

Salt Lake City, UT
The Grand America Hotel
October 27-28, 2019

How to Finalize Your Tabletop

You may either complete the attached contract and fax to (202) 835-0467 or complete your contract and email it to jboone@afpm.org.

Tabletop Information

Move-In Hours

Monday, October 28
2:30 pm – 4:00 pm

Move-Out Hours

Monday, October 28
6:00 pm – 8:00 pm

Sponsorships

Show your support for the industry. Contact Colleen Lewallen for additional sponsorship opportunities at (202) 457-0480 or sponsorships@afpm.org.

Space Assignments

Companies who have paid in full their balance will be allowed to select their table assignment onsite. It will be on a first-come first-served basis.

Display Information

Tabletops should consist of very simple displays. Elaborate demonstrations will not be possible. Electrical services will be available at a cost to the exhibitor. Appropriate order forms will be sent with the confirmation. Security will not be provided, so valuable equipment such as laptops should not be left unattended.

AFPM will provide:

- 1, 8'x30" skirted table
- 1, 11"x17" table sign with company name and space number
- Attendee lists (including full mailing addresses prior to the conference).

Fees

Tabletop fees are listed below. These fees include one full conference registration. Any additional personnel attending must register for the full conference.

Tabletop:

Members \$1,600.00/table

Tabletop Rules & Regulations

These rules and regulations, and all text in this Exhibitor Contract, are to be construed as part of all tabletop contracts. AFPM reserves the right to interpret them as well as make final decisions on all points which the rules and regulations do not cover.

Payments and Cancellations

Payment must be received by September 7, 2019. Cancellations must be made in writing and forwarded to jboone@afpm.org.

Space and Equipment

The space will include 1, 8'x30" skirted table and 1, 11"x17" table sign with tabletop number. All other display materials will be provided by participant at his/her own expense.

Default of Occupancy

- If by 4:00 pm on Sunday, October 27, 2019, an exhibitor fails to register and occupy any space contracted for but not canceled in writing to AFPM, AFPM shall have the right to use said space to suit its own convenience, without any rebate or allowance to the defaulting exhibitor.
- If the display material has been delivered to the table but has not been assembled, AFPM reserves the right to remove the material and place it in storage.
- AFPM assumes no responsibility for having included the name of the defaulting exhibitor or descriptions of that exhibitor's products in the show brochures, news releases, or other materials.

Rules and Regulations

Exhibitors will abide by all other provisions of said rules and regulations and with fire regulations and all other regulations of governmental agencies and The Grand America Hotel.

Objectionable Material and Activities

AFPM reserves the right to require modification of any tabletop it deems questionable for any reason. Raffles, drawings, fishbowls, contests or similar activities are not permitted (see tabletop conduct and activities on next page).

Handling and Storage

- Shipment should be minimal due to simple nature of display.
- The exhibitor will make his/her own arrangements for delivery and receipt of shipment and storage of crates before move-in time.

Liabilities and Insurance

- The exhibitor, by entering into this contract, hereby waives any claim against and shall indemnify, save and hold harmless AFPM, The Grand America Hotel, its agents and employees for any damages or injuries to property or persons occasioned by or in connection with the conference unless caused by the willful misconduct of AFPM, The Grand America Hotel, its agents or employees.
- Exhibitor agrees to maintain such insurance that will fully protect AFPM and The Grand America Hotel from any claims of any nature, including claims under the Workmen's Compensation Act, and for damages for personal injury, including death, which may arise in connection with the presence and/or operation of participant's display. In the event the exhibitor damages the building, or any part thereof, he agrees to reimburse the owner of the building for the cost of repairing such damages to said building, or any part thereof, directly or indirectly.
- AFPM will not be liable for failure to hold the seminar as scheduled. Payments for tabletop space will be returned in that event, less the exhibitor's pro-rata share of all costs and expenses incurred and committed by the AFPM.
- The exhibitor hereby consents to the jurisdiction of the courts of the District of Columbia with respect to any right of action arising under this contract.

Admission

- AFPM will have sole control over admission of all persons. All persons visiting the tabletops will be admitted according to the rules and regulations of the conference as issued or amended by the authorized representative of AFPM.
- All persons visiting the tabletops must be registered and wear an official AFPM badge at all times.
- No one under the age of 18 years of age will be allowed in the tabletop area at any time.

Tabletop Configuration

- Display material may be placed up to a height of 8' from the hotel floor and must sit on top of the 8' table. No freestanding displays placed on the floor are permitted.
- No floor signs may be placed on top of the table to reach a height greater than 8' from the floor.
- No heavy equipment is permitted. All display material must be safely supported by the tables provided. Any signs or banners must be affixed to the tabletop; however, no nails, screws or other

damaging device may be used in this process.

- AFPM reserves the right to restrict the use of glaring or irregular lighting effects. The use of signs or lighting involving the use of neon or similar gases, and flashing electrical signs or lighting are not permitted.
- AFPM reserves the right to restrict the use of demonstration equipment that produces a noise level objectionable to AFPM, attendees or neighboring exhibitors.
- The use of minimal audio-visual equipment will be permitted, subject to written approval of AFPM.

Tabletop Displays and Conduct

- Displays should be directly related to the products and services provided by the exhibitor in the regular course of business.
- Tabletop personnel must be limited to employees of the exhibitor or its affiliates. Exhibitors are not permitted to use celebrities, models, caricaturists or entertainers. Spouse registrants are not permitted to work in the booth.
- The exhibit booth must be staffed at all times during open show hours.
- Raffles, drawings, contests, or similar activities of any kind, regardless of the intended purpose or winnings, are not permitted and no exceptions will be made. Therefore, no fishbowls are permitted on the tabletops.
- Giveaways are permitted only when the item is of minimal value, available to all attendees, and not related to any type of raffle, drawing or contest.
- Distribution of any open food item is not permitted.

- Sales are not to be made nor orders placed at any of the exhibit facilities.
- Exhibitors must confine their activities to the space for which they have contracted, and may not distribute samples or souvenirs except from their tabletop.
- The exhibitor shall be responsible for the safety of all individuals participating in or viewing their display.
- Live animals and smoking are not permitted in the tabletop area.
- Exhibitors will not be permitted to behave in a manner that is, in the sole discretion of AFPM, objectionable. Any questions of propriety should be cleared in writing with AFPM.

Ethical Responsibility and Professional and Personal Conduct Code

The American Fuel & Petrochemical Manufacturers ("AFPM") has adopted the following "Ethical Responsibility and Professional and Personal Conduct Code" (hereinafter, "the Code"). Every member of AFPM, their designated representatives, and non-member attendees at all AFPM meetings and forums agree to abide by the Code as a condition of membership in AFPM and attendance and participation at AFPM meetings and forums.

The Code requires the following of all individuals attending AFPM meetings and forums:

- Adherence to the AFPM bylaws and the AFPM policies and procedures, as adopted by AFPM's Board of Directors.
- Strict compliance with federal antitrust laws.
- Adherence to all applicable federal and state laws.

- Maintenance of the highest level of professional and personal ethical behavior while attending AFPM meetings and forums.
 - Prevention of certain behaviors, including harassment, violence, intimidation and discrimination of any kind involving race, color, religion, national origin, gender, sexual orientation, age, disability or, where applicable, veteran or marital status.
 - Assurance that conduct at all times and in all professional and personal dealings with each other and other attendees with the highest level of integrity and courtesy.
 - Sharing of knowledge and expertise as speakers at AFPM educational events and sessions whenever practicable, without soliciting or explicitly promoting their own organization's products or services.
 - Working to instill public and consumer confidence in the petrochemical and refining industries, its member companies, and its professionals, avoiding any action conducive to discrediting members of AFPM.
 - Refraining from scheduling general attendance meetings, receptions or other events at times that conflict with substantive programming or social events at AFPM meetings without express written permission of AFPM.
- Failure to abide by the Code may result, for the first offense, in informal censure of a company or individual by the AFPM Executive Committee. If violations of the Code continue after such an informal censure, a company may be subject to expulsion from AFPM, or an individual to exclusion from participation in AFPM activities, by the Board of Directors.

TABLETOP CONTRACT

Exhibitor Information

Exhibiting Company _____
(As you wish company name to appear on promotional and Conference materials)

Street Address _____

City _____ State _____ Zip _____

Website _____

Contact Information:

Name _____ Email _____

Telephone _____ Fax _____

Pricing:

Member: \$1600.00 / table

Description of topic for final seminar program. **(300 characters maximum)**

Agreement and Payment

Note: Tabletop fees do not include any complimentary registrations. All registrants must pay the registration fee for the conference.

We hereby agree to:

1. Abide by all the rules and regulations, as stipulated in the Tabletop Contract and in any exhibitor materials sent..
2. Remit the full tabletop fee to AFPM. Payments must be received in full by September 7th.

Exhibitor Authorized Signature _____ Date _____

(Contract cannot be processed without signature)

Amount Due \$ _____

VISA Mastercard American Express

Credit Card No. _____ Exp. Date _____

Card Holder Name _____

Signature _____

Required, authorizing charge and acknowledging cancellation policy

For AFPM use only:

Date Received _____

Amount Paid _____

Date Logged _____

By _____