

Exhibitor ID# _____

EXHIBITOR INFORMATION			
Company Name: _____		Date: _____	
Primary Contact: _____		Title: _____	
E-mail: _____		Mobile: _____	
Mailing address: _____			
City: _____	State/Province: _____	Country: _____	Zip/Postal Code: _____
Phone: _____		Website: _____	

Companies from whom we desire booth separation (URTeC will make every effort to accommodate requests, but cannot guarantee):

Preferred Booth Locations (Please select booths in varied locations. In the event selected choices are not available, URTeC reserves the right to place the exhibitor in a like configuration.)

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Space requirements: Minimum 100 square feet (10 ft. x 10 ft.)

Floor space only: \$31.00/square foot

Booth Dimensions: _____ X _____ = _____ total square feet

Total sq. ft. _____ X **\$31.00**/sq. ft. = Total Exhibition Cost \$ _____

50% deposit due with contract \$ _____

Payment Method

Invoice *Electronic payment details included on invoice.

- Billing Address same as above
- Billing Address different – details below:

Additional Billing instructions:

Credit Card Payment

Visa MasterCard American Express Discover
 Prefer to receive link to enter credit card details online. An invoice will be emailed with link.

CC Number: _____ **Exp:** _____ **Security:** _____

Cardholder Name: _____

Please select amount to charge: 50% 100%

URTeC Exhibition ONLY:	
Booth # Assigned: _____	Sq. Ft.: _____
URTeC Representative: _____	Dated: _____

PROVISIONS:

1. The individual signing this Contract warrants that the product sought to be exhibited qualifies for the exhibition. If URTeC later determines that such product in fact does not qualify for exhibition, URTeC can cancel the Contract without refunds.
2. URTeC may be held liable for loss, injury or damages sustained by exhibitor or exhibitor'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 URTeC or its agents or employees, and not otherwise.
3. Under no circumstance shall URTeC 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 Lessee may suffer due to Event cancellation as a result of any condition that renders the Event impracticable. Such causes that would render the Event impracticable include, but are not limited to, the following: casualty, explosion, fire, lightning, utility interruption, flood, weather, pandemic, epidemic, hurricane, tornado, earthquake, blizzard, or other acts of God; any federal, state, or local law, ordinance, rule or regulation; acts of public enemies; strikes; riots; or civil disturbances.
4. The Exhibitor shall defend, indemnify and hold harmless the Unconventional Resources Technology Conference ("URTeC"), American Association of Petroleum Geologists ("AAPG"), URTeC Sponsoring Organizations, 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 Exhibitor, Exhibitor's personnel or any Exhibitor Appointed Contractor; provided, however, that the Exhibitor'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.

Address questions and correspondence to Exhibition Sales:

Sue Ellen Rhine	Tracy Thompson
Companies: A-K	Companies: L-Z
Phone: +1 918 497 4606	Phone: +1 918 560 9414
E-mail: serhine@urtec.org	E-mail: tthompson@urtec.org

Submit Completed Contact to: sales@urtec.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 Unconventional Resources Technology Conference ("URTeC"), on behalf of the Lessee. Upon completion and signature, Lessee agrees to all Terms and Conditions of page 1 and 2 of this Contract.

Name: _____ Title: _____

Signature: _____ Date: _____

1. **CONTRACT**

This application and Contract ("Contract") shall be binding upon its acceptance as set forth below. URTeC may cancel or terminate this Contract at any time if Lessee fails to abide by any provisions, terms or conditions of this Contract.

2. **CHARACTER**

The Unconventional Resources Technology Conference (URTeC) is undertaken by the sponsoring organizations primarily for the technical education of their members. To provide the best possible atmosphere to discuss the technical application of the equipment and services displayed, each exhibitor agrees to abide by the rules and regulations stated herein and as explicitly stated in the Exhibit Regulations.

3. **PAYMENTS/CANCELLATIONS/SPACE REDUCTION**

- Applications for space must be accompanied by a minimum 50% deposit. Space application without required payment will delay assignment.
- **Payment in full for exhibit space is due on or before 20 January 2023.** Applications received after **20 January 2023** must include full payment for the booth size requested. Space applications received without required payment will not be processed. URTeC reserves the right to cancel and reassign any exhibit space for which an invoice remains unpaid for more than thirty (30) days after invoice due date. No exhibitor will be allowed to begin move-in operations or be listed as an Exhibitor in the Program Book until full payment and a duly executed contract has been received by URTeC.
- After space has been confirmed and accepted, a reduction in space is considered a cancellation and will be governed by the same policies as outlined below. Reduction in space can result in relocation of exhibit space at the discretion of URTeC.
- Exhibitor understands that failure to pay booth space fees shall not void obligations under Terms and Conditions of this Contract.
- Should an exhibitor cancel from the Exhibition, the following shall apply:
 - a. Exhibitors cancelling booth space on or before **20 January 2023**, will be charged and owe 50% of the total invoiced amount as a cancellation fee.
 - b. No refunds are issued for cancellations after **20 January 2023** and the Exhibitor will be responsible for the full contract payment.
 - c. No cancellations shall be acknowledged unless received in writing and confirmed by a URTeC representative. The date upon which the notice of cancellation is received shall apply as the official date of cancellation.
 - d. Upon exhibitor notification of cancellation, URTeC has the right to resell the space vacated.
 - e. Refunds will be issued within 90 days of receipt of notice of cancellation.

4. If URTEC cancels the Event due to circumstances that render it impracticable as described on Page 1 Provisions, Paragraph 3, or as otherwise determined in URTeC's sole and absolute discretion, then URTeC shall refund Lessee all rental fees, deposits, or other sums previously paid under this Contract, less Lessee's pro-rata share of all Event expenses incurred by URTeC through the date of cancellation. Notwithstanding the foregoing, under no circumstances shall URTeC's liability to Lessee ever exceed the rental fees, deposits, or sums actually received by URTeC from Lessee.

5. **NO-SHOW RULING**

If an exhibitor fails to utilize the exhibit space and/or the space is vacant at the time of the published deadline for completion of installation, URTeC reserves the right to consider the space to be cancelled and vacated. All requests for installations beyond the published installation completion deadline must be submitted to URTeC in writing. Approval of late installation requests are at the discretion of URTeC. Should URTeC not be notified in writing, URTeC reserves the right to resell the canceled space and the contract will become null and void.

6. **SUBLETTING SPACE**

No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted to him, nor exhibit therein, nor permit any other person or party to exhibit therein, any other goods, apparatus, etc., not manufactured or distributed by the exhibitor in the regular course of his business except upon written consent of URTeC.

7. **ITEMS INCLUDED IN THE COST OF EXHIBIT SPACE**

- Standard booth draping and an identification sign listing company name and booth number will be provided to all linear booths. Any additional draping used must comply with show color scheme and the published fire safety regulations.
- Crated shipments, machinery or equipment delivered to convention venue by trucks (other than vans) will be handled as outlined below and further detailed in the Exhibitor Services Manual as part of exhibit space rental fee. Before Exhibition—truck unloading, delivery to booth, and crate storage; After Exhibition—crate return to booth, crate removal and reloading.
- Two full Complimentary Exhibitor Registrations per 100 square feet of exhibit space will be allotted to each contracted company for purpose of registering booth personnel.
- Discounted Exhibitor Registration rates for additional booth personnel.
- EAC Contractor Registration Rates.
- Company listing in official Conference Program (must meet deadline).
- All exhibitors are required to carpet or provide flooring inside their booth space. URTeC will carpet all major aisles.

8. **CHANGE OF FLOOR PLAN OR SPACE ASSIGNMENT**

URTeC reserves the right to change the floor plan design without notice. URTeC may also move an exhibitor to another location prior to or during the show, if such change is deemed to be in the overall best interest of the exhibition by URTeC.

9. **INSURANCE**

Insurance for fire, property, public liability and theft must be taken out by each exhibiting company at its own expense. The insurance is to cover the full period of occupancy of the premises by the exhibitor, its agents and employees.

10. **EXHIBITOR SERVICES**

To ensure the configuration of a smooth installation, dismantling and operation during the Exhibition, an Official Contractor will be appointed. Although full-time employees of an Exhibitor-Appointed Contractor, other than the Official Contractor may be authorized to gain access to the exhibition areas, exhibitors are urged to obtain required labor and services from the URTeC Official Contractor.

11. **EXHIBITOR CONDUCT/DRESS ATTIRE**

Exhibitors 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. Personnel/models contracted to assist in an exhibitor's booth are required to wear appropriate attire. URTeC 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.

12. **URTeC CODE OF CONDUCT**

URTeC is dedicated to providing a harassment-free conference experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion. URTeC and its sponsoring organizations, (SPE, AAPG, SEG) do not tolerate harassment of conference participants in any form. All attendees, guests, speakers, exhibitors, organizers and volunteers are required to conform to the Code of Conduct. The complete URTeC code of Conduct Policy can be found at <https://urtec.org/code-of-conduct>

13. **EXHIBITOR APPOINTED CONTRACTORS**

Should the Exhibitor choose to hire its own contractor(s) ("Exhibitor Appointed Contractor") to provide services to Exhibitor in connection with the Exhibition, Exhibitor shall obtain a Certificate of Insurance for each Exhibitor Appointed Contractor confirming that such Exhibitor Appointed Contractor carries at least Two Million Dollars in liability insurance coverage and has named, Unconventional Resources Technology Conference (URTeC) and American Association of Petroleum Geologists (AAPG), "et al" as additional insureds on all policies, except the workers compensation. All policies include a Waiver of Subrogation in favor of URTeC and AAPG "et al".

14. **EXHIBITOR SERVICES MANUAL**

Approximately 90-120 days prior to **13 June 2023**, URTeC will make available to Lessee an Exhibitor Services Manual ("Manual") via e-mail or in other electronic media. Any rules, Additional Contract Provisions or amendments of the Convention or Event Center, including Union Jurisdictions, where applicable, appearing in the Manual ("additional Contract Provisions") are specifically made terms of this Contract. Lessee will, immediately after the Manual is made available, familiarize himself/herself with the Additional Contract Provisions.

15. 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 2019 novel coronavirus disease (COVID-19) (each such threat an "Infection Risk"), Lessee acknowledges that, by attending the Event, Lessee's officers, directors, shareholders, members, managers, agents, servants, 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, Lessee acknowledges and assumes any and all risks associated with, related to, or arising out of each such Infection Risk. Lessee 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. Lessee, 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. URTeC may require Lessee and the Related Parties to acknowledge any Infection Risk and release URTeC from any and all liability therefor prior to their participation in the Event.

16. **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 decision of URTeC and may be amended at any time by URTeC in the overall best interest of the exhibition and notice thereof shall be binding on the exhibitors equally with the foregoing in this Contract.

17. **ADMITTANCE TO EXHIBITION**

Admittance to the Exhibition will be by Registration Badge only. Children will be allowed in the Exhibition as follows: Under age 16 not allowed during set-up or teardown; 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.

18. 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 person 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.