

Gaylord Texan
Grapevine, Texas

May 22-24, 2019

afpm.org/conferences/
#AFPMRMC



Reliability & Maintenance Conference and Exhibition

Exhibitor Prospectus



What's New in 2019?

New Exhibit Hall Layout

We have a new overall design for the conference and exhibit hall this year, offering one stop convenience for everyone! The exhibit hall, breakout sessions, and general session will all share one open-concept space in the exhibit hall. This means that the hall will be open all day on Wednesday and Thursday. There will be no reason for any attendee to leave the exhibit hall. Here they will find sessions, exhibits, lounges, and food. Our hope is to dramatically increase the traffic through the exhibit hall and make it more convenient than ever for attendees to move from one breakout space to another and explore the exhibits along the way. If you have any questions on the new floor plan for 2019, please feel free to reach out to the AFPM team directly at rmcexhibits@afpm.org.

Tech Talks

Tech Talks, 10 minute brief presentations by exhibitors on the exhibit hall floor, have been a popular content alternative at the show for the past two years. We would like to further expand this feature by offering as many applicable speed learning opportunities as possible.

As an exhibitor, you are invited to submit a brief two to three sentence description of a topic you would like to present. We are particularly interested in presentations on new technology and innovative applications but are open to any and all suggestions for topics of interest to **your** customers. This is a great opportunity to showcase your competencies at **no** additional charge. We hope you'll take advantage of this opportunity. Please be sure to click on the email link when applying for your booth. If you miss that opportunity, simply email Jeanne Boone at rmcexhibits@afpm.org with your abstract and contact information by January 9, 2019.

Table Top Option

For those of you who prefer to bring limited display material and would like to have a tabletop display only, please note that we are offering this as an option in 2019 as well. Simply select this option when applying for your booth space. An eight foot wide draped table, identifier sign and carpeting is included in the price. Depending on the number of interested exhibitors, we will designate a specific area for these simpler displays at the application cutoff date of January 9, 2019.

Why exhibit?

The AFPM Reliability & Maintenance Conference and Exhibition is the premier event for networking, information exchange, and sales to reliability and maintenance professionals, specifically in the petroleum refining and petrochemical manufacturing industries. Key decision makers in maintenance organizations representing roughly 80 U.S. and international refineries and petrochemical plants in 14 countries are typically represented here.

The exhibition encompasses two days of show time, education sessions in the hall all day, as well as scheduled complimentary food and beverage functions throughout the day to aid traffic flow in the hall.

The conference is a 2.5 day program consisting of keynote sessions, workshops, discussion sessions, and exhibitor tech talks. All sessions focus on managing and executing maintenance and reliability in process plants.

Who should exhibit?

The exhibit invitation is extended to both domestic and international companies that provide equipment, technologies, and/or specialty services to the petroleum refining or petrochemical manufacturing industries. Due to the demand for booths, auxiliary services such as trade press, local attractions, general interest promotional offerings, etc. may not occupy a booth.

Who is AFPM?

American Fuel & Petrochemical Manufacturers (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 69 regular member companies, encompassing nearly all 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.

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 Exhibit Application](#) under the Exhibitor Information for further instructions. If you do not have a username and password for the AFPM website, please email rmc@afpm.org or call 202.457.0480.

Booth Fees

	10x10	10x20	20x20	Table Top*
Member	\$ 850	\$ 1,700	\$3,400	\$ 950
Non-member	\$ 1,600	\$ 3,200	N/A	\$ 1,800

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 5.

Currently, the 20x20 booth configuration is available to AFPM member companies only.

All 20x20 booth applications must be accompanied by a detailed floorplan indicating height and width of all display elements. If you are submitting an online application, simply email the detailed floorplan to rmcexhibits@afpm.org.

*Table Top booths include an eight foot wide skirted table and carpet.

Priority Deadline: January 9, 2019

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
- Aisle carpet throughout the exhibit hall
- Aisle signs identifying booth numbers
- Daily aisle cleaning and trash removal from public areas
- General illumination
- Guard service throughout the official period of installation, showing, and dismantling
- Breakfast, lunch and reception food and beverage during each exhibit session
- Access to Hospitality Suites in the conference hotel
- A total of two full days with 9.5 hours of exclusive exhibit time.

You asked. We listened.

Exhibit Open Hours

AFPM has completely changed the show times and added educational sessions on the show floor. An added bonus – teardown begins at 5:00 pm on Thursday. See the new schedule below.

Wednesday, May, 22

8:00 am – 6:00 pm	Exhibit Hall Open
11:45 am – 2:00 pm	Luncheon
3:30 pm – 6:00 pm	Reception

Thursday, May 23

8:00 am – 5:00 pm	Exhibit Hall Open
11:45 am – 2:00 pm	Luncheon
3:30 pm – 5:00 pm	Reception

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.

Booth Assignments

For contracts received during the priority period (by January 9, 2019), 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 by a priority point system. To learn more about this, please refer to the Meeting FAQ [page](#). After the priority period, booths will be assigned on a first-come, first-served basis.

AFPM will notify exhibitors of initial booth assignments in early March. 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 the meeting planner at fax number 202.835.0467 or email address RMCExhibits@afpm.org. Refunds or cancellations will be made only if the space can be resold, according to the following schedule.

By these dates

February 25, 2019	90% of rental fee
March 25, 2019	75% of rental fee
April 22, 2019	50% of rental fee

After this date

April 22, 2019	0% of rental fee
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Click [here](#) for a link to Previous Exhibitors.

Housing Warning

The official AFPM registration and housing reservation service will open in early February 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) indicating 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 Reliability & Maintenance Conference, we encourage you to book your housing reservation on AFPM's website, www.afpm.org. Please notify AFPM at rmcexhibits@afpm.org if you receive any other notices from third party organizations soliciting hotel rooms, exhibit guides, etc.

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 10'x10' and 10'x20' Booths:

- Within the area 5' from the rear of each booth, display material, including the company sign, may be placed up to a height of 8' from the building floor.
- 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.

For 20'x20' Booths:

- Exhibitors must submit a detailed floorplan for the island booth indicating height and width of all display elements for pre-approval at the time of application.
- Within the 20'x20' area, display material and equipment, including the company sign, may be placed up to a height of 15' from the building floor.
- Signs or banners may not be positioned around the perimeter of the booth at any height so as to enclose and impede the sight line of adjacent booths.
- The design of island booths must allow access from all four aisles and not obstruct the view of adjacent exhibits in any way. In order to avoid possible on-site adjustments, please contact AFPM if you have any questions regarding your booth's accessibility.

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 above 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.

Conference Fees

Remember, all exhibitors must register for the conference in addition to the booth rental fees of \$8.50/sq. ft. for members and \$16.00/sq. ft. for non-members. 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 the convenience of registering and reserving hotel rooms online.

Registration fees are based on AFPM membership. If your company is a member of AFPM, you qualify for the Member fees.

Full Registration	By April 19	After April 19
Member Exhibitor	\$ 750	\$ 850
Non-member Exhibitor	\$ 1400	\$ 1500

Registration will open online in early February.

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 professionals and others. Please contact Colleen Lewallen at sponsorships@afpm.org or 202.457.0480 for more details.

Floor Plan

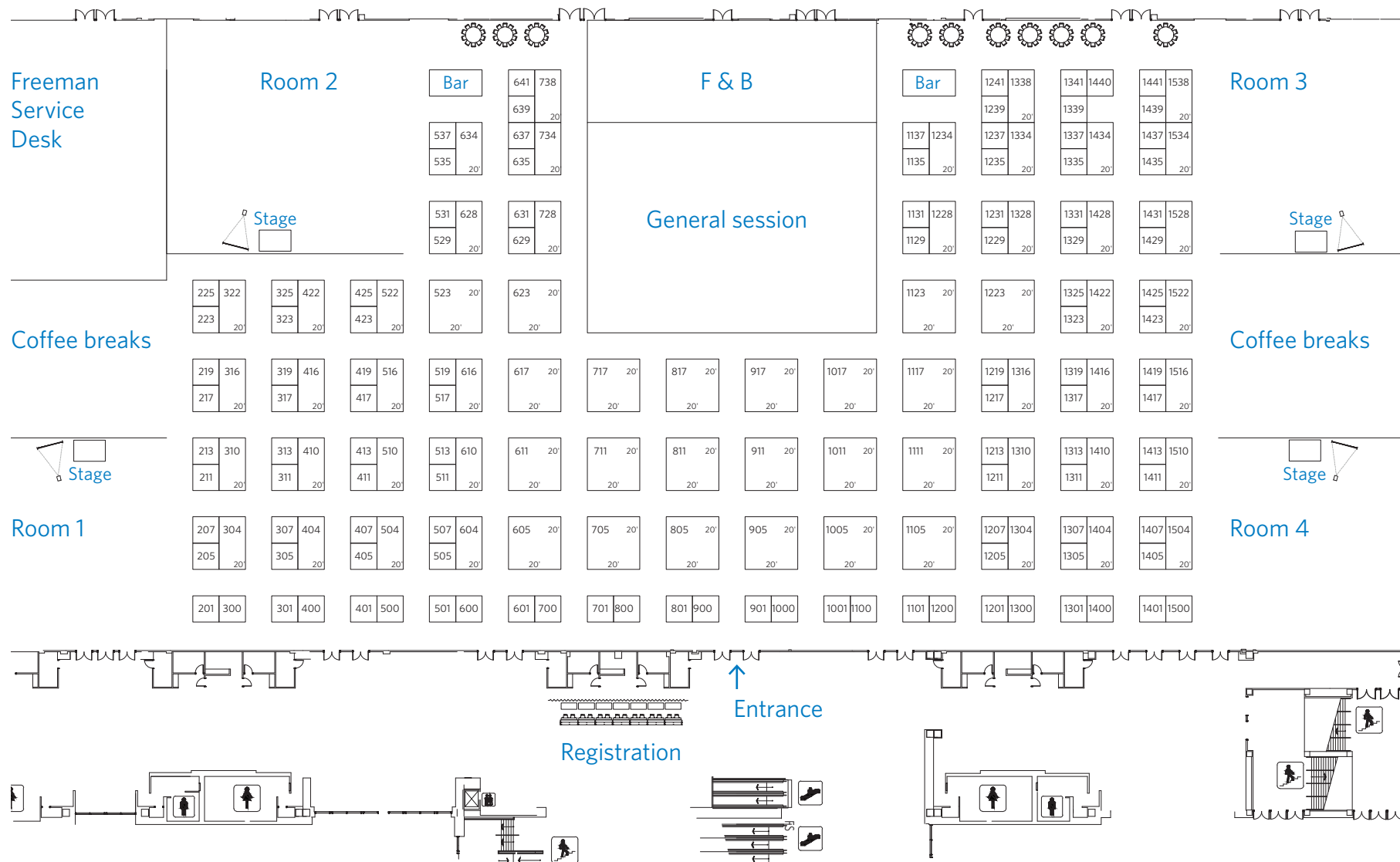


Exhibit Contract

Page One of Two

Instructions

- Click here to apply for a booth online. Click on the Online Exhibit Application section for further instructions. This does not guarantee entrance into the show. Booth assignments will be distributed in March.
- Or, complete all sections of the Exhibit Contract, including "Agreement and Payment" on page 8, and forward along with the floorplan and credit card number for full payment of booth fees to AFPM at fax: (202) 835-0467, or mailing address: 1800 M Street NW, Suite 900 North, Washington DC 20036; Attn: RMC Exhibits. Credit cards will not be charged until a booth is officially assigned but a number must be provided by January 9, 2019 in order for priority space to be assigned.
- Be sure to indicate order of booth preferences on the floor plan (page 6) and appropriate business categories (page 8).

Note that the floor plan reflects pre-determined booth sizes and locations that are not subject to re-location; please choose your booth location according to your booth size (i.e. Do not indicate two 10x10 consecutive individual booths as your preferred 10x20 location; select a pre-determined 10x20 booth as it appears on the floor plan.)

- 20x20 booths only – Submit a detailed floorplan indicating height and width of all display elements for pre-approval along with your booth application.
- 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 early February 2019.
- Priority deadline is January 9, 2019.**

Exhibitor Information

Exhibiting Company

Street Address (include full street shipping address)

Street Address

City State Zip Country

Exhibitor Contact Name

E-mail

Telephone

Fax

Cell Phone

Company E-mail

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

	Member		Non-member	
Table Top	\$ 950	=	\$ 1800	=
10 x 10	\$ 850	=	\$ 1600	=
10 x 20	\$ 1700	=	\$ 3200	=
20 x 20	\$ 3400	=	N/A	

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.

Exhibit Contract

Page Two of Two

Below, please 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. Past exhibitors may edit previous descriptions on file by applying [online](#).

II. Business Categories

Check the category(ies) under which we should list your company in the web listing and final program.

- ☐ Asset Management
- ☐ Cleaning Services: Chemical, Mechanical, Pigging
- ☐ Computer Applications/Systems
- ☐ Consulting
- ☐ Contractor; Construction
- ☐ Contractor; General, Routine, Turnarounds
- ☐ Contractor; Specialty: Asbestos Abatement, Catalyst Handling, etc.
- ☐ Electrical Equipment & Motors: Fabrication, Parts, Services
- ☐ Engineering Contractors
- ☐ Environmental Services
- ☐ Equipment Rentals
- ☐ Expansion Joints
- ☐ FCCU Equipment: Design, Fabrication, Services
- ☐ Fired Heaters, Furnaces & Boilers: Fabrication, Parts, Services
- ☐ Flare Systems/Incinerators
- ☐ Gaskets, Packing & Seals
- ☐ Heat Exchangers: Fabrication, Parts, Services
- ☐ Heat Treating
- ☐ Inspection
- ☐ Instrumentation and Process Control
- ☐ Lifting Equipment & Aerial Work Platforms
- ☐ Metallurgy & Materials
- ☐ Misc. Process Equipment
- ☐ Painting, Coatings & Fireproofing
- ☐ Piping: Fabrication, Parts, Services
- ☐ Process Gas Suppliers
- ☐ Process Vessels & Columns: Fabrication, Parts, Services
- ☐ Refractory & Insulation: Material, Repair, Services
- ☐ Reliability, Availability
- ☐ Rotating Equipment: Monitoring
- ☐ Rotating Equipment & Compressors: Fabrication, Parts, Services
- ☐ Safety Products and Services
- ☐ Scaffolding
- ☐ Specialty Process Equipment
- ☐ Steam Systems
- ☐ Tanks: Fabrication, Parts, Services
- ☐ Tools & Specialty Repair Equipment
- ☐ Valves & Actuators: Fabrication, Parts, Services
- ☐ Warehousing & Material Handling

III. 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 (distributed after booths are assigned).
2. Remit the full booth rental fee to AFPM. We understand that booth space cannot be assigned 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 2019.

Exhibitor Authorized Signature	Date
Application cannot be processed without signature	

\$ _____
Total Amount

Credit Card: ☐ Visa ☐ Mastercard ☐ American Express

Credit Card Number

Exp Date

Card Holder Name (please print)

Signature

For AFPM use only:

Date Received	Date Logged
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Application Number

Points

Booth Size	Booth Assigned
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Amount Paid

By