

# 2012 Security Conference Exhibitor Prospectus

## What is the Security Conference?

The NPRA is organizing the tenth annual Security Conference which will be held February 27 – 29, 2012 at The InterContinental Houston in Houston, TX. This meeting offers NPRA members of the refining and petrochemical manufacturing industries the opportunity to stay current with security 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 also 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 91 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 that have special interests in petroleum refining and petrochemical manufacturing, while not operating the refineries or facilities themselves.

## Interested in Membership?

Please contact LaToya Blackburn at 202-457-0480 or [LBlackburn@npra.org](mailto:LBlackburn@npra.org)

## Tabletop Information

### Move-In Hours

Tuesday, February 28, 8:00 am – 11:00 am

### Show Hours

Tuesday, February 28 12:00pm – 1:30pm

Tuesday, February 28 5:00 pm – 6:30pm

Wednesday, February 29 11:45 am – 1:00pm

### Move-Out Hours

Wednesday, February 29, 1:00 pm – 3:00 pm

## Sponsorships

Show your support for the industry. Contact Colleen Van Gieson for sponsorship opportunities at (202) 457-0480 or [cvangieson@npra.org](mailto:cvangieson@npra.org).

## How to Reserve a Tabletop

You may either apply online or complete the attached application and fax to (202) 835-0467. Online applications should visit the Security Conference [website](#) and click on the Exhibitor Tab for further instructions.

## Space Assignments

Companies who submit their contracts by January 6, 2011 will receive priority processing for entry into the show and assignment of tabletop location. After January 6, tables will be assigned on a first-come, space available basis. The floor plan currently consists of 20, 8'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 that must fit on the table provided. No displays may be set on the floor. See "Tabletop Configuration" under "Rules and Regulations". 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, 8'x36" skirted table

1, 7" x 44" table sign with company name and space number

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

## Schedule of Events

### Monday, February 27

12:00 pm – 6:00pm

Registration Open

1:00 pm – 5:30pm

General Session

3:30pm – 3:45pm

Coffee Breaks

1:15 pm – 3:00 pm

General Session

### Tuesday, February 28

7:00 am -6:30 pm

Registration Open

8:00 am -11:00 am

Tabletop Move-In

8:00 am -12:00 am

General Session

12:00 pm -1:30 pm

Buffet Lunch/Tabletop Displays

1:30 pm – 5:00 pm

General Session

5:00 pm – 6:30 pm

Reception/Tabletop Displays

### Wednesday, February 29

7:30 am – 2:00 pm

Registration Open

8:00 am -12:00 pm

General Session

11:45 am – 1:00 pm

Buffet Lunch/Tabletop Displays

1:15 pm – 3:00 pm

Exhibitor Move-Out

1:15 pm – 3:00 pm

General Session

## 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 indicates the location of the tabletops. Locations are believed to be accurate, but are not guaranteed.

## Tabletop Fees

Member \$ 575.00 / table

Non-member \$ 1145/ 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

# 2012 Security Conference Exhibitor Prospectus

well as make final decisions on all points which the rules and regulations do not cover.

## Payments and Cancellations

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 6, 2012 – 90% of space rental fee; by January 20, 2012- 75% of space rental fee; by February 3, 2012- 50%; after February 3, 2012- 0% of space rental fee. Cancellations must be made in writing and forwarded to Colleen Van Gieson at fax number: (202) 835-0467 or email: [CVanGieson@npra.org](mailto:CVanGieson@npra.org).

## Default of Occupancy

- If by 10:30 am on Tuesday, February 28, 2012, 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 InterContinental Houston.

## 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 InterContinental Houston. Materials must be marked as follows:

Attn: Guest's Name and Company  
Hold for Arrival: (Date)  
NPRA Security Conference  
NPRA Table # \_\_\_\_\_  
Number of Boxes: Ex: Box 1 of 3, Box 2 of 3, etc.  
The InterContinental Houston  
2222 West Loop South  
Houston, TX 77027  
713-627-7600

If you send items to the hotel, a fee will be charged for each item received.

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 InterContinental Houston, 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 InterContinental Houston, its agents or employees.
- Exhibitor agrees to maintain such insurance that will fully protect NPRA and The InterContinental Houston 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 conference 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.
- 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 Exceptions.
- No freestanding displays placed on the floor are permitted. 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. No Exceptions.
- NPRA reserves the right to restrict the use of glaring or irregular lighting effects. The use of signs or lighting

# 2012 Security Conference Exhibitor Prospectus

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. 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.

## **Ethical Responsibility and Professional and Personal Conduct Code**

The National Petrochemical and Refiners Association (“NPRA”) has adopted the following “Ethical Responsibility and Professional and Personal Conduct Code” (hereinafter, “the Code”). Every member of NPRA, their designated representatives, and non-member attendees at all NPRA meetings and forums agree to abide by the Code as a condition of membership in NPRA and attendance and participation at NPRA meetings and forums.

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

- Adherence to the NPRA bylaws and the NPRA policies and procedures, as adopted by NPRA’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 NPRA 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 NPRA 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 NPRA.

- Refraining from scheduling general attendance meetings, receptions or other events at times that conflict with substantive programming or social events at NPRA meetings without express written permission of NPRA.

Failure to abide by the Code may result, for the first offense, in informal censure of a company or individual by the NPRA Executive Committee. If violations of the Code continue after such an informal censure, a company may be subject to expulsion from NPRA, or an individual to exclusion from participation in NPRA activities, by the Board of Directors.

Approved by NPRA’s Executive Committee: January 14, 2009

# 2012 Security Conference Exhibitor Prospectus

Application/Contract for Exhibit Space  
2012 NPRA Security Conference  
February 27 – 29, 2012  
The InterContinental Houston  
Houston, Texas

## Priority Deadline: January 6, 2012

1. Complete all of the sections below in their entirety; this information will be used in all conference literature and mailings.
2. 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 6, 2012 with full payment of booth fees** to NPRA at fax: (202) 835-0467, or mail to: SC12 Exhibits, NPRA, 1667 K Street, NW, Suite 700, Washington DC 20006.
4. Full payment must be received for space to be assigned. Payment may be made by 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](http://www.npra.org))  Y  N

If so, name of company \_\_\_\_\_

List 4 table location choices from the floor plan on page 5: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 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: \$575/table  Non-Member \$1145/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).
2. 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 2013.

Exhibitor Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

(Application cannot be processed without signature)

VISA  Mastercard  American Express

Credit Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

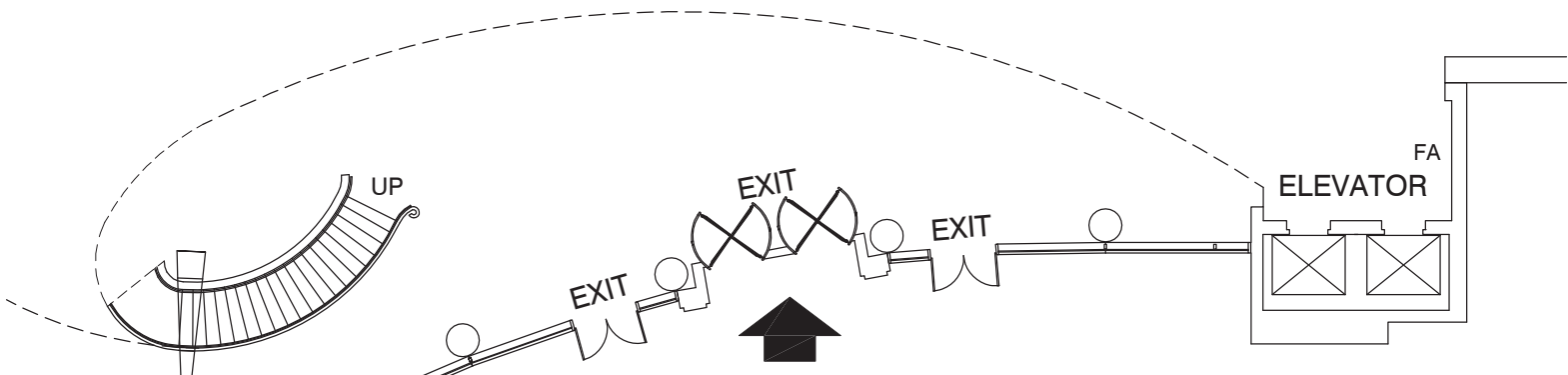
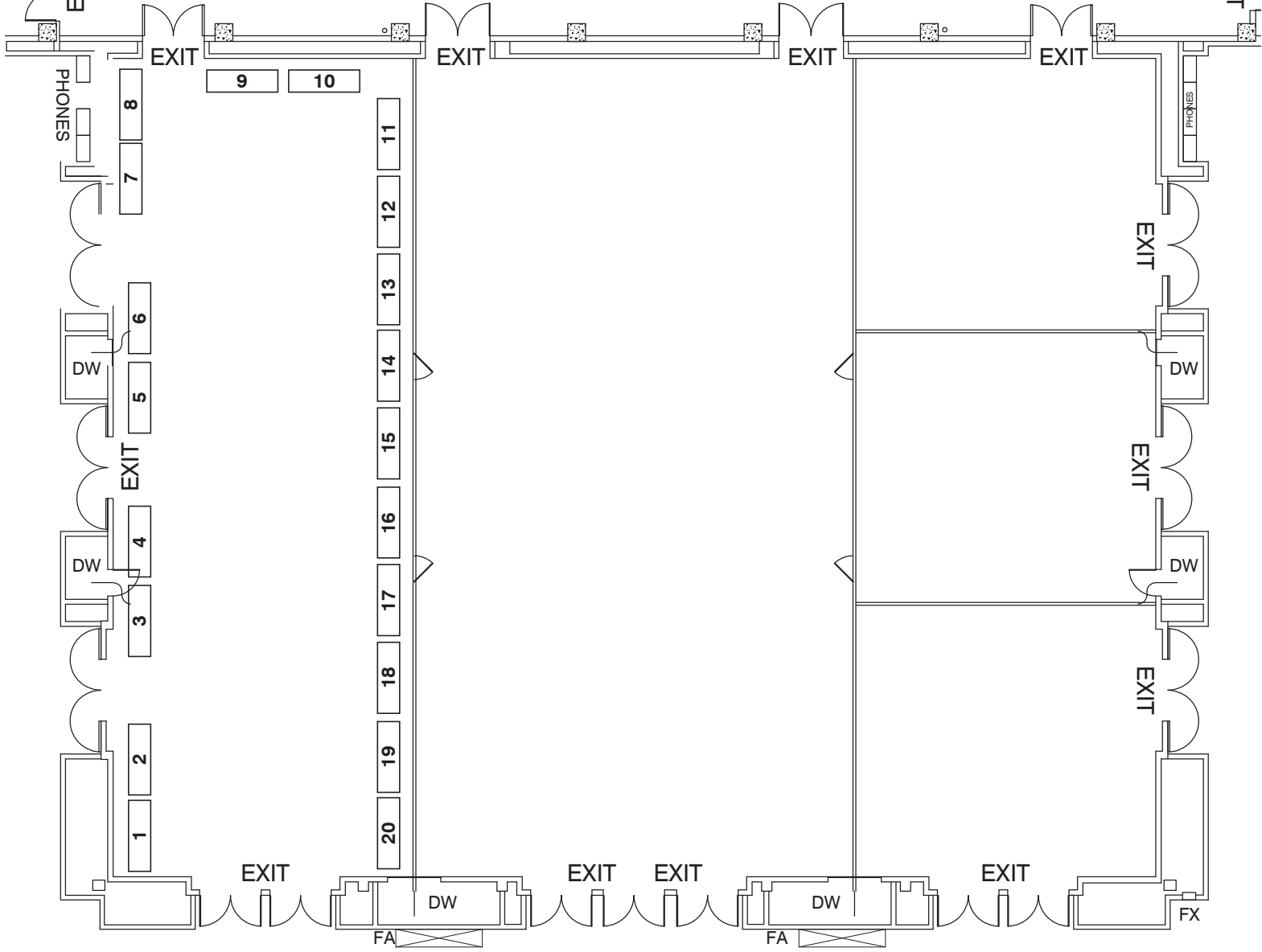
Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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 \_\_\_\_\_



**NPRA SECURITY  
CONFERENCE 2012  
FEBRUARY 28 - 29, 2012  
INTERCONTINENTAL HOUSTON**

2222 WEST LOOP SOUTH - HOUSTON, TEXAS