

Security Conference Exhibitor Prospectus

What is the Security Conference?

The NPRA is organizing the fifth Security Conference which will be held March 7-8, 2006 at The Woodlands Waterway Marriott Hotel & Convention Center in The Woodlands, TX. This meeting offers NPRA members of the refining and petrochemical manufacturing industries the opportunity to stay current with regulations and issues affecting their facility. This meeting is for individuals responsible for security at both the corporate and the plant level. The meeting will host a limited number of tabletop exhibits.

Who Is NPRA?

The National Petrochemical & Refiners Association has the honor of being the oldest trade association to serve the oil industry.

NPRA represents 101 regular member companies, encompassing nearly all of the petroleum refiners and petrochemical manufacturers in the United States. Membership also consists of international refining and manufacturing entities, as well as domestic and foreign companies which have special interests in petroleum refining and petrochemical manufacturing, while not operating the refineries or facilities themselves.

Interested in Membership?

Please contact Susan Yashinskie at 202-457-0480 or SusanY@npra.org

Tabletop Information

Move-In Hours

Tuesday, March 7, 8:00 am – 11:00 am

Move-Out Hours

Tuesday, March 7, 6:30 pm – 8:00 pm

SPACE ASSIGNMENTS

Companies who submit their contracts by January 9, 2006 will receive priority processing for entry into the show and assignment of tabletop location. After January 9, tables will be assigned on a first-come, space available basis.

The floor plan consists of 15, 6'x36" tabletops.

After space is assigned, a confirmation will be sent to the exhibitor with tabletop assignment. The NPRA reserves the right to make necessary changes in assigned tabletop locations for the benefit of exhibitors and the betterment of the entire meeting.

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 be provided, but valuable equipment such as

laptops should be removed from the tabletop area when the displays are not open. NPRA will provide:

1, 6'x36" skirted table

1 chair

1, 7"x44" table sign with company name and space number

Attendee lists (including full mailing address prior to and after the conference).

Schedule of Events

Tuesday, March 7

7:00 am -6:30 pm

8:00 am -11:00 am

8:00 am -10:00 am

10:15 am -11:30 am

11:30 am -1:00 pm

1:00 pm – 3:00 pm

3:15 pm – 5:00 pm

5:00 pm – 6:30 pm

6:30 pm – 8:00 pm

Registration Open

Tabletop Move-In

General Session

Concurrent Workshops

Buffet Lunch/**Tabletop**

Displays Open

General Session

Breakout Sessions

Reception/**Tabletop Displays**

Open

Exhibitor Move-Out

Tabletop Fees & Space Availability

Tabletop fees are listed below. Please note: These fees include one complimentary exhibitor registration or pass. Complimentary exhibit personnel working the show must register for the conference. Additional exhibitor representatives must register for the conference and pay the registration fee. When exhibit space is assigned the exhibitor will be sent information on registration.

The floor plan on page 4 indicates the location of the tabletops and food service areas. Locations are believed to be accurate, but are not guaranteed.

Tabletop Fees

Member \$ 500.00 / table

Non-member \$ 600.00 / table

Tabletop Rules & Regulations

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

Space Assignments

Prior to and including January 9, priority for assigning space will be determined by NPRA membership and date received. After January 9, space will be assigned on a first-come, space available basis.

NPRA reserves the right to change space assignment if, in NPRA's judgment, it becomes necessary to do so.

Payments and Cancellations

Security Conference Exhibitor Prospectus

In applying for space, the exhibitor must pay the full cost of the space with the application. A full refund will be made if space is not available. Refunds for cancellations will be made only if the space can be resold, according to the following schedule: By January 9, 2006 – 90%; by January 30, 2006 - 75% of space rental fee; by February 20, 2006 - 50%; after February 20, 2006 - 0% of space rental fee. Cancellations must be made in writing and forwarded to Lynne Schoenbeck at fax number: (202) 835-0467 or email: LSchoenbeck@npra.org.

Space and Equipment

The space will include 1, 6'x36" skirted table, 1 chair, and 1, 7"x44" table sign with tabletop number. All other display materials will be provided by participant at his/her own expense.

Default of Occupancy

- If by 10:30 am on Tuesday, March 7, 2006, an exhibitor fails to register and occupy any space contracted for but not canceled in writing to NPRA, NPRA 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 defaulting exhibitor.
- If the display material has been delivered to the table but has not been assembled, NPRA reserves the right to remove the material and place it in storage.
- NPRA 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 The Woodlands Waterway Marriott Hotel & Convention Center.

Objectionable Materials and Activities

NPRA 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 boxes before move-in time. Exhibitors may ship items directly to the The Woodlands Marriott Hotel & Convention Center. Materials must be marked as follows:

Complete Return Address

Attn: Guest's Name and Company
Hold for Arrival: (Date)

NPRA National Safety Conference
NPRA Table # _____
Number of Boxes: Ex: Box 1 of 3, Box 2 of 3, etc.

Hotel Address

The Woodlands Waterway Marriott Hotel and
Convention Center
1601 Lake Robbins Drive
The Woodlands, TX 77380

The hotel has handling charges of \$3.00 per envelope, \$5.00 for a box or tube and \$10.00 per case.

The hotel does not accept any liability for equipment, goods, displays, or other materials which arrive or fail to arrive at the hotel. The exhibitor is responsible for insuring its property for loss or damage.

Liabilities and Insurance

- The exhibitor, by entering into this contract, hereby waives any claim against and shall indemnify, save and hold harmless NPRA, The Woodlands Marriott Hotel & Convention Center, 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 NPRA, The Woodlands Marriott Hotel & Convention Center, its agents or employees.
- Exhibitor agrees to maintain such insurance that will fully protect NPRA and The Woodlands Marriott Hotel & Convention Center 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.
- NPRA 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 NPRA.
- 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

- NPRA 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 NPRA.

Security Conference Exhibitor Prospectus

- 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. Any signs or banners must be affixed to the tabletop; however, no nails, screws or other damaging device may be used in this process.

- Free standing floor displays located behind the table may be permitted with advance approval by NPRA. Written diagrams of any displays not fitting entirely upon the tabletop are required.

- NPRA 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.

- NPRA reserves the right to restrict the use of demonstration equipment that produces a noise level objectionable to NPRA, attendees or neighboring exhibitors.

- The use of minimal audio-visual equipment will be permitted, subject to written approval of NPRA.

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.

- 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.

- Give-Aways 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 NPRA, objectionable. Any questions of propriety should be cleared in writing with NPRA.

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Application/Contract for Exhibit Space

2006 Security Conference

March 7-8, 2006

The Woodlands, Texas

The Woodlands Waterway Marriott Hotel &
Convention Center

Cut-Off Priority for Members/Past Exhibitors: January 9, 2006

1. Complete all of the sections below in their entirety; this information will be used in all conference literature and mailings.
1. Be sure your authorized company representative signs below under "Agreement by Exhibitor". The application will not be processed unless it is signed and dated.
3. Forward this form and the floor plan **by January 9, 2006 with full payment of booth fees** to NPRA at fax: (202) 835-0467, or mail to: SC06 Exhibits, NPRA, 1899 L Street NW, Suite 1000, Washington DC 20036.
4. Full payment must be received for space to be assigned. Payment may be made by check (payable to NPRA) or credit card.

Exhibiting Company _____

Street Address _____

(include full shipping address; UPS/FEDEX will not deliver to P.O. Box)

City _____ State _____ Zip _____

Contract Representative _____ Email _____

Telephone _____ Fax _____

On-Site Representative (if different from above) _____ Email _____

Telephone _____ Fax _____

Who should receive the exhibitor manual and correspondence?

Contract Rep. On-Site Rep. Other (attach name, etc.)

NPRA Member Co. (Not sure? Check out www.npra.org) Y N

If so, name of company _____

List 4 choices from the floor plan on page 4: 1st _____ 1nd _____ 3rd _____ 4th _____

(Requested locations cannot be guaranteed)

Competitors you want to be separated from (by company, not category) _____

(Booth separation is not guaranteed)

Description of products/services for final conference program (30 words or less) _____

Member: \$500/table Non-Member \$600/table

We hereby agree to:

1. Abide by all the Rules and Regulations, as stipulated in the Exhibit Application and in the Exhibit Manual (mailed after booths are assigned).

1. We agree to remit the full booth rental fee to NPRA. We understand that booth space cannot be assigned until all booth space fees have been paid in full to NPRA. We also understand that any balance due to NPRA from previous exhibitions will prevent us from obtaining booth space for 2005.

Exhibitor Authorized Signature _____ Date _____

(Application cannot be processed without signature)

Check Enclosed (Fed. I.D. #53-0115970) VISA Mastercard American Express

Credit Card No. _____ Exp. Date _____

Signature _____ Name on Card _____

Required, authorizing charge and acknowledging cancellation policy

Date Rc'd _____ App # _____ Size _____ Booth Assnd _____ M/NM _____

Amt Pd _____ Ck #/CC _____ Date Log _____ By _____