

Baltimore, MD
Marriott Baltimore Waterfront
October 10-13

In response to the positive feedback received from last year's pilot program, NPRA has opted to continue the tabletop exhibits at the Q&A! This is an economical way for all affiliates to reach the operating company attendees who are at the conference, and will give the operators exposure to all of the affiliates who participate in one convenient location.

Lunch will be served both Monday and Tuesday in the exhibit hall, and a 1 ½ -hour reception will be held Monday evening. This will leave the evenings free for companies to hold dinners or other events.

Table Top Application Deadline

July 30, 2010

The information in this packet will help you to reserve a table top area at the Q&A and Technology Forum in Baltimore, Maryland, October 11-13 2010.

Included in this file are:

- Tabletop Opportunity
- Tabletop Rules and Regulations
- Important Dates
- NPRA Entertainment Policy
- NPRA Antitrust Policy
- NPRA Ethics and Conduct Code Policy
- Hotel Information
- Sponsorship Opportunities

In 2009 the Q&A and Technology Forum program had three major components to give attendees one of the industry's most comprehensive meetings on refinery operations and process technology. The 2010 program is currently in the planning stages. To get an idea of what's in store, visit www.npra.org/qa.

TABLETOP EXHIBIT

The conference will include a tabletop exhibit and networking opportunity much like the NPRA Cat Cracker Seminar. Consultants, catalyst and technology companies will have time to facilitate face-to-face contact with key industry experts. The tabletop exhibitors are given 5 ½ hours in the 2 1/2 day program to meet with attendees.

How to Reserve a Tabletop

You may complete the attached application and fax to (202) 835-0467 or complete your application online by visiting the Q&A and Technology Forum [website](#). Click on the link to the Online Exhibitor Application under "Related Web Pages and Sites".

Space Assignments

Member companies who submit their contracts by July 30, 2010 will receive priority processing for entry into the show and assignment of tabletop location. After July 30, tables will be assigned on a first-come, space available basis. This year's floor plan consists of 40, 8' tabletops. After space is assigned, a confirmation will be sent to the exhibitor with the tabletop assignment. NPRA reserves the right to make necessary changes in assigned tabletop locations for the benefit of exhibitors and the betterment of the entire meeting.

SUITE & MEETING SPACE

Suites are available to reserve online at www.npra.org/qa. All suites include one sleeping room, however if a second connector is needed please fax registration form to 202-835-0467. For meeting space, contact Karis McDowell, karis.mcdowell@marriott.com or 410-895-1826, at the Marriott Baltimore Waterfront for availability.

Schedule of Events

Sunday, October 10, 2010

3:00 pm – 5:00 pm Registration

Monday, October 11, 2010

7:00 am – 6:30 pm Registration
8:00 am – 12:00 pm Sessions
8:00 am – 11:00 am Exhibitor Move-In
10:00 am – 10:15 am Coffee Break
12:00 pm – 2:00 pm Lunch in Hall
2:00 pm – 3:30 pm Sessions
3:30 pm – 4:00 pm Break
4:00 pm – 5:30 pm Sessions
5:15 pm – 6:30 pm Reception in Exhibit Hall

Tuesday, October 12, 2010

7:00 am – 5:00 pm Registration
8:00 am – 2:00 pm Sessions
10:00 am – 10:15 am Coffee Break
12:00 pm – 2:00 pm Lunch in Hall
2:00 pm – 5:15 pm Sessions
2:00 pm – 5:00 pm Exhibitor Move-Out
3:30 pm – 3:30 pm Break

Wednesday, October 13, 2010

7:30 am – 10:00 am Registration
7:30 am – 8:00 am Coffee & Rolls

8:00 am – 9:30 am Sessions

9:30 am – 9:45 am Coffee Break
9:45 am – 11:15 am Sessions

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

Fees

Tabletop fees are listed below. These fees do **NOT** include any complimentary exhibitor registrations or passes. All exhibit personnel working the show must register for the conference. This method will allow you to better manage your budget and personnel and also afford you the convenience of registering and reserving your hotel rooms on-line. The floor plan on page 6 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 \$900.00/table

Please apply [on-line](#) or fax the completed Tabletop Application to Mallory Jones, (202) 835-0467.

Payments and Cancellations

When 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 August 27 - full refund
By September 3 - 90%
By September 10 - 75%
By September 17 - 50%
After September 24 - 0%

Cancellations must be made in writing and sent to Mallory Jones at fax (202) 835-0467 or mjones@npra.org.

In order to encourage NPRA attendees to use the contracted hotel block at the Baltimore Marriott Waterfront, a tiered registration fee structure will be in effect. Registrants occupying a hotel room at the Marriott will pay a registration fee \$200 less than those registrants who choose to stay at an alternate hotel. Local commuter registrants, of course, will not be assessed the surcharge.

Registration fees- hotel reservation in NPRA room block

	Before Sept 10	After Sept 10
Full Conf:		
Members	\$575.00	\$675.00
Nonmembers	\$1145.00	\$1245.00

Mon/Tues One Day Pass:		
Members:	\$300.00	\$350.00
Nonmembers	\$575.00	\$625.00

Weds One Day Pass:		
Members:	\$150.00	\$175.00
Nonmembers	\$290.00	\$315.00

Registration fees hotel reservation NOT in NPRA room block

	Before Sept 10	After Sept 10
Full Conf:		
Members	\$775.00	\$875.00
Nonmembers	\$1345.00	\$1445.00

Mon/Tues One Day Pass:		
Members:	\$400.00	\$450.00
Nonmembers	\$675.00	\$725.00

Weds One Day Pass:		
Members:	\$200.00	\$225.00
Nonmembers	\$340.00	\$365.00

Save \$200 by booking your hotel reservation through NPRA!

Go to [on-line](#) to register for the conference!

TABLE TOP RULES AND REGULATIONS

Default of Occupancy

•If by 10:30 am on Monday, October 11, 2010, 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 Baltimore Marriott Waterfront.

Objectionable Material 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 crates before move-in time. Due to limited storage space, the shipping department suggests that parcels do not arrive prior than 72hours before the start of the event. If parcels do arrive earlier, storage fees will be assessed to billing

•Please address all boxes to:
Onsite Contact Name
NPRA Table #
700 Aliceanna Street
Baltimore, Maryland 21202

Liabilities and Insurance

•The exhibitor, by entering into this contract, hereby waives any claim against and shall indemnify, save and hold harmless NPRA, the Baltimore Marriott Waterfront, 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 Baltimore Marriott Waterfront, its agents or employees.

•Exhibitor agrees to maintain such insurance that will fully protect NPRA and the Marriott Baltimore Waterfront 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.

•All persons visiting the tabletops must be registered and wear an official NPRA 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 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.

•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. Spouse registrants are not permitted to work in the booth.
- 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 table tops.
- 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.
- Exhibitors agree to abide by the NPRA Ethical Responsibility and Professional and Personal Conduct Code.

IMPORTANT DATES

July 30

DEADLINE to apply for table top space.

August 27

Full refund for booth cancellation

September 3

90% refund of booth cancellation

September 10

75% refund of booth cancellation

Last date registration cancellations may be made to receive a refund without penalty. Registration cancellations may be made on-line or submitted in writing to NPRA via

fax (202)835-0467 or email qa@nptra.org.

NO TELEPHONE CANCELLATIONS WILL BE ACCEPTED.

Last date for early registration fees.

Last date for housing reservations, date changes, and full housing cancellations through NPRA or on-line.

September 17

50% refund of booth cancellation

September 20

Hotel accepts housing changes or cancellations directly.

September 24

No refund of booth cancellation

Last date registration cancellations may be made to receive a refund, less a \$50 processing fee; no refunds after this date.

October 1

Online Registration Closes

NPRA Entertainment Policy

We ask your cooperation in observing the Association policy on activities held in conjunction with any NPRA meeting:

- All representatives of companies sponsoring hospitality activities are expected to register for the meeting.
- Meetings or social activities should not be scheduled that take registrants away from NPRA programs and NPRA-sponsored activities.
- Companies are asked to restrict their entertainment outside hospitality suites to activities that do not include expensive or elaborate entertainment.
- Any company sponsoring a function to which 75 or more people are invited should outline its plans for advance approval by NPRA. In general, such functions will be

approved if they do not unduly take registrants away from NPRA-sponsored activities.

- Hospitality suites are expected to close by 1:00 a.m.
- Food, beverage and service personnel (bartenders, hostesses, etc.) must be obtained through the hotel catering department.
- Suite promotional activities are to avoid the use of elaborate entertainment, expensive door prizes, suite attendance solicitation by individuals who are not full-time employees of the sponsoring company, or other similar activities.

NPRA ANTI-TRUST POLICY

The National Petrochemical & Refiners Association is organized to foster cooperation and the exchange of technical information among its members. These worthwhile activities are sanctioned by custom and law. It is important, however, to recognize that these activities are subject to the legal limits of federal and state antitrust laws. NPRA is committed to complying with the antitrust laws in all respects and has adopted the following guidelines in order to facilitate compliance with the antitrust laws:

As a general matter, the antitrust laws prohibit competitors from agreeing on the prices they will charge, the products they will offer, the customers they will serve, or the markets in which they will compete. Therefore, there should be no discussion or disclosure of information with respect to (a) expected profits, premiums, prices, surcharges, or discounts; (b) specific customers or classes of customers, or whether you will or will not do business with them; (c) proposed product offerings; (d) allocation of geographic or product markets; (e) any refusal to deal with a customer or supplier; (f) how to deal with the market behavior of a competitor; or (g) any other topic involving a potentially anticompetitive practice.

Some subjects of discussion may lead to agreements that are not unlawful on

their face but that may have an unlawful anticompetitive effect or may give rise to the inference of an anticompetitive act, depending upon their scope and how they are implemented. Other subjects may appear to be prohibited by the antitrust laws but in fact may be permitted because of the context or ultimate purpose of the communication. Whether discussing a subject is permissible may vary depending on factors such as the nature of the subject matter, its relationship to competition among NPRA members, the purpose of the communication, and the degree of restraint that NPRA members can be expected to exercise.

We cannot make a statement that will take the place of advice from your own company or that will cover every situation. We do suggest that those who participate in NPRA activities may avoid difficulties for themselves and for the Association by observing these principles and calling to NPRA's attention any violations you may observe.

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.

HOTEL INFORMATION

Marriott Baltimore Waterfront
700 Aliceanna Street
410-385-3000
Rate: \$215 Single/\$215 Double

Secure your hotel reservation once you have completed your conference registration [on-line](#).

INSERT FLOOR PLAN HERE

Tabletop Application

Instructions

1. Click [here](#) to request a booth online. This does not guarantee entrance into the show. Booth assignments will be distributed in early August.
2. Or, complete all sections of the contract, including "Agreement by Exhibitor" on page 7, and forward along with the floorplan and credit card number for full payment of booth fees to NPRA at fax: (202)835-0467, or mailing address: 1667 K Street NW, Suite 700, Washington DC 20006; Attn: Mallory Jones. Credit cards will not be charged until a booth is officially assigned but a number must be provided by 7/30/10 in order for priority space to be assigned.
3. Be sure to indicate order of booth preferences on the floor plan (page 5).
4. All exhibitors must pay the registration fees for the conference in addition to the booth fee for each individual attending. The booth contract does not include any complimentary passes. Register [on-line](#).
5. **Priority deadline is July 30, 2010.**

Exhibitor Information

Exhibiting Company _____

Street Address _____
(include full street shipping address)

City _____ State _____ Zip _____

Exhibitor Contact:

Name _____ Email _____

Telephone _____ Fax _____

Company Email: _____

On-Site Contact (if different from exhibitor contact):

Name _____ Email _____

Telephone _____ Fax _____

NPRA Member Company? Y N

If yes, name of company _____

If unsure, click [here](#) for a list of NPRA members.

Fees

Member: \$500.00 / table Non-Member: \$900.00 / table

Booth Location Preferences

List 12 choices. Requested locations are not guaranteed.

1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____

7th _____ 8th _____ 9th _____ 10th _____ 11th _____ 12th _____

Special Requirements _____

Indicate competitors you wish to be separated from (by company, not category). Booth separation is not guaranteed.

Provide a brief description of products and/or that will be displayed in your booth. Limit description to 30 words or less for web listing and final conference program.

We hereby agree to:

1. Abide by all the rules and regulations, as stipulated in the Tabletop Prospectus and in any exhibitor materials mailed after booths are assigned.
2. We agree to remit the full tabletop rental fee to NPRA. We understand that space cannot be assigned until all tabletop 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 tabletop space for the 2010 Q&A and Technology Forum.

Exhibitor Authorized Signature _____ Date _____

(Application cannot be processed without signature)

Amount Due _____

VISA

Mastercard

American Express

Credit Card No. _____

Exp. Date _____

Signature _____

Required, authorizing charge and acknowledging cancellation policy

Date Received _____ Application #: _____ Table Assigned _____ Points _____

Amount Paid _____ Date _____

