



# 50<sup>TH</sup> ANNUAL AAPG EASTERN SECTION MEETING

OCTOBER 2-6, 2021

WYNDHAM GRAND HOTEL PITTSBURGH, PA

## Exhibitor Agreement

### Exhibition Schedule

#### Exhibitor Move-in

Sunday, October 3 12:00 Noon - 4:00 PM

#### Show Hours:

Sunday, October 3 5:00 PM - 8:00 PM

Monday, October 4 9:00 AM - 6:00 PM

Tuesday, October 5 9:00 AM - 6:00 PM

#### Exhibitor Move-out:

Tuesday, October 5 3:00 PM - 6:00 PM

### Each Exhibitor Registration Includes:

- The Space - 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 Conference Registration - Access to all technical programs, Exhibits, Sunday Ice Breaker and Film Screening. Items that require an additional registration for all attendees are not included, but may be purchased for their advertised prices
- Pre-Registration List of Attendees - Prior to the conference an electronic spreadsheet of pre-registrations for the event will be provided. This is anticipated for availability the week of September 27. The attendees list will include attendee's name, company, and contact information. (Email information will not be included)
- Listing in Program and Contact Person – Your 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 6, 2019.
- Limited Security Sunday, Monday and Tuesday – While security is available, you are encouraged to secure electronics and other valuables in your room or with the hotel. The AAPG, AAPG Eastern Section, PAPG, PGS and/or the Wyndham Grand Hotel cannot be responsible for lost, stolen or damaged materials.

## Terms and Conditions:

### **Booth Assignment:**

Exhibit space is assigned based on receipt of the agreement when an authorized company representative checks the **2021 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 will 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 as 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, **Stetson Convention Services**, will be emailed to exhibitors prior to the meeting date. You will be able to order additional furniture items for your space through Stetson at that time. Any shipments made to the Wyndham Grand Hotel may also be coordinated with the Stetson. For additional information, please contact Julia Sasse at Stetson Convention Services, (412) 223-1090 or [jsasse@stetsonexpo.com](mailto:jsasse@stetsonexpo.com).

### **Payment:**

An exhibit booth at the conference costs \$1000.00 for a for-profit entity and \$600.00 for not-for-profit organizations. 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 17, 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 Doug Odham at [dodham@rangeresources.com](mailto:dodham@rangeresources.com). The refund schedule is as follows: Prior to September 17, 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.

## EVENT CONTACTS:

### **Exhibit Chair**

Doug Odham – [dodham@rangeresources.com](mailto:dodham@rangeresources.com)

### **Exhibit Service Contractor**

Julia Sasse – [jsasse@stetsonexpo.com](mailto:jsasse@stetsonexpo.com)

Director of Events

Stetson Convention Services

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