

# Exhibitor Manual – NSC18

## Educational & Networking Opportunities

All exhibitor representatives are encouraged to attend all conference functions. Take advantage of the General Sessions, Workshops and Coffee Breaks to meet potential or existing customers and learn useful information to take back to work with you!

## Admittance to Hall

An AFPM registration badge is required during show-open hours. WORK PASS stickers (available at the AFPM registration area on-site) are valid until 10:30 am on Tuesday, May 15. Official AFPM exhibitor badges are required after that time. Only personnel of exhibiting companies are issued exhibitor badges.

## Exhibitor Passport Program

The Passport Program provides exhibitors the opportunity to promote traffic as well as donate a business-related item. 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, 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 over-priced item.**

## Show Color

Show color this year is: **Orange**

## Sponsorship Opportunities

Colleen Van Gieson at (202) 457-0480 or [sponsorships@afpm.org](mailto:sponsorships@afpm.org) for more information.

## Mailing List

Pre-show marketing is critical, and we enable you to do just that by providing you with the names and addresses of pre-registered attendees. The list will be sent on April 18 and May 2. A final attendee list will be sent after the conference.

## Compliance Notices

AFPM staff will inspect all booths during move-in. If the display is not in compliance with show guidelines (see the Rules and Regulations, and Booth Conduct and Activities section, on pg. 3-5), a Compliance Notice will be placed in the booth (see sample on pg. 7). The notice will indicate the action necessary for compliance. Failure to comply with show management may result in penalties, including but not limited to a penalty fee, exclusion from the current year's show, deduction of points in the booth assignment process, and/or exclusion from future shows.

## Move-In Procedures

Move-in begins at 12:00 pm on Monday, May 14. All exhibiting companies must have checked in and occupied their booth by 9:00 am on Tuesday, May 15 (see Default of Occupancy on page 3 for more details). All exhibit material must be unpacked by 10:30 am on Tuesday, May 15. Any exhibit not unpacked by this time will be placed in storage and can be returned only at the close of exhibiting hours that day. All booths must be ready for inspection by 10:30 am on Tuesday, May 15. Any unexpected delays must be reported to Brittany Jacobs, AFPM Meeting Planner at (202) 854-9841.

## Move-Out Procedures

Under no circumstances is any packing of equipment literature, other material, or dismantling of exhibits permitted prior to the official closing time at 1:30 pm on Wednesday, May 16. The decorator will begin delivering empty crates as soon as the caterer has cleared the hall. Exhibitors must clear the hall by 5:00 pm on Wednesday, May 18; later hours are not available.

## Exhibit and Conference Schedule at a Glance

### Monday, May 14

12:00 pm - 5:00 pm

Exhibitor Move-In  
Exhibitor Registration

Texas Ballroom A-C  
Texas Foyer

### Tuesday, May 15

7:00 am - 6:30 pm

Registration Open

Texas Foyer

8:00 am - 10:30 am

Exhibitor Move-In

Texas Ballroom A-C

8:00 am - 12:00 pm

General Session

Texas D-F

12:00 pm - 1:30 pm

Exhibit Hall Open

Texas Ballroom A-C

12:00 pm - 1:30 pm

Buffet Lunch in the Exhibit Hall

Texas Ballroom A-C

1:30 pm - 5:00 pm

Concurrent Workshops (4)

TBD

3:00 pm - 3:30pm

Coffee Break

Republic Foyer

5:00 pm - 6:30 pm

Reception in the Exhibit Hall

Texas Ballroom A-C

### Wednesday, May 16

7:30 am - 4:00 pm

Registration Open

Texas Foyer

8:00 am - 12:00 pm

General Session

Texas D-F

12:00 pm - 1:30 pm

Exhibit Hall Open

Texas Ballroom A-C

12:00 pm - 1:30 pm

Buffet Lunch in the Exhibit Hall

Texas Ballroom A-C

1:30 pm - 3:00 pm

Concurrent Workshops (4)

TBD

1:30 pm - 5:00 pm

Exhibitor Move-Out

Texas Ballroom A-C

6:00 pm - 9:00 pm

Safety Awards Event

Texas Pride Barbeque

\*Schedule and times subject to change

### **Your Booth Includes:**

- Back wall of gray and white drape (8' high) and side rails of gray drape (3' high)
- Company listing in the final program
- Pre and post show attendee list
- 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
- Lunch food and beverage prior to each open time

## 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 afford you the convenience of registering and reserving your hotel rooms online. The below fees are available until April 13, 2018. After April 13 late fees apply. A block of discounted sleeping rooms will be available at the New Orleans Marriott on Canal Street in New Orleans, LA. Registration is open [online](#).

In order to encourage AFPM attendees to use the contracted hotel block at the New Orleans Marriott, you will receive a 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 13** to receive early registration fees and the "in hotel block" discount. On April 14, 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 discount. Registration fees are based on AFPM membership. If your company is a member of AFPM, you qualify for the Member fees.

<i>Full Registration</i>	By April 13	After April 13
Member	\$925	\$1,025
Non-member	\$1,550	\$1,650
<i>Exhibitor One Day Pass</i>		
Member	\$550	\$600
Non-Member	\$850	\$900

## Rules and Regulations

### 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 March 9, 2018 - 90% of space rental fee; by March 23, 2018 - 75%; by April 6, 2018 - 50%; by April 20, 2018 - 25%; after April 20, 2018- 0% of space rental fee. Cancellations must be made in writing and forwarded to Brittany Jacobs by fax, 202-835-0467 or [bjacobs@afpm.org](mailto:bjacobs@afpm.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, carpet 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 9:00 am on Tuesday, May 15, 2018 an exhibitor fails to register and occupy any space contracted for but not canceled in writing to AFPM, AFPM 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, AFPM reserves the right to remove the material and place it in storage.

AFPM 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 New Orleans 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 AFPM, Grand Hyatt San Antonio 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 AFPM.

Exhibitor agrees to maintain such insurance that will fully protect AFPM and Grand Hyatt San Antonio 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/she 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.

AFPM 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 AFPM. 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

AFPM 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 AFPM. 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 AFPM 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 Grand Hyatt San Antonio. These rules and regulations are to be construed as part of all exhibit contracts. AFPM reserves the right to interpret them as well as make final decisions on all points which the rules and regulations do not cover.

#### Objectionable Material and Activities

AFPM 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 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.

## **Enforcement of Rules and Regulations**

Any violation of AFPM rules will be addressed as follows: When possible, a warning or compliance notice (see sample on pg. 7) 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 AFPM 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**

AFPM 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. AFPM may require the omission, replacing, rearrangement, or redecorating of any item or of any booth, and no liability shall attach to AFPM 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 exhibiting company or its affiliates. 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.
- Giveaways 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 beyond 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. AFPM 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 AFPM, objectionable. Any questions of propriety should be cleared in writing with AFPM.

## **Lighting, Noise, Audio Visual**

- AFPM 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.
- AFPM reserves the right to restrict the use of demonstration equipment that produces a noise level objectionable to AFPM, attendees, or neighboring exhibitors.
- The use of audio-visual equipment will be permitted, subject to written approval by AFPM. 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 AFPM 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 25 or more people are invited must outline its plans for advance approval by AFPM. In general, such functions will be approved if they do not take registrants away from AFPM sponsored activities.
- Only exhibiting companies may reserve hospitality suites at the AFPM host hotel(s).
- Hospitality suites are expected to close by 1:00 am.
- 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.

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

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

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

- Adherence to the AFPM bylaws and the AFPM policies and procedures, as adopted by AFPM'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 AFPM 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 AFPM 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 AFPM.

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

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

Approved by AFPM's Executive Committee: January 14, 2009

### Sample On-Site Compliance Form

<b>COMPLIANCE NOTICE – AFPM NATIONAL OCCUPATIONAL &amp; PROCESS SAFETY CONFERENCE</b>			
To:	_____	Booth #	_____
Date:	_____ Mon., May 14	_____ Tues., May 15	_____ Wed., May 16      Time: _____
From:	_____		
Your display does not comply with show guidelines for the following reason(s):			
_____			
_____			
Action required to bring display into compliance:			
_____			
_____			
Waiver of compliance approved for this variance under these conditions:			
_____			
_____			
Thank you for your understanding and cooperation. Please remember that failure to comply may result in penalties as listed in the Rules and Regulations of the Exhibitor Manual.			

## Exhibitor List by Company

3M (St. Paul, MN) Personal Safety Division	108/110
ACTA	323
AIS Software	316
AVO Training Institute, Inc.	112
Airgas On-site Safety Services Inc.	215/217
Akron Brass Company	202
Baker Engineering and Risk Consultants, Inc.	111
Beaed Corporation	118
Brady Corp.	310
Campbell Fittings, Inc.	100
CertifiedSafety, Inc.	211
DISA Global Solutions	210
Draeger Safety Inc.	104
DuPont Protection Technologies	302
Dynamic Air Shelters	122
eVision Software USA	114
GHD Services	309
HexArmor	106
Houston Area Safety Council (HASC)	303
Hunter Buildings & Manufacturing, LP	301
Industrial Scientific	204
inFRONT	317
JCL Safety Services	102
Mahaffey Fabric Structures	314
Nasco Industries Inc.	208
Operational Sustainability, LLC	311
PSRG	103
Provenance Consulting, LLC	304
RedGuard	105
Ringers Technologies LLC	116
Tang & Company- COS/ASAP/OSCA	120
Total Safety U.S., Inc.	203/205
Tyndale Company, Inc.	308
United Shutdown Safety	315
Vallen	109
Westex by Milliken	209