



# Sponsor/Exhibitor Application Sixth Annual COS Forum

September 18-19, 2018  
Westin Houston Memorial City  
Houston, Texas USA

Return by: **August 17, 2018**  
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 (9/18)	\$5,000
<input type="checkbox"/> Continental Breakfast (9/19)	\$5,000
<input type="checkbox"/> Luncheon (9/18)	\$6,000
<input type="checkbox"/> Luncheon (9/19)	\$6,000
<input type="checkbox"/> Opening Reception (9/18)	\$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
<input type="checkbox"/> Academic Exhibit Booth	\$1,500

### 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

## Sixth Annual COS Forum

September 18-19, 2018  
Westin Houston Memorial City  
Houston, Texas USA

Please complete this agreement and return with your application form by **August 17, 2018**.

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:

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**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 17, 2018**. Information should be sent by e-mail to [parkinsa@api.org](mailto: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 17, 2018. 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](mailto: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