Front Office Mgr: _____ **Date:** _____

Please fax form to Marriott Madison West (608) 831 - 6837

Contact the Accounting Department at (608) 831 - 2000 with any questions