

2011 Security Conference Exhibitor Prospectus

What is the Security Conference?

The NPRA is organizing the tenth annual Security Conference which will be held March 1-2, 2011 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 97 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

Tabletop Information

Move-In Hours

Tuesday, March 1, 8:00 am – 11:00 am

Show Hours

Tuesday, March 1 12:00pm – 1:30pm

Tuesday, March 1 5:00 pm – 6:30pm

Wednesday, March 2 11:45 am – 1:00pm

Move-Out Hours

Wednesday, March 2, 1:00 pm – 3:00 pm

Sponsorships

Show your support for the industry. Contact Merla Zollinger for sponsorship opportunities at (202) 457-0480 or merlaz@npra.org.

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 Security Conference [website](#). Click on the link to the Online Exhibitor Application under "Related Web Pages and Sites".

Space Assignments

Companies who submit their contracts by January 7, 2011 will receive priority processing for entry into the show and assignment of tabletop location. After January 7, tables will be assigned on a first-come, space available basis. The floor plan currently consists of 18, 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"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 1

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, March 2

7:30 am – 2:00 pm

Registration Open

8:00 am -11:45 am

General Session

11:45 am – 1:00 pm

Buffet Lunch/Tabletop Displays

1:00 pm – 3:00 pm

Exhibitor Move-Out

1:00 pm – 4:00 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 \$ 525.00 / table

Non-member \$ 1045/ 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.

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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 7, 2011 – 90% of space rental fee; by January 21, 2011- 75% of space rental fee; by February 4, 2011- 50%; after February 4, 2011- 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.

Default of Occupancy

- If by 10:30 am on Tuesday, March 1, 2011, 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 involving the use of neon or similar gases, and flashing electrical signs or lighting are not permitted.

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- 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

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Application/Contract for Exhibit Space
2011 NPRA Security Conference
March 1-2, 2011
The InterContinental Houston
Houston, Texas

Priority Deadline: January 7, 2011

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 7, 2011 with full payment of booth fees** to NPRA at fax: (202) 835-0467, or mail to: SC11 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) 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: \$525/table Non-Member \$1045/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 2011.

Exhibitor Authorized Signature _____ Date _____

(Application cannot be processed without signature)

VISA Mastercard American Express

Credit Card No. _____ Exp. Date _____

Billing Address: _____

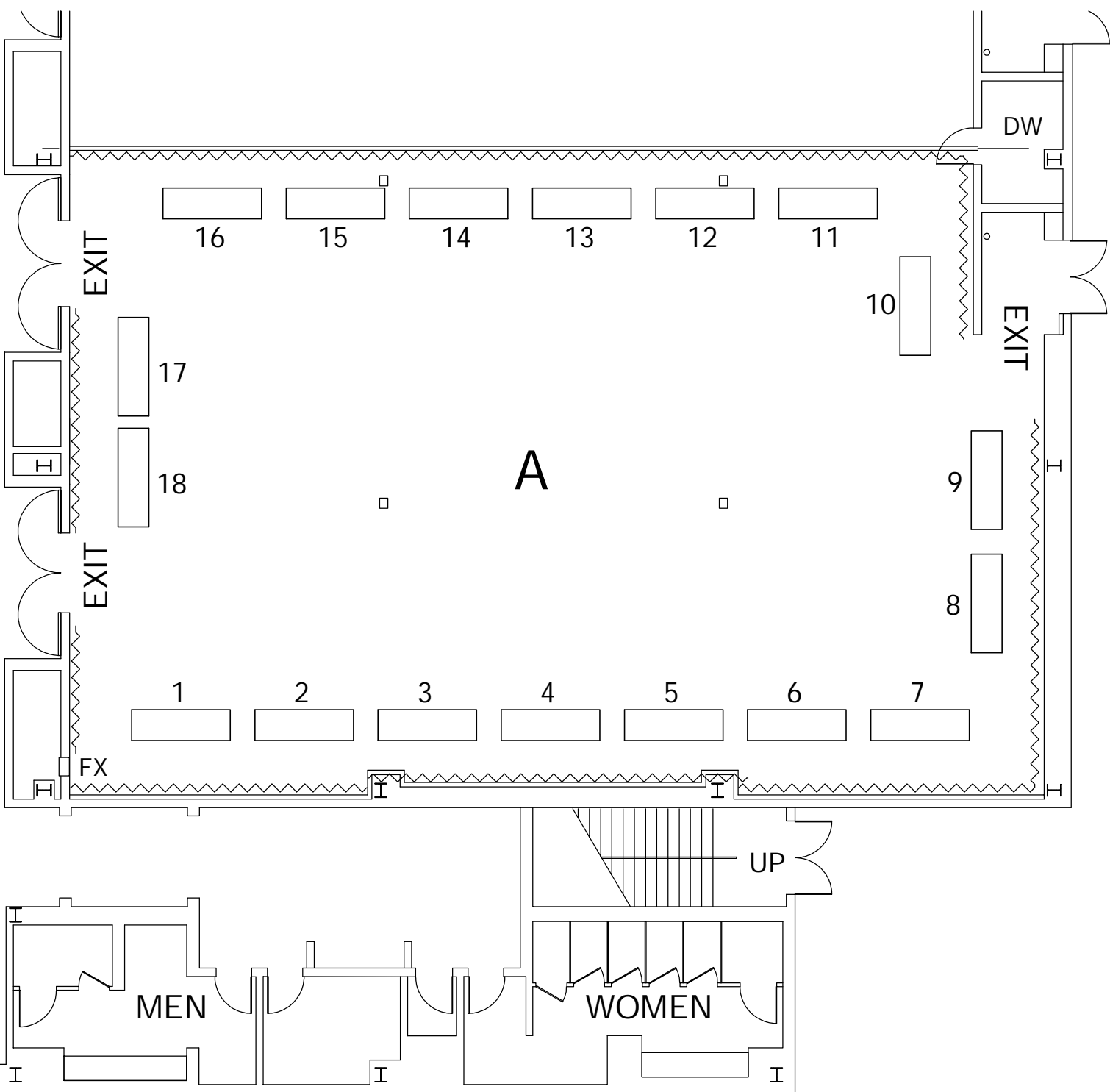
City/State/Zip: _____

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 _____



2011 SECURITY CONFERENCE MARCH 1, 2011

INTERCONTINENTAL HOUSTON

2222 WEST LOOP SOUTH - HOUSTON, TEXAS