

SPE INTERNATIONAL POLYOLEFINS CONFERENCE EXHIBITOR CONTRACT TERMS & CONDITIONS

CONFERENCE AND EXHIBITION

The SPE International Polyolefins Conference (IPOC) serves as a platform for demonstrating materials, equipment, services, and discussing technology advancements in the polyolefins industry.

APPLICATIONS

Booth space applications must be submitted through the conference website. If multiple companies jointly occupy a booth, each must be indicated and are jointly responsible. IPOC reserves the right to decline applications if products/services are unrelated to the conference's scientific objectives.

EXHIBIT SPACE & FLOOR PLAN

The exhibit space floor plan is subject to modification as needed for the benefit of IPOC and exhibitors. IPOC may adjust schedules, dates, or locations due to uncontrollable events like weather or other crises. Notices will be sent via email or website.

BOOTH ASSIGNMENT

Booths are assigned on a first-come, first-served basis upon receipt of the completed application and payment. If your choices are unavailable, IPOC will assign an alternate booth. Returning exhibitors from 2024 have booth selection priority until Oct 31, 2024.

BOOTH SPACE RENT

Rental costs are outlined in the exhibitor service manual. Requests for non-standard booth equipment must be submitted through the exhibitor service manual. No refunds for unused booth equipment.

EXHIBITOR BADGES

Each 100 sq. ft. booth includes three complimentary exhibitor badges, with additional badges available for \$265 each. Badges provide access to the full conference, including lunches and networking events.

CANCELLATION AND WITHDRAWAL

Cancellations must be submitted in writing. Refunds follow this timeline:

- >90 days: 90% refund
- 61-90 days: 50% refund
- 31-60 days: 25% refund
- <31 days: No refund

Violating this policy may result in sanctions for up to two years.

REGISTRATION LIST

The IPOC registration list is available post-show, subject to IPOC's privacy and information-sharing policies.

INDEMNITY

Exhibitors agree to indemnify IPOC and exhibit hall management against all claims related to injury, property damage, or loss incurred during the event. Exhibitors are responsible for their own insurance coverage for personal property, booth contents, and liability.

INSURANCE

Exhibitors must carry liability insurance and property damage insurance during the event, naming IPOC as an additional insured.

GOVERNING DOCUMENTS

Exhibitors agree to comply with all IPOC terms and conditions, the exhibit hall's rules, and applicable laws.

SURRENDER OF SPACE

Exhibitors must vacate their booths by the specified move-out deadline and are responsible for any damages caused to the exhibit hall.

VIOLATIONS

Violations of these terms may result in booth closure without refund and exclusion from future IPOC events. IPOC reserves the right to restrict displays that cause noise or other issues and to engage legal action for collection of unpaid fees.

AMENDMENTS

IPOC reserves the right to amend terms and conditions, and any updates will be posted on the IPOC website.

EXHIBITOR RULES & REGULATIONS

EXHIBIT HOURS

- Mon, Feb 17: 8:00 AM – 5:00 PM
- Tues, Feb 18: 8:00 AM – 5:00 PM
- Wed, Feb 19: 8:00 AM – 12:00 PM

STANDARD BOOTH EQUIPMENT

All booths include:

- 8' back wall, 3' side walls
- 6' draped table, two chairs
- 110v electrical outlet
- Carpeting, wastebasket, and exhibitor name sign

ADDITIONAL SERVICES

Booth furnishings, electrical, labor, and other services not included in the booth package are available for an additional cost through the exhibitor manual.

ELECTRICAL POWER

Exhibitors are responsible for estimating electrical needs. Overloading power may result in discontinuation until additional lines are run at the exhibitor's expense. IPOC and contractors are not liable for any electrical failures or damages caused by power disruptions.

INSTALLATION OF EXHIBITS

Exhibits must be installed between 12:00 PM – 5:30 PM on Sunday, Feb 16. All materials must be removed by 5:00 PM, Wednesday, Feb 19.

STORAGE OF EMPTIES

Drayage services must be arranged for empty crates and packing materials, which will be returned after the show closes.

CLEANING

General cleaning of common areas and aisles is provided. Additional cleaning services can be ordered via the exhibitor manual.

CHARACTER OF DISPLAYS

IPOC reserves the right to prohibit any display that detracts from the event's character. Aggressive promotional devices are not permitted.

FOOD AND BEVERAGE DISTRIBUTION

Food and beverages (e.g., candy, coffee) are allowed but must be wrapped or sealed. Alcohol and food that causes odor or cleanliness issues are prohibited unless approved by IPOC.

DISTRIBUTION OF MATERIALS

All literature, samples, and promotional materials must be distributed within your booth space and must be relevant to your exhibit.

USE OF SOUND DEVICES

Sound devices and audiovisual displays are allowed if they do not disturb neighboring booths. IPOC reserves the right to limit sound volume or discontinue the use of any disruptive devices.

PHOTOGRAPHY AND VIDEOTAPING

Photos and videos may be taken with permission from the exhibitor being photographed. Videotaping conference sessions requires IPOC approval.

NOISE

Operation of machinery or equipment is encouraged but must not cause noise complaints. IPOC will determine the validity of noise complaints and take corrective action.

FIRE, SAFETY, & HEALTH

All display materials must be flame-retardant. Inflammable fluids or materials are prohibited. Exhibitors must comply with all fire and safety regulations.

SIGNS-ILLUMINATIONS

Flashing or illuminated signs that interfere with neighboring booths are prohibited.

GUARD SERVICE

Exhibit hall management provides guard services, but exhibitors are responsible for their property and should secure insurance for valuable items.

DAMAGE LIABILITY

Exhibitors are responsible for any damage to exhibit hall property and will be liable for repair costs.

EXHIBITOR BOOTH PERSONNEL

Booths must be staffed by qualified personnel at all times during exhibition hours. Additional exhibitor badges can be purchased for \$265 each.

REMOVAL OF EXHIBITS

Exhibits may not be dismantled before the show closes at 12:00 PM, Wednesday, Feb 19. Early dismantling may result in sanctions.

PROFESSIONAL DRESS CODE

Exhibitors must ensure all booth personnel are attired in a professional manner. IPOC reserves the right to remove any exhibitors not complying.

ATTENDEE ADMISSION TO EXHIBIT

Admission is restricted to persons with badges associated with instrumentation, laboratory sciences, materials, and other products/services related to the polyolefin industry.