

The 18th NPRA National Safety Conference is one of the most popular conferences on safety in the hydrocarbon processing industry.

Conference Schedule

Tuesday, May 6

12:00 p.m. - 5:00 p.m. Exhibitor Move-In
12:00 p.m. - 5:00 p.m. Exhibitor Registration

Wednesday, May 7

7:30 am - 6:30 pm Registration Open
8:00 am - 11:00 am Exhibitor Move-In
8:30 am - 12:00 pm General Session
10:30 am - 11:00 am Exhibitor Pre-Show Meeting
12:00 pm - 6:30 pm Exhibit Hall Open
12:00 pm - 1:30 pm Buffet Lunch in the Exhibit Hall
1:30 pm - 5:00 pm Workshops
3:00 pm - 3:30 pm Beverage Break in the Exhibit Hall

5:00 pm - 6:30 pm Reception in the Exhibit Hall

Thursday, May 8

7:30 am - 7:00 pm Registration Open
8:30 am - 12:00 pm General Session
10:00 am - 10:30 pm Beverage Break in the Exhibit Hall/Passport Program
12:00 pm - 1:30 pm Buffet Lunch in the Exhibit Hall
1:30 pm-2:00 pm Exhibitor Post-Show Meeting
1:30 pm - 3:00 pm Workshops
1:30 pm - 5:00 pm Exhibitor Move-Out
6:00 pm - 9:30 pm Safety Awards Reception & Banquet

*Schedule and times subject to change

How to Reserve a Booth

Complete the attached application and fax to Kelly Monday at 202-835-0467. The application is also available [online](#).

Booth Sizes and Prices

10' x 10' booths will be available this year. Booths are sold in 100 square feet increments.

Members \$7.50/ sq. ft.
Non-Members \$14.00/sq. ft.

Booth Price includes:

- Complimentary registration for 1 representative per 100 sq. ft. booth, which includes the vendor exhibition and meals, general sessions, and workshops.
- Back wall of purple drape (8' high) and side rails of white drape (3' high)
- Company Listing in Final Program
- Pre and Post Show Attendee List – available 2 weeks prior and after the show
- 7"x44" company identification sign
- General cleaning of aisles and exhibit floor (excluding individual booths)
- Aisle carpet throughout exhibit hall
- 24-Hour Security from move-in to move-out
- General illumination
- Complimentary coffee and water service during set-up
- Lunch and reception food and beverage prior to each open time

Booth Assignments

Priority booth assignments will be made to NPRA members and previous exhibitors until January 18, 2008. After that, space will be assigned on a first-come, first-served basis. Every attempt will be made to assign you the space of your choice. Where prior commitments conflict with your choices, NPRA will assign you the next available space near your original selection.

Please note: All booths are in one room as shown on the floor plan. Coffee breaks, lunches and the evening reception will be held in the exhibit hall.

Deadline and Refunds

The deadline to receive priority consideration for the exhibition is **January 18, 2008**. Refunds for booth cancellations will be made only if the space can be resold according to the following schedule:

Before February 25, 2008: 90% By March 27, 2008: 50% After April 10, 2008: 0%
By March 11, 2008: 75% By April 10, 2008: 25%

Vendor Passport Program

Once again, this year's exhibition will feature the Vendor Passport Program to promote booth traffic. Each registrant receives a "Passport" at registration which they use to get stamps from representatives from participating exhibit booths. The completed passports are turned in to the registration desk which enables registrants to participate in a drawing of giveaways provided by the exhibitors. The giveaways must be a business-related item such as a fire extinguisher if you are an equipment manufacturer, logo items, etc. No extravagant giveaways such as TVs, computers, or golf clubs are permitted. More information will be sent with the Exhibitor Manual (mailed after booths are assigned).

Conference Fees and Housing

Remember, one complimentary registration is granted per 100 sq. ft. of space. The below fee structure applies to any additional personnel working booth. The below fees are available until April 8, 2008. After April 8 late fees apply. A block of discounted sleeping rooms will be available at The Woodlands Waterway Marriott Hotel, Houston, TX. Registration will open [online](#) in late January.

Full Conference: Member \$450 Non Member \$895
One Day Pass: Member \$225 Non Member \$450

Sponsorship Opportunities

Sponsorships provide valuable marketing benefits including publicity in the advance and final programs, special recognition during the conference, and other high visibility exposure to attending safety professionals and others. Sponsorship opportunities include two early bird coffee services, one morning coffee break, an afternoon coffee break and the Conference Presentation Booklet. Please contact Lynne Schoenbeck at lschoenbeck@npra.org or (202) 457-0480 for more details.

Exhibit Rules and Regulations

These rules and regulations, and all text in this Exhibitor Application, are to be construed as part of all exhibit 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 18, 2008, priority for assigning space will be determined by NPRA membership and number of previous years of participation in the Exhibition. First time participant priority is based on a company's status on the prior year's wait list, and date/time contract is received. After January 18, 2008, 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

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 February 25, 2008 - 90% of space rental fee; By March 11, 2008 - 75%; By March 27, 2008 - 50%; By April 10, 2008 - 25%; After April 10, 2008 - 0% of space rental fee. Cancellations must be made in writing and forwarded to Kelly Monday at fax number: (202)835-0467 or email:

kmonday@npra.org

Space and Equipment

The booth space will include draped back walls and side rails and one 7" by 44" sign containing the exhibiting company name and booth number. All other furnishings, equipment, facilities, etc., will be provided by participant at his/her own expense. At the participant's discretion, these may be obtained through the official supplier, The Freeman Companies.

Default of Occupancy

If by 10:00 a.m. on Wednesday, May 7, 2008, 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 exhibit material has been delivered to the booth 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 catalog, brochures, news releases, or other materials.

Use of Booths

All demonstrations and exhibits must be confined to the exhibit booths. Booth personnel must be limited to employees of the exhibitor or its affiliates. Exhibitors are not permitted to use celebrities, models, caricaturists or entertainers.

Handling and Storage

The exhibitor will make his/her own arrangements for delivery and receipt of shipments and storage of crates before move-in time. The arrangements may be made, if desired, through the official drayer, The Freeman Companies. To facilitate the handling of crates and other freight upon arrival at The Woodlands Waterway Marriott, the participant will provide copies of bill of lading to official drayer, but this will not place the participant under obligation to said official drayer for services unless participant so desires. The hotel does not accept advance freight shipments.

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 Waterway Marriott and its agents and employees are not responsible 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.

Exhibitor agrees to maintain such insurance that will fully protect NPRA and The Woodlands Hotel 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 booth 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 exhibits will be admitted according to the rules and regulations of the conference as issued or amended by the authorized representative of NPRA. Those individuals with exhibitor badges may enter the Exhibit Hall one hour before show open times.

No one under the age of 18 years of age will be allowed admission to the Exhibit Hall at any time. Due to the nature of the show and liability issues, no exceptions to this rule will be made under any circumstance!

Sub-Leasing

No exhibitor shall assign, sublet, or share the whole or any part of the booth space allotted without the written approval of NPRA prior to the conference. Contracted companies will be responsible for the activities and actions of everyone working in their booth space, regardless of their affiliation.

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 Woodlands Waterway Marriott,

Objectionable Material and Activities

NPRA reserves the right to require modification of any exhibit it deems questionable for any reason. Raffles, drawings, fishbowls, contests or similar activities are not permitted (see Booth Conduct and Activities on next page).

Booth Configuration

Specific height restrictions exist for all booths. To promote fairness and avoid growing competition for height and visibility, there will be no exception to these rules.

For All Booths:

- No signs or other articles may be affixed, nailed, or otherwise attached to walls, doors, painted surfaces etc. Likewise, no attachments may be made to the floor or ceiling by nails, screws, or any other device.
- No signs may be hung from the ceiling.
- Exposed unfinished areas of the exhibit must be draped or carpeted to present an overall attractive appearance. If this is not done, The Freeman Companies will be instructed by NPRA to take necessary measures to correct the exposed area, at the exhibitor's expense.
- Booths must be kept clean during open show hours. NPRA reserves the right to order cleaning services, at the exhibitor's expense, for a booth out of compliance with this rule.
- Monitors for video presentations or any other visual systems must not be placed in a position which exceeds the height limits as defined below or otherwise creates a hazardous situation.
- No exhibitor display items may extend into the aisle.
- Booth display items positioned so as to create a possible safety hazard anywhere in the booth must be moved.
- No platforms used as the base of the exhibit are permitted due to the tripping hazard created.
- Exhibits not conforming to these specifications, or which are objectionable in design, operation, or otherwise in the opinion of NPRA will be prohibited.
- Within the area 5' forward from the rear of each booth, display material may be placed up to a height of 8' from the building floor, including the company sign.
- Within the area beyond 5' from the rear of the booth, all parts of the exhibit shall not exceed a height of 4' from the building floor and/or shall not impede the sight line of adjacent booths.
- Within the area 8' to 10' from the rear of the booth, display material may not be less than 2' from the building floor.

Enforcement of Rules and Regulations

Any violation of NPRA rules will be addressed as follows: When possible, a warning or compliance notice will be issued so that the exhibiting company can correct a violation. Any exhibiting company failing to take corrective action in response to a warning or notice of violation issued by NPRA or its contractor, The Freeman Companies, will be subject to penalties, including but not limited to a penalty fee, exclusion from the current year's exhibition, deduction of points in the booth assignment process for the following year, and/or exclusion from future exhibitions.

Booth Decor/Contents

NPRA shall have full discretion and authority in the suitability, placing, arrangement, and appearance of all items to be displayed within the Exhibition by all exhibitors. NPRA may require the omission, replacing, rearrangement, or redecorating of any item or of any booth, and no liability shall attach to NPRA for costs that may evolve upon an exhibitor from these actions.

Booth Conduct and Activities

- Displays and activities should be directly related to the products and services provided by the exhibitor in the regular course of business.
- Booth 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 in the booths.
- 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 booths.
- Exhibiting companies may not sublet space to another company, nor reassign the whole or any part of assigned space.
- No exhibitor display may extend into the aisles.
- The exhibitor shall be responsible for the safety of all individuals participating in or viewing their display or demonstrations. Booth display items positioned so as to create a possible safety hazard anywhere in the booth must be moved. NPRA assumes no responsibility for monitoring such activity, but instead reserves the right to order modifications or additional safety precautions if any such display activity appears unsafe. The exhibitor agrees to make such modifications or to discontinue its demonstration.
- No live animals are permitted in the Exhibit Hall.

- Smoking is not permitted in the Exhibit Hall.
- 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.

Lighting, Noise, Audio Visual

- 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 audio-visual equipment will be permitted, subject to written approval by NPRA. Monitors for video presentations or any other visual systems must not be placed in a position which exceeds the height limits as previously defined.
- Both audio and visual equipment must not infringe on neighboring exhibits in any way.
- Live music is not permitted in the Exhibit Hall at any time. Each exhibitor is entirely responsible for obtaining appropriate licenses for its performances of any recorded music, and assumes all liability therefore.

Entertainment Policy

- Meetings or social activities may not be scheduled during NPRA meetings and exhibition hours. Violators of this policy may face consequences for future conference exhibit space.
- Companies are asked to restrict entertainment outside hospitality suites to activities that do not include expensive or elaborate entertainment.
- Any company sponsoring a function to which 50 or more people are invited must outline its plans for advance approval by NPRA. In general, such functions will be approved if they do not take registrants away from NPRA - sponsored activities.
- Only exhibiting companies may reserve hospitality suites at the NPRA host hotel(s).
- 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 fulltime employees of the sponsoring company, or other similar activities.

Application/Contract for Exhibit Space

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 18, 2008 with full payment of booth fees** to NPRA at fax: (202) 835-0467, or mail to: NSC08 Exhibits, NPRA, 1899 L Street NW, Suite 1000, Washington DC 20036.
4. Full payment must be received by 01/18/08 for space to be assigned.

Exhibitor Information

Exhibiting Company (35 character limit) _____

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 _____

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

If so, name of company _____

List as many as 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.

Booths

Member: \$7.50/sq. ft. Non-Member - \$14.00/sq. ft. X _____ sq. ft. = \$ _____
(Increments of 100 sq. ft.)

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 2008.

Exhibitor Authorized Signature _____ Date _____

(Application cannot be processed without signature)

Total Amount _____

Check Enclosed

Credit Card: VISA Mastercard American Express

Credit Card No. _____ Exp. Date _____

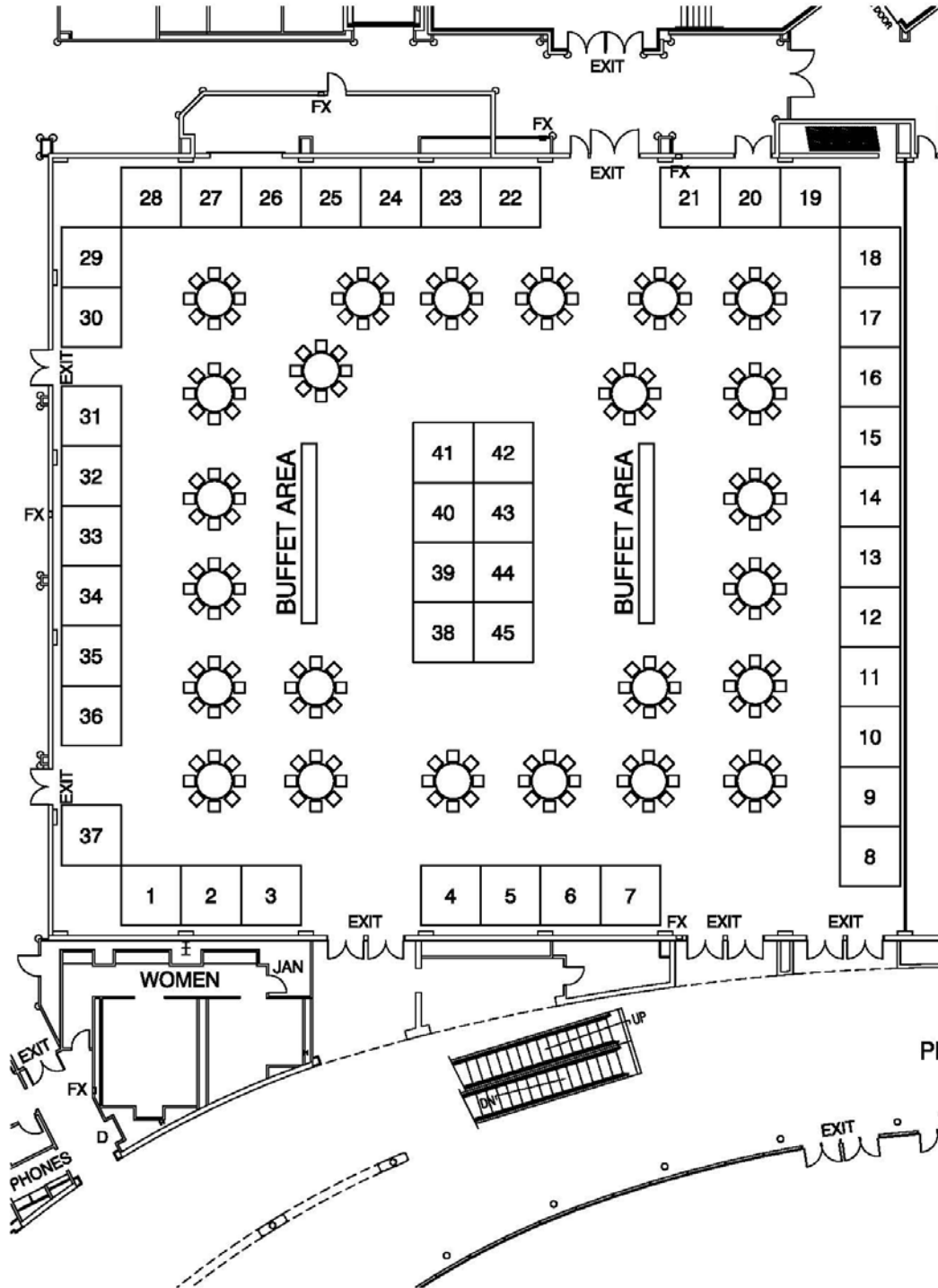
Signature _____

For NPRA use only:

Date Rc'd _____ App # _____ Size _____ Booth Assnd _____ M/NM _____
Amt Pd _____ Ck #/CC _____ Date Log _____ By _____

NPRA NATIONAL SAFETY CONFERENCE MAY 7-8, 2008

WOODLANDS WATERWAY MARRIOTT EXHIBIT HALL - MAIN LEVEL



REVISION DATE:
 12/11/2007

BOOTH COUNT

Inventory as of 12/04/2007

Dimension	Size	Qty	SqFt
10x10	100	45	4,500
Totals:		45	4,500

BLDG. LEGEND:

FREEMAN

DRAWING STARTED:
 12/04/07

FILE PATH:
 D:\Show Directory 2008

DRAWING NAME:
 NPRA0058.dwg

HALL NAME:
 WOODLANDS WATERWAY MARRIOTT

JOB NUMBER:
 XXXXXXXX

ACCT. EXEC:
 SORSBY

NOT TO SCALE

DISCLAIMER

EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF ALL INFORMATION CONTAINED ON THIS FLOORPLAN. HOWEVER NO WARRANTIES, EITHER EXPRESSED OR IMPLIED ARE MADE WITH RESPECT TO THIS FLOORPLAN. IF THE LOCATION OF BUILDING COLUMNS, UTILITIES OR OTHER ARCHITECTURAL COMPONENTS OF THE FACILITY IS A CONSIDERATION IN THE CONSTRUCTION OR USAGE OF AN EXHIBIT, IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO PHYSICALLY INSPECT THE FACILITY TO VERIFY ALL DIMENSIONS AND LOCATIONS.

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