



International Petroleum Environmental Conference

**October 30 –
November 1, 2018**

Denver, Colorado, USA

Grand Hyatt Denver Hotel

1750 Welton Street | Denver, Colorado

Exhibitor Confirmation Form

☐ **Exhibit Fee: \$1,995** (8' x 10' booth space)

For additional information on what this fee covers, go to IPEC Exhibitor website:
www.cese.utulsa.edu/ipec-conference/exhibitor-information

Submit completed Confirmation Form, Agreement and Payment by June 15, 2018 and receive:

- Unlimited **FULL CONFERENCE** Registrations for your company personnel **for just \$595 each!**
(This rate does not apply to IPEC 2018 presenters from this same company/organization).
- One **FREE FULL PAGE AD** (Black & White) in the Conference Program/Book of Abstracts
- Your company will be entered into a drawing to win a **FREE BOOTH SPACE** at IPEC 2019 in San Antonio!

PREFERRED BOOTH LOCATIONS (Please list your top 2 choices)

1.) _____

2.) _____

Final booth assignments will be based on a first-come/ first-served basis.

IPEC reserves the right to determine final exhibit floor plan assignments based on needs of the conference, etc.

Company/Organization Name _____

Company Contact Person _____

Job Title/Position _____

Address _____

City _____

State _____

Zip Code _____

Contact's Phone Number _____

Contact's Cell Number _____

Contact's Email _____

IPEC 2018 EXHIBITION PAYMENT OPTIONS:

☐ **Check enclosed.** Make payable to The University of Tulsa – CESE

☐ **Credit Card.** You will be contacted for payment information.

Return the Exhibitor Agreement (signed) and the Confirmation forms no later than **October 22, 2018**, to:

The University of Tulsa, Continuing Education for Science & Engineering (CESE), 800 S. Tucker Drive, Tulsa, OK 74104-3189.

If you have any questions, please email: brenda-tice@utulsa.edu



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Exhibitor Agreement

SIGN AND RETURN THIS FORM along with the Exhibitor Confirmation Form.

Both forms must be received by **October 22, 2018**.

This agreement is between the University of Tulsa, Continuing Education for Science & Engineering (TU-CESE) and

_____, herein called the Exhibitor.
(print organization name)

Company Contact Person

Job Title/Position

Contact's Phone Number

Contact's Cell Number

Contact's Email

Date

Signature

The individual signing this agreement warrants that he/she has the authority to bind contractually the organization applying for exhibit space.

By signing on behalf of your organization, you agree to the following:

1. TU-CESE reserves the right to decline, prohibit or expel an exhibit, which, in their judgment, is out of character of the conference exhibition and/or is in violation of this contract or any rules or regulations now or hereafter in effect.
2. Exhibitor shall be bound by all pertinent laws, codes and regulations or municipal or other authorities having jurisdiction over the exhibit facility or the conducting of said exhibit, together with the rules and regulations of the owners and operators of the facility in which the exhibition is held.
3. Distribution of advertising material and exhibitor solicitations of any sort shall be restricted to the exhibitor booth. No exhibitor shall arrange their booth so as to obscure or prejudice adjacent exhibitors in the opinion of TU-CESE.
4. An exhibitor must carry its own insurance. TU-CESE and the conference hotel assume no responsibility for the safety of the properties of the exhibitor, its officers, agents or employees from theft, damages by fire, accident or any other cause whatsoever; and the exhibitor expressly agrees to indemnify and hold harmless TU-CESE and the conference hotel and their respective management, agents and employees from any and all liability resulting from injuries or damage to exhibitor, its agents, employees, person and/or properties in connection with the exhibitor's use of the exhibit space. By signing this agreement the exhibitor is certifying to TU-CESE and the conference hotel that it has liability insurance coverage currently in place that is adequate to cover exhibitor's potential liability arising from the exhibitor's participation in this conference and exhibition.
5. It is agreed that actual occupation of the exhibit space by an exhibitor is essential. Should the exhibitor be unable to occupy the space by one-half hour before the exhibition opens, TU-CESE is authorized to occupy or cause said space to be occupied in such a manner as it may deem in the best interest of the exhibition, without any rebate or allowance whatsoever to the exhibitor and without in any way releasing said exhibitor from any liability, or from any of its other obligations under this contract. Said exhibitor expressly agrees to pay the exhibition the full sum set forth.
6. The specific requirements as to time for installation and dismantling of exhibits, furniture and other services required will be listed in future communications prior to the beginning of the event. These times may change. It is the responsibility of the company contact (listed above) to notify those responsible for installation and dismantling the exhibit of the new times.
7. By signing this agreement, the company will be invoiced for and agrees to pay **an additional \$250** if booth personnel tear down and vacate the booth before the designated tear down time set forth by the TU-CESE Exhibit Staff.
8. The exhibitor must, at his expense, maintain and keep in good order his exhibit and the space for which he has contracted.
9. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, or other parts of the exhibit area without permission from TU-CESE and the conference hotel. **Nothing in the booth may extend past the designated booth space in any direction (8' high back wall drape; 3' high side rails).**
10. In the interest of the success of the entire conference, the exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of attendees, exhibitors or sponsors during the official hours of the conference.
11. It is required that each exhibitor have at least one person staffing their booth during the times of conference events scheduled in the exhibit hall.
12. This Agreement is subject to termination by TU-CESE for cause without liability for non-performance of the Exhibitor under any one or more of the following conditions: The performance of TU-CESE under this Agreement is subject to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, damage to or destruction of the facility by fire, postponement or cancellation of the exhibition or any other situation of a comparable nature beyond its control, making it impossible, illegal or which materially affects its ability to perform its obligations under this agreement.
13. TU-CESE and the conference hotel assume no responsibility for the protection and safety of the exhibitors, his officials, agents or employees, or for the protection of the property of the exhibitor or his representative, or of property used in connection with the exhibit, from theft or damage or destruction by fire, accident or other cause. Small and easily portable articles shall be properly secured or removed after exposition hours and placed in safekeeping by the exhibitor. The exhibitor hereby agrees to indemnify and hold harmless TU-CESE and the conference hotel and its agents or employees, with respect to any claims, suits, damages, liabilities, losses, expenses and costs (including reasonable attorney's fees).
14. Cancellation: Any notice of cancellation must be submitted in writing. Exhibitors cancelling booth space before September 14, 2018 will receive a 25% refund of all monies paid less a \$200 processing fee. Exhibitors submitting notices of cancellation after September 14, 2018 will not be entitled to a refund. Refunds will be issued within 90 days of receipt of notice of cancellation. Exhibitor's failure to pay booth space fees shall not void their obligations under the Terms and Conditions of this Agreement.