



Sponsor/Exhibitor Application Fifth Annual COS Forum

September 19-20, 2017
Westin Houston Memorial City
Houston, Texas USA

Return by: **August 21, 2017**
Fax completed form to: **202-682-8222**

Company Information

Company _____
 Street Address _____
 City _____
 State/Province _____
 Zip/Postal Code _____ Country _____
 Applicant Phone _____
Applicant Name: _____
 Applicant Email for Receipt: _____

Required: Complimentary Registrant Name:

Note: A link to register additional staff at the discount \$350 rate will be sent with receipt of this form.

Phone _____ City/State _____
 E-mail _____
 Name of contact for graphics/logo requests (for Sponsors only): _____
 Name: _____
 Phone _____
 E-mail _____

As a Sponsor you will receive:

- ✓ **One** table 6' draped table, electricity, Wi-Fi, chairs, garbage can;
- ✓ **Two** complimentary registration (after two, each additional registrant pays a discounted registration fee of \$350 – A link to register these people online will be sent upon receipt of this form);
- ✓ Admission to all conference sessions and meal functions;
- ✓ Prominent exposure on a Sponsor Appreciation sign located in the registration area;
- ✓ An opportunity to include a promotional flyer in the conference program
- ✓ A “Special Thanks to Sponsors” page in the conference program (this will include a brief paragraph about your company and the products or services you provide, plus a marketing contact name and telephone number);
- ✓ Special recognition during the opening session;
- ✓ Contact list of conference attendees
- ✓ Link to company website from COS Forum website

As an Exhibitor you will receive:

- ✓ **One** draped 6' table, electricity, Wi-Fi, chairs, garbage can;
- ✓ **One** complimentary registration (after one, each additional registrant pays a discounted registration fee of \$350 – A link to register these people online will be sent upon receipt of this form)
- ✓ Admission to all conference sessions and meal functions;
- ✓ Contact list of conference attendees

Sponsorship Opportunities

Note: All sponsorships include an exhibit table!

Prior to making your selection please check:

The website which is updated daily with the latest sponsorships available. Sponsorships are not held until we receive your signed Application Form.

SPONSOR

<input type="checkbox"/> Continental Breakfast (9/19)	\$5,000
<input type="checkbox"/> Continental Breakfast (9/20)	\$5,000
<input type="checkbox"/> Luncheon (9/19)	\$6,000
<input type="checkbox"/> Luncheon (9/20)	\$6,000
<input type="checkbox"/> Opening Reception (9/19)	\$6,000
<input type="checkbox"/> Conference Wi-Fi Sponsor	\$6,000
<input type="checkbox"/> Conference Lanyard Sponsor	\$6,000

EXHIBITOR ONLY

<input type="checkbox"/> One Exhibit Booth	\$3,000
--	---------

Sponsors Only:

Complimentary Registrant Name #2

Name: _____
 Title: _____
 City/State: _____
 Phone: _____
 Email: _____

Payment

- VISA
- MasterCard
- American Express

Card Number _____
 Expiration Date _____
 Print Cardholder's Name _____
 Cardholder's Zip Code _____
 Signature _____

;



Sponsor/Exhibitor Agreement

Fourth Annual COS Forum

September 19-20, 2017
Westin Houston Memorial City
Houston, Texas USA

Please complete this agreement and return with your application form by August 21, 2017.

We plan to attend the COS event indicated below, and would like to participate as a sponsor and/or exhibitor. We agree to abide by the following conditions and procedures and will brief our representatives accordingly:

Fourth Annual COS Forum
September 19-20, 2017
Westin Houston Memorial City
Houston, Texas USA

Printed Program Notation: An acknowledgment of the level of support, item, or event sponsored will be made in the final printed program. The exact wording will be at the discretion of COS.

- Registration Signage:** COS will create a prominent sign or other form of recognition that features the company name of the sponsor. The exact wording and type of recognition will be at the discretion of COS.
- Onsite Program Sponsor Descriptions:** All sponsors agree to send COS by **August 21, 2017**. Information should be sent by e-mail to parkinsa@api.org or fax: 202-682-8222. Exact wording will be at the discretion of COS.
- Display Items:** One 6' exhibit table will be made available to each sponsoring company during the conference.
- Sharing of Tables:** Exhibit table signage and listing in program will include only one company name.
- Floor Plan Layout Changes:** All exhibitors should frequently review their space location and changes to neighboring booths/areas for updates. It is the exhibitor's responsibility to keep up with changes to their assigned area. COS is anticipating alterations to the initial printed plan and cannot be held responsible for changes which may alter a participating exhibitor's selection of space, or for the exhibitors that elect to be located next to you.
- Subletting of Space:** The exhibitor agrees not to assign, sublet or apportion space or any part thereof contracted for by the exhibitor. Exhibitors may not permit non-exhibiting company representatives to work in their area except their direct employees or representatives.
- Liability and Security:** Each sponsor/exhibitor must make provisions for the safeguarding of his/her goods, materials, equipment and display at all times. Neither COS, API, nor the Westin Houston Memorial City, nor their officers, representatives or employees will be

responsible for any destruction, damage, theft or loss to the exhibitor's property.

- Indemnification:** The sponsor / exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless COS, API, the Westin Houston Memorial City, and its employees and agents against all claims, losses and damages to persons or property, governmental charges or fines, and reasonable attorney's fees arising out of or caused by sponsor's installation, removal, maintenance, occupancy or use of the display premises or part thereof, excluding any such liability caused by the sol negligence of COS.
- Insurance:** The sponsor/exhibitor acknowledges that COS, API, and the Westin Houston Memorial City do not maintain insurance covering sponsor or exhibitor's property and that it is the sole responsibility of sponsor to obtain business interruption and property damage insurance covering such losses by sponsor or exhibitor.
- Event Cancellation:** If unusual circumstances prevail and COS must cancel the event, a full refund of the sponsor / exhibitor fee will be made within thirty (30) days of the cancellation. Sponsor/Exhibitor waives all claims that may be made against COS, API, its employees, agents and assigns, except the right to a refund of the sponsor fee.
- Cancellation:** Sponsors/Exhibitors may cancel their obligation up to August 21, 2017. However, 50% of the fee is non-refundable. Notice of cancellation must be submitted in writing. Send to: Center for Offshore Safety, c/o API, Suite 900, 1220 L Street, NW, Washington, DC 20005-4070 (E-mail: parkinsa@api.org) or fax: 202-682-8222.
- Assignment:** Neither COS nor the sponsor/exhibitor may assign their rights under this Agreement without the express written consent of the other party.
- Sales:** No business transactions/solicitations are allowed during any COS functions.

Company/Organization

Representative's Name (Please print)

Representative's Signature

Date