

**NATIONAL OCCUPATIONAL &
PROCESS SAFETY CONFERENCE**
EXHIBITOR PROSPECTUS

NEW ORLEANS MARRIOTT
NEW ORLEANS, LA
MAY 17 – 18, 2017



2017

Why Exhibit?

The AFPM National Occupational and Process Safety Conference features an overview of safety issues affecting refineries and petrochemical plants. It assembles 400 individuals from industry and government agencies with responsibility for health/safety, safety procedures, training, fire protection, emergency response, incident reviews, safety regulations, and safety management. Leading industry experts share valuable insights to promote safety and accident prevention through general session presentations, workshops, and discussion groups. Each workshop track has a collection of presentations, discussion forums, and Q&A sessions. The National Occupational and Process Safety Conference is a two day program that provides attendees an excellent opportunity to increase their safety knowledge, share best practices, and network with industry experts.

The exhibition encompasses 4.5 hours of unopposed show time, scheduled during lunch and late afternoon reception hours to encourage traffic flow in the hall. Complimentary food and beverage service is provided in the exhibit hall.

A total of 435 attendees and exhibitors registered for the conference in San Antonio, TX in 2016. Full registration in 2015 in Austin, TX was 465.

How to Reserve a Booth

You may either [apply](#) online or complete the attached application and fax to 202.835.0467. Click on the link to the Online Exhibitor Application under the “Exhibitor” tab for further instructions. If you do not have a username and password for the AFPM website, please email nsc@afpm.org or call 202.457.0480.

Booth Fees

Booth Size	10'x10'
Member	\$ 850
Non-member	\$ 1,600

Please note: ALL exhibitors must register for the conference. NO complimentary booth passes are included in the booth fee. See conference registration fees on page 4.

**Priority Deadline
January 11, 2017****Who is AFPM?**

American Fuel & Petrochemical Manufacturers (AFPM), formerly the National Petrochemical & Refiners Association, is an organization with a proud 115-year history of serving America. We adopted our new name in January 2012 to better describe who we are and what we do. AFPM is a trade association representing high-tech American manufacturers of virtually the entire U.S. supply of gasoline, diesel, jet fuel, other fuels, and home heating oil, as well as the petrochemicals used as building blocks for thousands of vital products in daily life. AFPM represents 79 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.

Booth Selection

There are many requests for booths that are near the entrance and/or near the food and lounge areas. We ask that you request 12 locations on the floor plan, including some that do not reside at these positions. While we do our best to accommodate your needs, we are not able to fulfill every space location request.

Booth Includes:

- 3 attendee lists with addresses prior to and after the conference
- 8' high back drape and 3' high side rails
- 7"x44" company identification sign
- Carpet throughout the exhibit hall at the New Orleans Marriott
- Daily aisle cleaning and trash removal from public areas
- General illumination
- Guard service throughout the official period of installation, showing, and dismantling
- Lunch and reception food and beverage prior to each exhibit open time
- A total of 4.5 hours of non-conflicting exhibit time during the following hours:

Wednesday, May 17

12:00 pm – 1:30 pm Lunch in Exhibit Hall
5:00 pm – 6:30 pm Opening Reception

Thursday, May 18

12:00 pm – 1:30 pm Lunch in Exhibit Hall

Vendor Passport Program

Once again, this year's exhibition will feature the Passport Program to promote booth traffic. Conference attendees will receive a form with a list of companies participating in the program. When an attendee visits a company listed on the form, they will receive a sticker from the exhibitor. The completed form will be eligible for giveaways provided by the exhibitors. The items must be business-related: a company logoed item or industry related item. If the item is large and difficult to transport via airplane, please bring a picture and ship the item directly to the recipient. No expensive or unrelated giveaways are permitted. AFPM reserves the right to refuse any unrelated, inappropriate, or overpriced item.

Booth Assignments

For contracts received during the priority period (**before January 11, 2017**), priority for entry into the show and assignment of booth location will be determined by AFPM membership status and number of previous years exhibiting with this show. Booths are assigned according to a priority point system. To learn more about this refer to the Exhibitions section of the [Meeting FAQs](#). After the priority period, booths will be assigned on a first-come, first-served basis.

AFPM will notify exhibitors of initial booth assignments in February. AFPM reserves the right to make necessary changes in assigned booth locations for the benefit of exhibitors and the betterment of the entire conference.

Booth Cancellation

Cancellations must be made in writing and forwarded to Brittany Jacobs at fax number 202.835.0467 or email address bjacobs@afpm.org. Refunds or cancellations will be made only if the space can be resold, according to the following schedule.

By March 10, 2017	90% of rental fee
By March 24, 2017	75% of rental fee
By April 7, 2017	50% of rental fee
By April 21, 2017	25% of rental fee
After April 21, 2017	0% of rental fee

Click [here](#) for a link to Previous Exhibitors

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 AFPM to take necessary measures to correct the exposed area, at the exhibitor's expense.
- Booths must be kept clean during open show hours. AFPM 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 AFPM 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.

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.

Please refer to the [rules and regulations](#) for complete details.

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. Please contact Colleen Van Gieson at sponsorships@afpm.org or 202.457.0480 for more details.

Housing Warning

The official AFPM registration and housing reservation service will open in January through our website www.afpm.org. In previous years, our exhibitors have received improper solicitation from third party housing agencies (Convention Housing Services or Convention Expo Travel, Convention Hotel Management, Exhibitor Housing Services, National Travel Associates, Global Housing Services, Corp., Exhibitors Housing Management) identifying that they are calling regarding the AFPM show. These companies will

often times offer lower quality rooms at a lower rate, rooms at a different hotel that is far away from the meeting, or often have steep and unforgiving cancellation policies. For these reasons, and to support the quality of the AFPM National Occupational & Process Safety Conference, we encourage you to book your housing reservation beginning in January on AFPM's website, www.afpm.org. Please notify AFPM at nsce Exhibits@afpm.org if you receive any other notices from third party organizations soliciting hotel rooms, exhibit guides, etc.

Conference Fees and Housing

The below fee structure applies to all personnel working the booth. There are no complimentary registrations built into the booth fee. This fee structure allows exhibitors to better manage their budget and personnel, and also affords you the convenience of registering and reserving your hotel rooms online. The below fees are available until April 7, 2017. After April 7 late fees apply. A block of discounted sleeping rooms will be available at the New Orleans Marriott. Registration will open [online](#) in January. In order to encourage AFPM attendees to use the contracted hotel block at the Marriott, you will receive a \$200 discount off your registration when you book your room as you register through

AFPM. Registrations received after the hotel block closes will not be eligible for the registration discount. Local commuter registrants, of course, will receive the discounted registration fee. All discounts will be applied just before payment. Register by **April 7** to receive early registration fees and the "in hotel block" discount. On April 8, full registration fees increase by \$100 and one-day passes increase by \$50. Those registering after the room block is closed will not be eligible for the \$200 "in hotel block" discount. Registration fees are based on AFPM membership. If your company is a member of AFPM, you qualify for the member fees. **The fees listed below are BEFORE the housing discount is applied.**

Full Registration	By April 7	After April 7
Member	\$ 900	\$ 1,000
Non-member	\$ 1,500	\$ 1,600

Exhibitor One Day Pass	By April 7	After April 7
Member	\$ 550	\$ 600
Non-member	\$ 850	\$ 900

FLOOR PLAN

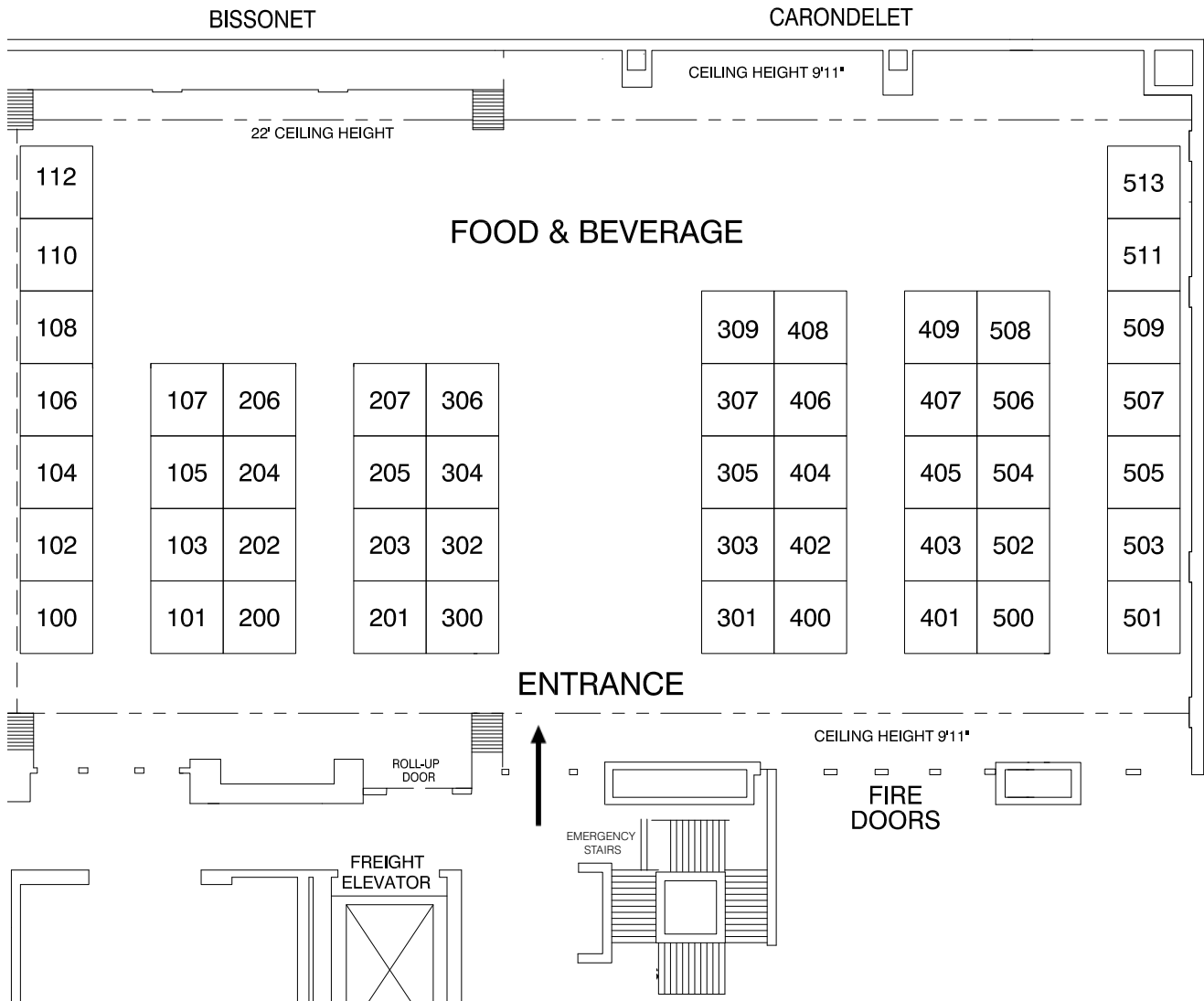


EXHIBIT CONTRACT PAGE ONE OF TWO

Instructions

- 1. Click here to request a booth online. Click on the link to the Online Exhibit Application under the "Exhibitors & Sponsors" tab for further instructions. This does not guarantee entrance into the show. Booth assignments will be distributed in February 2017.
2. Or, complete all sections of the contract, including "Agreement by Exhibitor" on page 7, and forward along with the floor plan and full payment of booth fees to AFPM at fax: 202.835.0467, or mailing address:1667 K Street NW, Suite 700, Washington DC 20006; Attn: Brittany Jacobs. Full payment must be received by 1/11/17 for priority space to be assigned. Payment may be made by credit card only. Credit cards will not be charged until a booth is officially 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. Registration opens online in January 2017.
5. Priority deadline is January 11, 2017.

Exhibitor Information

Exhibiting Company
Street Address (include full street shipping address)
Street Address
City State Zip

Exhibitor Contact Name

E-mail
Telephone Fax
Cell Phone
Company E-mail

On-site Contact Name (if different from exhibitor contact)

E-mail
Telephone Fax
Cell Phone

AFPM Member Company? [] Yes [] No

If yes, name of company
If unsure, click here for a list of AFPM members.

I. Booths

Table with 2 columns: Member, Non-member. Row 1: 10 x 10 \$ 850 = \$ 1,600 =

Booth Location Preferences

List 12 choices. Requested locations are not guaranteed.

1st 5th 9th
2nd 6th 10th
3rd 7th 11th
4th 8th 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 services that will be displayed in your booth. Limit description to 30 words or less for web listing and final conference program.

EXHIBIT CONTRACT
PAGE TWO OF TWO

II. Agreement and Payment

We hereby agree to:

- 1. Abide by all the [rules and regulations](#), as stipulated in this Exhibit Application and in the Exhibit Manual.
- 2. Remit the full booth rental fee to AFPM. We understand that booth space cannot be confirmed until all booth space fees have been paid in full to AFPM. We also understand that any balance due to AFPM from previous exhibitions will prevent us from obtaining booth space for 2017.

Exhibitor Authorized Signature _____ Date _____

Application cannot be processed without signature

\$ _____
Total Amount

Credit Card

- VISA
- MasterCard
- American Express

Credit Card Number

Expiration Date

Card Holder Name

Billing Address

Billing Address

City State Zip

Signature

For AFPM use only:

Date Received

Points

Booth Size

Booth Assigned

Amount Paid

Date Logged

By