



# EXHIBIT SPACE REQUEST FORM & AGREEMENT

## Exhibit Space Request

We request exhibit space in IOSC 2017 with our preferences listed below.

### Preferred Booth Type:

- Inline
- Island
- Peninsula

Booth space assignments will occur May 1, 2016. Industry Sponsors receive first right of refusal on exhibit locations.

### Space Rate:

\$25.00 (USD) per net square foot; \$150.00 per corner (minimum booth space 10 ft (deep) x 10 ft (wide)).

- 50% deposit must accompany any application
- Final payment must be received by March 3, 2017
- Applications received after March 3, 2017 must submit full payment
- Indicate your choices (1-6), selecting several locations throughout your desired area(s)
- No "end caps" will be assigned

### Preferred Booth Space:

Space Number(s)	Size = Total Sq. ft	Cost (USD)
1. _____	_____ x _____ = _____	\$ _____
2. _____	_____ x _____ = _____	\$ _____
3. _____	_____ x _____ = _____	\$ _____
4. _____	_____ x _____ = _____	\$ _____
5. _____	_____ x _____ = _____	\$ _____
6. _____	_____ x _____ = _____	\$ _____

**Total Cost:** \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_

The applicant agrees to accept the space assignment or reject the space by notifying IOSC Show Management in writing within thirty (30) days after receiving an Invoice Confirmation. If applicant has not rejected the space within such 30-day period, applicant will be deemed to have accepted the space upon, and to be bound by, the terms and conditions of this Contract. All refunds after acceptance of this Contract are subject to the Reduction and Cancellation clauses in the Rules and Regulations. No exhibitor will be permitted to begin installation unless space is paid in full.

Description of products to be exhibited:

Note: This copy is for reference only and is not used for any promotional listings. Use a separate page if necessary.

### Check all that apply:

- Area Clean-up/Restoration
- Aviation Services/Surveillance
- Bioremedial Equipment/ Services
- Contingency planning
- Control
- Damage/Impact Assessment
- Dispersants/Spray Systems
- Diving/Salvage Services
- Electrical Generators
- Emergency Response
- Engineer/Remediation Services
- Environmental consultants
- Field Equipment/ Instrumentation
- Insurance (Liability/Pollution)
- IT/Software & Training
- Lightering/Salvage
- Mapping
- NGOs
- Oil spill equipment manufacturers
- OSROs
- Port Security/Safety Services
- Prevention
- Protective Gear
- Safety/Health
- Satellite Tracking
- Training (all areas)
- Transport Services
- Treatment
- Vessels/Barges/ Work Boats
- Weather Service
- Wildlife Rescue/Rehab
- Other: \_\_\_\_\_

Competitive companies which you do not wish to be near:

IOSC Show Management cannot guarantee request if competitor is assigned after this application is processed, or registers under a different name.

## Exhibitor Registration

Each 10 ft x 10 ft booth receives 2 full conference badges, and 2 exhibit hall only badges. Additional badges are available at the discount rate of \$850 each (up to 2). Each badge recipient must be a direct employee of exhibiting company.

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# EXHIBIT SPACE REQUEST FORM & AGREEMENT

## Company Marketing Representative

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Total Exhibit Cost** (Plus additional exhibitors if eligible):  
\$ \_\_\_\_\_ (USD)

Deposit must be based on the highest price sponsorship requested. Application and Contract received without such payment will not be processed nor will sponsorship assignment be made. The balance thereof to be paid to API on or before March 3, 2017 or sponsorship assigned shall be subject to cancellation and/or reassignment at the option of IOSC Show Management.

## Method of Payment

- By Credit Card (preferred)
- Visa       MasterCard       American Express

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Print Cardholder's Name: \_\_\_\_\_

Cardholder's Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_

## By Check

Please make your check payable to the American Petroleum Institute and indicate the following reference number on the check to ensure payment is credited to you properly: SS-2300-IM000-7411. U.S. currency only, drawn on a U.S. bank. Please mail the check with your form to:

American Petroleum Institute  
P.O. Box 1425  
Merrifield, VA 22116-1425, USA

## By Wire to API

Please add \$25.00 (USD) to cover wire transfer fees.

TD Bank  
1030 15th St NW  
Washington, DC 20005 USA  
ABA Routing # 054001725  
Credit To American Petroleum Institute  
Account # 4251303172 SWIFT: NRTHUS33

## Acceptance of Terms

I, the duly authorized representative of the undersigned company, on behalf of the said company, subscribe and agree to all terms, conditions, authorizations, and covenants obtained in this Application and Contract for exhibit space, and the enclosed Rules and Regulations which are a part thereof, governing IOSC 2017.

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

I have read and agree to the IOSC 2017 Rules and Regulations on the next page. Initial here: \_\_\_\_\_

Do not mark in this space. For official use only.

Space Assigned: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Cost: \_\_\_\_\_

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# EXHIBIT SPACE REQUEST FORM & AGREEMENT

## Rules and Regulations

**1. IOSC:** As used herein, "IOSC 2017" or "Exhibition" shall refer to the IOSC 2017. Also as used herein "exhibitor," "applicant" and "company" shall refer to the party submitting the Application and Contract. IOSC Show Management will handle all pre-show and on-site-decisions and its decisions will be final.

**2. Cost of Exhibit Space:** See previous two pages.

**3. Payments:** All checks are to be made payable to: American Petroleum Institute, P.O. Box 1425, Merrifield, VA 22116-1425, USA. Reference SS-2300-IM000-7411 (U.S. currency only, drawn on a U.S. bank) Note: A \$25.00 transaction fee will be due on each Wire Transfer received as payment, if not sent as U.S. currency. Please add this amount to your original payment. Credit cards are also accepted for payment. No exhibitor admission credentials will be distributed to any company who has not paid in full by March 3, 2017; and if any company still has not paid in full by the time of the first date of installation, Monday, May 5, 2017, they will not be allowed to set up their booth or receive any orders from contractors until the account is paid in full by Cashiers or Certified Check. No personal checks or credit cards are accepted as payment for exhibit space on-site.

**4. Reduction of Exhibit Space:** Reductions of size from original contracted area will be allowed up to thirty (30) days after the receipt of the official notification of space assignment. After that date exhibitors will be assessed a 25% fee for any exhibit area that is reduced. This fee will be based on the amount of space to be reduced. Based on the original location and booth area, any reduction of space could necessitate a change in location, especially if another exhibitor is on the "wait" list for the larger space.

**5. Cancellation:** An exhibitor may cancel or withdraw from the show subject to the following conditions and restrictions:

- The exhibitor shall give IOSC Show Management notice in writing of its intention to cancel or withdraw from the show.
- In the event the said notice is received on or before March 3, 2017, the exhibitor shall be obligated and agrees to pay a cancellation penalty of 50% of the contract value.
- In the event the said notice is received after March 3, 2017, the exhibitor shall be obligated and agrees to pay 100% of the contract value.
- All refunds due will be paid to exhibitor no later than sixty (60) days after the close of the Exhibition.
- In the event of cancellation, IOSC Show Management shall have the right to use said space to suit its own convenience, including selling the space to another exhibitor, without any rebate or allowance to the cancelled exhibitor.
- API and IOSC Show Management assumes no responsibility and exhibitor waives any claims against IOSC for having included the name of the cancelled exhibitor or description of their products in the show catalog, brochures, news releases or other materials concerning the show.

**6. Assignment of Space:** Corporate sponsors will be allowed a first right of refusal on all exhibit space. Exhibit space will then be assigned on a first-come, first-served basis. Whenever possible, space assignments will be made based on the location preferences requested by the exhibitor. IOSC Show Management reserves the right to make the final determination of all space assignments in the best interests of the overall Exhibition. This Agreement will not be valid unless and until signed by an officer or representative of the Exhibiting Company on this official Space Application/Contract and returned to IOSC Show Management.

**7. Right of Refusal:** IOSC Show Management reserves the right to refuse rental of display space to any company whose display of goods, service or machinery is not, in the opinion of IOSC Show Management, compatible with the general character and objectives of the Exhibition.

**8. Floor Plan Layout Changes:** Through the floor plans sent out periodically and the plans available through the official IOSC website, all exhibitors should frequently review their space location and changes to neighboring booths/areas for updates. While IOSC Show Management will send out updates to the layout, it is the exhibitor's responsibility to keep up with changes to their assigned area. IOSC Show Management is anticipating alterations to the initial printed plan and cannot be held responsible for changes which may alter a participating exhibitor's selection of space. If a specific exhibitor is impacted by an adjacent major layout configuration, IOSC Show Management will notify them directly.

**9. Subletting of Space:** The exhibitor agrees not to assign, sublet or apportion space or any part thereof contracted for, nor to exhibit, advertise or offer for sale merchandise or services other than those manufactured or sold by exhibitor company in the regular course of business. As an example: when articles are required for the proper demonstration or operation of exhibit displays, in which case identification of such articles shall be limited to the regular name plate, imprint or other identification, which in standard practice appears normally on the article. Exhibitors may not permit non-exhibiting company representatives to work in their booths except their own dealers and representatives.

**10. Competitors:** IOSC Show Management will attempt to keep competitors no nearer than 20 feet from the other exhibitor if requested in the original application to exhibit, however, there is no guarantee if competitor is assigned long after original exhibitor's contract has been filed and reviewed.

**11. Default of Occupancy:** Any exhibitor failing to occupy their exhibit booth (contracted for but not cancelled) by May 5, 2017 is obligated to pay the full cost of such space. IOSC Show Management has the right to take possession of said space and lease.

**12. Failure to Hold Exposition:** Should any contingency prevent the holding of IOSC 2017, IOSC Show Management shall retain only such part of exhibitor's rental as required for expenses incurred up to the time such contingency shall have occurred. The exhibitor waives all claims for damages. If, for any reason, the Exhibition shall be cancelled or deferred, the exhibitor waives all claims for damages or recovery of payments made.

**13. Exhibit Hours:** Exhibitors are required to keep at least one attendant in their booth during all show hours, subject to removal of their exhibit from the show at the company's expense.

SHOW HOURS (Subject to Change):

- Monday, May 15, 2017: 4:30 p.m. – 7:30 p.m.
- Tuesday, May 16, 2017: 9:30 a.m. – 5:00 p.m.
- Wednesday, May 17, 2017: 9:00 a.m. – 5:00 p.m.
- Thursday, May 18, 2017: 9:00 a.m. – 2:00 p.m.

**14. Exhibit Booth Displays:** Please refer to the specific rules and regulations that will be included in the Exhibitors Service Manual for all related rules and regulations regarding heights, sightlines, demonstration areas and signage.

**15. Liability, Insurance:** Exhibitors shall assume, and shall indemnify, hold harmless and defend IOSC Show Management and their respective members, officers, directors, employees, contractors and agents (collectively "IOSC Parties") from and against, any and all claims, damages, liabilities, costs (including reasonable attorneys' fees) and expenses (collectively, "Claims") arising out of or in any way relating to exhibitor's acts or omissions while a participant of IOSC 2017, including but not limited to any Claims arising out of or in any way related to any bodily injury or property damage caused by exhibitor's acts or omissions. Additionally, exhibitors hereby waive, and release IOSC Parties from, any claim against IOSC Parties for damages or to liabilities of any kind, type or nature (including but not limited to any damage to property or business or injury to persons) arising out of or in any way relating to the Exhibition, except to the extent caused by an IOSC Party's gross negligence or willful misconduct. In no event shall exhibitor be entitled to claim, and exhibitor hereby waives the right to claim, any special, consequential, indirect or punitive damages arising out of or relating to this Application and Contract of IOSC 2017.

**16. Personal Property:** Exhibitor acknowledges that any/all property of exhibitor, including any personal properties of individuals, are the sole responsibility of such Exhibitor/Participant and IOSC Show Management will not assume any liability for such properties in the event of fire, theft, mysterious disappearance or any loss of physical damage or any indirect damage as a result thereof. Participation attendance of the Exhibition will acknowledge the acceptance of all terms and conditions stated herein.

**17. Additional Insurance:** Additional insurance requirements, minimum coverage and liability clauses will be contained in the complete Rules and Regulations document which will be a part of the IOSC Exhibitors Service Manual, which Rules and Regulations are incorporated herein and are a part of this Application and Contract.

**18. Children:** Conference Sponsor(s) and Management forbid all children under the age of 18 years (including infants and strollers) to be brought onto the exposition floor prior to, during or after set-up/dismantle hours and all show hours.

**19. General Requirements:** All matters and questions covered in the "Rules and Regulations" may be amended at any time by IOSC Show Management. Such amendments or additions shall be equally binding on all parties affected by this original "Rules and Regulations."

Representative's Name (Please Print):

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Representative's Signature:

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Date Signed:

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**PLEASE RETURN BY APRIL 15, 2017**

Fax your application to 1-202-973-8716. No cover sheet necessary.



# SPONSORSHIP REQUEST FORM & AGREEMENT

## Company Information

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### By Wire to API

Please add \$25.00 (USD) to cover wire transfer fees.

TD Bank  
 1030 15th St NW  
 Washington, DC 20005 USA  
 ABA Routing # 054001725  
 Credit To American Petroleum Institute  
 Account # 4251303172 SWIFT: NRTHUS33

## Complimentary Registrant

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Method of Payment

- By Credit Card (preferred)
- Visa     MasterCard     American Express

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Print Cardholder's Name: \_\_\_\_\_

Cardholder's Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_

### By Check

Please make your check payable to the American Petroleum Institute and indicate the following reference number on the check to ensure payment is credited to you properly: SS-2300-IM000-7411. U.S. currency only, drawn on a U.S. bank. Please mail the check with your form to:

American Petroleum Institute  
 P.O. Box 1425  
 Merrifield, VA 22116-1425, USA

**Please select the opportunities your company wishes to sponsor.** Companies will be provided benefits as outlined in the Sponsorship Package. You will be contacted to confirm your sponsorship.

### Industry Sponsorships

- Industry Gold Sponsorship
- Industry Silver Sponsorship
- Industry Bronze Sponsorship

### Brand Sponsorships

- Conference Delegate Registration Bags
- Mobile App
- WiFi Hot Spots
- Lanyards/Badge Holders

### Function Sponsorships

- Opening Reception and Exhibit Hall Grand Opening
- Film Festival and Photo Contest
- Film Festival Photo Contest Awards Luncheon
- Conference Luncheon Tuesday
- Conference Luncheon Wednesday
- Scholarship Breakfasts
- Water Stations – Run of Show
- Water Stations – Tuesday
- Water Stations – Wednesday

### Water Stations – Thursday

- Refreshment Break Tuesday Morning
- Refreshment Break Tuesday Afternoon
- Refreshment Break Wednesday Morning
- Refreshment Break Wednesday Afternoon
- Refreshment Break Thursday Morning
- Refreshment Break Thursday Afternoon

### Closing Dinner

- Closing Dinner Entertainment
- Closing Reception

### Scholarship Support

- \$4,000
- \$2,500
- \$1,000

### Advertising

- Pocket Guide - Exclusive
- Pocket Guide - Shared

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# SPONSORSHIP REQUEST FORM & AGREEMENT

## Sponsor Agreement

We plan to attend the event indicated below, and would like to participate as a sponsor. We agree to abide by the following conditions and procedures and will brief our representatives accordingly:

International Oil Spill Conference 2017  
May 15-18, 2017

**1. Program Notation:** Per individual sponsorship benefits as indicated, an acknowledgment of the level of support, item, or event sponsored will be made in the final program. The exact wording will be at the discretion of Show Management.

**2. Registration Signage:** Per individual sponsorship benefits as indicated, Show Management will create prominent signage or other forms of recognition that feature the company name and/or logo of the sponsor. The exact wording and type of recognition will be at the discretion of Show Management.

**3. Liability and Security:** Each sponsor must make provisions for the safeguarding of its goods, materials, equipment and display at all times. Neither API, IOSC, nor the Long Beach Convention Center, nor their officers, representatives nor employees will be responsible for any destruction, damage, theft or loss to the sponsor's property.

**4. Indemnification:** The sponsor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless API, IOSC, nor the Long Beach Convention Center, and their employees and agents against all claims, losses and damages to persons or property, governmental charges or fines, and reasonable attorney's fees arising out of or caused by sponsor's participation.

**5. Insurance:** The sponsor/exhibitor acknowledges that API, IOSC, and the Long Beach Convention Center do not maintain insurance covering sponsor property and that it is the sole responsibility of sponsors and exhibitors to obtain business interruption and property damage insurance covering such losses by sponsor.

**6. Event Cancellation:** If unusual circumstances prevail and the event is cancelled, a full refund of the sponsor fee will be made within thirty (30) days of the cancellation. Sponsor waives all claims that may be made against API, IOSC, its employees, agents and assigns, except the right to a refund of the sponsor fee.

**7. Cancellation:** Sponsors may cancel their obligation up to March 3, 2017. However, 50% of the fee is non-refundable. Notice of cancellation must be submitted in writing.

**Send to:**

IOSC Sponsorship/Exhibits Manager  
2025 M Street, N.W.  
Washington, DC 20036  
Phone: 1-202-973-8689  
[IOSCExhibits@CourtesyAssoc.com](mailto:IOSCExhibits@CourtesyAssoc.com)

**8. Assignment:** Neither Show Management nor the sponsor may assign their rights under this Agreement without the express written consent of all the parties.

Representative's Name (Please Print):

\_\_\_\_\_

Company:

\_\_\_\_\_

Job Title:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date signed:

\_\_\_\_\_

**PLEASE RETURN BY APRIL 15, 2017**

Fax your application to 1-202-973-8716. No cover sheet necessary.