# Exhibitor Agreement

## Exhibitor Move-In:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, October 13</td>
<td>8:00 am - 4:00 pm</td>
</tr>
<tr>
<td></td>
<td>(Ready by 4pm)</td>
</tr>
</tbody>
</table>

## Show Hours:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, October 13</td>
<td>5:00 pm - 8:00 pm</td>
</tr>
<tr>
<td>Monday, October 14</td>
<td>9:00 am - 6:00 pm</td>
</tr>
<tr>
<td>Tuesday, October 15</td>
<td>9:00 am - 6:00 pm</td>
</tr>
</tbody>
</table>

## Exhibitor Move-Out:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, October 15</td>
<td>3:00 pm - 6:00 pm</td>
</tr>
</tbody>
</table>

## Exhibitor Registration Includes:

- Each draped exhibit space will be supplied with 8' high background, 3' high side-rail divider, one 6’ skirted table, two chairs, one wastebasket and one 7” x 44” identification sign with company name and booth number.
- **ONE Complimentary Event Registration**
  - Registration includes access to all technical programs, Exhibits, Sunday Ice Breaker and the Monday mini breaker.
- **Pre-Registration list of attendees prior to event**
  - An electronic spreadsheet of pre-registrations for the event will be provided the week of October 7th. The attendees list will include attendee’s name, company, and contact information. (Email information will not be included)
- **Listing in program and contact person**
  - The company name, website, main contact person and booth number will be listed in the event program. Once payment has been received, the main contact person will receive email acknowledgement of the booth reservation and a link to capture pertinent company information such as your company logo (in a vector or eps format). This information should be furnished no later than September 16, 2019.
- **Limited Security Sunday, Monday and Tuesday**
  - While security is available, you are encouraged to secure electronics and other valuables in your room or in the hotel security boxes. Neither OGS, AAPG, The DoubleTree by Hilton Columbus-Worthington, nor George Fern Company is responsible for lost, stolen or damaged materials.
Booth Assignment:
Exhibit space is assigned based on receipt of the agreement when an authorized company representative checks the 2019 ES-AAPG Meeting Exhibitor Terms Agreement box (online) and payment is received. Confirmation of the exhibit space will be emailed to the main contact person. ES-AAPG make every effort to assign the space according to your preferred booth space request, but it will be based on availability. ES-AAPG reserves the right to reassign if necessary.

Door Prizes:
Exhibitors are welcome to bring door prizes to raffle from their booth. Exhibitors are responsible for collecting business cards at their tabletops and conducting a drawing to determine the winner. ES-AAPG will be pleased to announce the winners at the lunch on Tuesday as long as the winner, door prize and company sponsor are clearly communicated to the registration desk by 11:30 am Tuesday, October 15. Prizes will not be distributed at the luncheon. It is the Exhibitor’s responsibility to deliver the prize to the winner.

Exhibit Service Contractor:
A detailed packet from our exhibitor contractor, George Fern Co., will be emailed to exhibitors prior to the meeting date. You will be able to order electric and additional furniture items for your space through George Fern Co. at that time. Any shipments made to the DoubleTree by Hilton Columbus-Worthington must also be coordinated with the George Fern Co. For additional information, please contact Carolyn Hodge at George Fern Company, 614-253-1500 or chodge@fernexpo.com.

Payment:
Payment by credit card is preferred and will be processed through the meeting website. If an invoice is required, the invoice will be emailed to the exhibitor contact person. **Booth space will not be confirmed until the payment is received.** Invoiced payments must be received by September 16, 2019 or the space will be released. All exhibit booth purchases must be paid prior to the event.

Cancellation Policy:
Cancellations must be made in writing to Amy Lang at amy.lang@formanenergy.com. The refund schedule is as follows: Prior to September 16, 2019 – full refund.
After September 16, 2019 - **No refunds.**

Facility Rules:
Exhibitor agrees to comply with all rules and regulations prescribed by the management of the exhibit facility. The exhibit facilities may not be used by any employee, patron, or contractor of invitee for any illegal purpose, in any manner that could violate the insurance of the facility, or in any manner that causes damage to the facilities. Failure to conform to all facility rules and regulations may result in the closure of the exhibit by ES-AAPG.

**No large equipment, trucks or trailers are permitted to be displayed in the DoubleTree by Hilton Columbus-Worthington parking lot.**

**EVENT CONTACTS:**

**Exhibit Chair**
Amy Lang
amy.lang@formanenergy.com
614-717-9262

**Exhibit Service Contractor**
Carolyn Hodge
chodge@fernexpo.com
614-253-1500