



# Non-Commercial Exhibition Space Contract

26 - 29 Aug 2024 • George R Brown Convention Center • Houston, TX

Exhibitor ID# \_\_\_\_\_

**EXHIBITOR INFORMATION** *Please print legibly. This is the name that will appear on all printed materials related to the exhibition.*

**COMPANY NAME "Lessee":** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRIMARY CONTACT:** \_\_\_\_\_ *(Named will receive all Exhibition & Registration Materials)*

**PRIMARY CONTACT E-MAIL:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE/PROVINCE:** \_\_\_\_\_

**COUNTRY:** \_\_\_\_\_ **ZIP/POSTAL CODE:** \_\_\_\_\_

**PHONE** (Include country code): \_\_\_\_\_ **MOBILE** (Include country code): \_\_\_\_\_

**WEBSITE:** \_\_\_\_\_

**Preferred Booth Locations:**

*Please select booths in varied locations. In the event selected choices are not available, IMAGE reserves the right to place the exhibitor in a like configuration.*

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_

**Terms and Conditions**

**Authorization and Qualification:** This application and contract ("Contract") shall be binding upon its acceptance as set forth below. The Organizers may cancel or terminate this Contract at any time if Lessee fails to abide by any provisions, terms or conditions of this Contract. The purpose of the Event is the advancement of the science, research and the profession of petroleum geosciences. The Organizers may require any Lessee to provide descriptions of any product or service to be displayed and/or scientific evidence of its ability to perform the function for which it is intended. The appropriateness of a product or service to be displayed, or the adequacy of any scientific evidence submitted, and whether such product or service may be displayed, shall be determined by the Organizers at their sole discretion. The individual signing this Contract warrants that the product sought to be exhibited qualifies for the exhibition. If the Organizers later determine that such product in fact does not qualify for exhibition, the Organizers can cancel the Contract without refunds. Exhibit Space assignment is based on the IMAGE Priority Point System and then on a first-come basis. The Organizers shall assign Exhibit Space for the period of the contracted Event only and assignment does not imply that the same or similar Exhibit Space will be held or offered for future events.

**Payment Terms:** A non-refundable deposit of 50% will be invoiced upon receipt of the signed contract. A signed contract obligates the Exhibitor to pay the deposit. Deposit is due upon receipt of invoice. Lessee understands and agrees that the remaining 50% will be due on or before 1 March 2024 to retain booth space. All contracts received after 1 March 2024 must be paid in full upon receipt of invoice to obtain booth space. Lessee's failure to pay booth space fees shall not void Lessee's obligations under the Terms and Conditions of this Contract. Lessee owing balances to the Organizers will not be permitted to exhibit.

**Cancellation Terms:** The signature of an Authorized Representative on this Contract binds the Exhibitor to this payment and cancellation schedule, even if the Authorized Representative is no longer employed by Exhibitor. Cancellations received prior to 1 March 2024 will be refunded any monies paid beyond the amount of the non-refundable deposit. These refunds will be processed within 30 days of cancellation. No refunds will be issued for cancellations received after 1 March 2024. Defaults in payment may result in reassignment of space or cancellation. Cancellation fees will not be applied to any other past, current, or future charges incurred by Exhibitor and are non-transferrable. No cancellations shall be accepted unless received in writing and acknowledged by the Organizers. The date upon which the notice of cancellation is received shall apply as the official date of cancellation. Upon Exhibitor notification of cancellation, the Organizers retain the right to resell the vacated space with no further obligation to the Exhibitor. Upon cancellation, Exhibitor shall also forfeit all exhibitor privileges, including but not limited to: Priority Points for 2024 booth selection; exhibitor full conference and booth staff badges; access to exclusive exhibitor meeting rooms and advertising opportunities, as well as removal of company listing from promotional materials and the Web site. If Exhibitor cancels/reduces space with an outstanding balance due, Exhibitor will not be permitted to participate in future IMAGE events until all outstanding balances are collected by the Organizers.

**Commercial Booth Space**

Amount of Exhibition Space Requested

Booth Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Total sq. ft.

*(Booth dimensions in multiples of ten; 100 square feet minimum; exceptions to this are the 80 sq ft booths.)*

**Rate: \$19.50/sq. ft.**

Total sq. ft. \_\_\_\_\_ x US\$19.50 = US\$\_\_\_\_\_ Total Cost

Includes:

- Back and side drape with Identification sign
- One full convention registrations per every 100 sq. ft.
- Booths that are 80 sq. ft. will include 1 full convention registration
- Digital Exhibition Hall Guest Passes
- Company listing in the Program Book and/or event app must be submitted by deadline).

**Payment Methods**

A non-refundable deposit of 50% will be invoiced upon receipt of the signed contract. Deposit is due upon receipt of invoice. Failure to pay deposit will result in loss of space.

**Payment instructions**

*All payments are required in U.S. Dollars. Payments will be made to the American Association of Petroleum Geologists (AAPG).*

*Payment remittance instructions, including electronic and credit card, will be included on the invoice.*

*The invoice will be emailed to the primary contact listed above unless otherwise noted in the box below from Tamra Campbell.*

*If a PO is being issued, please provide a copy of the PO to Tamra Campbell.*

*Questions about payments should be directed to Tamra Campbell (tcampbell@aapg.org)*

*Please provide any special invoicing instructions below; including billing address if different from above.*

**Submit questions, correspondence and completed contract to:**

**Sue Ellen Rhine**  
Exhibition Sales (Companies A-K)  
Phone: +1 918 497 4606  
E-mail: serhine@seg.org

**Tracy Thompson**  
Exhibition Sales (Companies L-Z)  
Phone: +1 918 560 9414  
E-mail: tthompson@aapg.org

*The undersigned ("Lessee") represents and warrants that he/she has full power and authority and is legally competent to enter into this Contract for booth space at the International Meeting for Applied Geoscience & Energy ("Exhibition" or "Event") of the American Association of Petroleum Geologists and Society of Exploration Geophysicists, corporations ("Organizers"), on behalf of the Lessee. Upon completion and signature, Lessee agrees to all Terms and Conditions this contract.*

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# IMAGE 2024 Exhibition Space Terms and Conditions

**Booth Space Reductions** (multiples of 100 square feet): Exhibitor may reduce contracted booth space by giving notice in writing, with the date of receipt being the official recorded date, and subject to the following payments. Exhibitor reducing contracted booth space between contract signing and 1 March 2022) must pay 50% of the contract value of the returned space, the remaining 50% of which may be applied to the cost of the new space. Any overage will not be refunded. After 1 March 2022), any reduced space will be charged at 100% of the original contract price.

**Exhibit Floor Plan:** Exhibition spaces are shown to scale on the exhibition floor plan ("Plan"). Each numbered space on the Plan is a separate display area and can be combined or subdivided only at IMAGE's discretion. The Plan has been intentionally drawn to provide an appropriate mix of large and small display spaces throughout the hall. IMAGE may change the configuration of all or any part of the Exhibition at any time.

**Subletting Space:** Lessee shall not assign, sublet or apportion any part of its booth space or have representatives, equipment or materials from other businesses in the space except with the Organizers prior written approval.

**Contractors:** The Organizers will appoint exclusive contractors for catering, electrical, plumbing, materials handling, rigging, cleaning, floor covering, telephone, Internet, floral, photography, and security. Lessee shall utilize IMAGE-appointed contractors for these services. Other services may be furnished by official contractors appointed by the Organizers or, subject to the terms hereof, by other contractors. The Lessee may utilize contractors for services other than those listed above with the Organizers prior written approval. The request to utilize Exhibitor-Appointed contractors (EAC) must be submitted to the Organizers by Lessee not less than 30 days prior to the first general move-in date of the Exhibition. An EAC must qualify for approval in accordance with the procedures contained in the ESM and may perform services only for the booth space designated by Lessee. The Organizers may withhold approval of an EAC for any reason at their sole discretion.

**Exhibitor Services Manual:** Lessee and its employees, agents, and contractors (including EAC's when engaged by Lessee) will comply with all rules and regulations of the Convention or Event Center with which Lessee is provided in the Exhibitor Services Manual (ESM). Approximately 90 days prior to the first general move-in date of the Exhibition, the Organizers will make available to Lessee an ESM on the IMAGE website or through other electronic. The rules and regulations of the Convention or Event Center, including Union jurisdictions, where applicable, appearing in the ESM ("Additional Contract Provisions") are specifically made terms of this Contract. Lessee will, immediately after the ESM is made available, familiarize himself/ herself with the Additional Contract Provisions.

**Photography:** Lessee understands that general photographs of the Exhibition will be taken by the Organizers and others authorized by the Organizers for promotional purposes. Lessee authorizes without charge or cost, and has the authority to do so, the reproduction and use in any manner by the Organizers and others authorized by the Organizers of any trademarks, logos, or similar marks or designs owned, controlled or used by Lessee insofar as the same are included in such general promotional photographs.

**Registration:** Admittance to the Exhibition will be by Registration Badge only. Instructions for registration are listed in the ESM. Children will be allowed in the Exhibition as follows: Under age 16 not allowed during set-up or tear-down; under age 13 not allowed into any activities in the exhibition unless young enough or small enough to be confined in a stroller, backpack or front-pack; age 13 and older allowed during regular exhibition hours if properly registered and wearing badges.

**Code-of-Conduct:** Lessee personnel and/or hired booth representatives and attendees are required to dress and conduct themselves appropriate to and consistent with the professional and business-like purpose and climate of the show. The Organizers reserves the right to make a final determination regarding what is acceptable and may remove persons from the exhibition floor that are not in compliance. IMAGE is dedicated to providing a harassment-free convention experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion and does not tolerate harassment of convention participants in any form. All attendees, guests, speakers, exhibitors, organizers and volunteers are required to conform to the IMAGE Code of Conduct found on the IMAGE webpage.

**Indemnification and Insurance:** Lessee shall be responsible for and shall defend, indemnify, and hold the Organizers harmless from all liability, costs, and damages relating to acts and omissions of Lessee and its employees, agents, and contractors (including Exhibitor-Appointed Contractors when engaged by Lessee) associated with the Event, including without limitation damage to the exhibition hall. Neither the Organizers nor the Convention Center's owner and operator shall have, and Lessee shall defend, indemnify, and hold the Organizers and the Convention Center's owner and operator harmless from, (a) any liability for damage or loss to Lessee's property in the Convention Center and (b) any liability for injury or death to any individual associated with Lessee or any other individual, including without limitation guests and invitees of the Organizers, the Convention Center's owner or operator, or Lessee, when such injury or death is in any way associated with the use or occupancy of the Convention Center by Lessee. The Lessee shall defend, indemnify and hold harmless the Organizers, Sponsoring Organizations, appointed vendors, their respective officers, directors, employees, agents, and each of them (collectively "Indemnitees"), with respect to any claims, suits, damages, liabilities, losses, expenses, and costs (including attorneys' fees) which any of the Indemnitees may suffer or be subject to, and which are in any way connected with the Contract or the presence by the Lessee, Lessee's personnel or any Exhibitor Appointed Contractor; provided, however, that the Lessee's duty to indemnify, defend and hold harmless shall not extend to such claims, suits, damages, liabilities, losses, expenses, and costs (including any of the foregoing resulting from the Indemnitees' own negligence, including reasonable attorney fees) as are solely caused by the negligence or willful misconduct of the Indemnitees. The terms of this provision shall survive the termination or expiration of this Contract. Lessee shall, at its sole cost and expense, procure and maintain the liability insurance coverages set forth in the ESM Manual and provide certificates regarding such insurance as requested by the Organizers.

**Americans with Disabilities Act:** The Lessee represents and warrants that its booth or other contrivance placed in the booth space by the Lessee will at all times pertinent hereto be in compliance with all applicable laws and regulations, including without limitation the Americans with Disabilities Act (Public Law 101-336) as it may be amended from time to time, and all regulations issued thereunder.

**Force Majeure:** The Organizers may suspend or terminate this Contract by written notice to Exhibitor without penalty in the event the convention center and/or other facilities become unavailable, or if it becomes inadvisable, illegal or impossible to hold IMAGE as scheduled due to any act, event, or occurrence beyond the reasonable control of the Organizers, including but not limited to casualty, explosion, fire, utility interruption, flood, weather, pandemic, epidemic, hurricane, tornado, earthquake, blizzard, or other acts of God; any local, national or international law, ordinance, rule or regulation with a significant impact on domestic and/or international travel; acts of public enemies; strikes; riots; or civil disturbances. Under no circumstance shall the organizer be responsible for any loss (including, but not limited to, any loss of business, loss of profits, injury, damage, or expense, of whatever nature) that Exhibitor may suffer due to Event cancellation because of a Force Majeure event. In the event the World Health Organization or any federal, state, or local government authority declares a pandemic or epidemic, or identifies an illness, disease, or other health condition of concern to the general public at large, including, but not limited to, the novel coronavirus disease (COVID-19) (each such threat an "Infection Risk"), Exhibitor acknowledges that employees, independent contractors, invitees, and/or guests (collectively, the "related Parties") may be exposed to an Infection Risk and/or contract an illness or disease arising therefrom. By attending the Event, Exhibitor acknowledges and assumes any and all risks associated with, related to, or arising out of each such Infection Risk. Exhibitor further acknowledges that it has advised, or will advise, all of its Related Parties of any Infection Risk prior to their attendance at the Event. Exhibitor, on behalf of itself and its Related Parties, hereby agrees to indemnify, defend, hold harmless, and release Indemnitees (as defined herein) against any and all claims arising out of or related to any Infection Risk. The Organizers may require Exhibitor and the Related Parties to acknowledge any Infection Risk and release the Organizers from any and all liability prior to their participation in the Event. The Organizers may be held liable for loss, injury or damages sustained by lessee or lessee's personnel (i.e., exhibitor's agents, servants, invitees, guests or employees) only to the extent such loss, injury or damages are solely caused by the gross negligence or willful misconduct of the Organizers or their agents or employees, and not otherwise. If the Organizers cancel the Event due to circumstances as described under Force Majeure above, or as otherwise determined in the Organizer's sole and absolute discretion, then the Organizers sole liability shall be to refund Exhibitor all rental fees, deposits, or other sums previously paid under this Contract, less Exhibitor's pro-rata share of all Event expenses incurred by the Organizers through the date of cancellation. Notwithstanding the foregoing, under no circumstances shall the Organizer's liability to Exhibitor ever exceed the rental fees, deposits, or sums received by the Organizer from Exhibitor.

**Amendments:** Any and all matters and questions not specifically covered by the articles in this contract or in the official additional contract revisions shall be subject to the decisions of IMAGE and may be amended at any time by IMAGE in the overall best interest of the exhibition and notice thereof shall be binding on the exhibitors equally with the foregoing in this contract.

**Governance:** This Contract shall be governed by and construed and enforced in accordance with the laws of the State of Oklahoma, USA (without regard to any conflict of laws principles). All actions arising out of or in connection with this Contract shall be brought in the Oklahoma District Court, Tulsa County, Oklahoma, USA, which shall be the exclusive forum therefor. The parties hereto hereby irrevocably submit to the in personam jurisdiction and process of the Oklahoma District Court, Tulsa County, Oklahoma, United States of America, and agree that service by certified mail to their addresses shall constitute sufficient service of process.