



AAPG

LATIN AMERICA & CARIBBEAN ENERGY SUMMIT

COMMERCIAL SPACE CONTRACT

Company Name				Contact Name			
Contact Email				Phone (Mobile)			
Billing Address			City			State / Province	
Country		Postal Code		Website			

Exhibit Space Location Request	1 st choice		2 nd Choice		3 rd Choice	
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Floor Space Only

US \$550/m ²		m ²	Minimum 18 m2 required for floor space only.	US \$	
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Stand Package with Furnishings

US \$650/m ²		m ²	Includes white panels, company name, spotlights, electrical connection, counter, 2 high chairs, carpet and waste bin.	US \$	
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Additional Registrations

US \$895	#		Discounted Full Conference Registration (access to the exhibition, all conference sessions, luncheons, coffee breaks and networking receptions) – \$895 each	US \$	
US \$200	#		Exhibitor Registration (provides access to exhibition area, coffee breaks and networking receptions) - \$200 each	US \$	

Exhibitors receive one full conference registration (US \$1095 value) per 6 m² purchased in stand space. Additional full conference registrations may be purchased at a discounted rate of \$US 895. All prices include tax.

TOTAL DUE	US \$	
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Select Payment Method:

INVOICE

Direct Bank Transfer details and online credit card payment link will be included on invoice.

Purchase Order will be issued

Provide any special billing instructions:

CREDIT CARD

Visa MasterCard American Express Discover

Card Number: CVV: Exp. Date:

Cardholder Name:

Cardholder Authorized Signature:

The undersigned represents and warrants that he/she has full power and authority and is legally competent to enter into this Contract for sponsorship at 2024 Latin America and Caribbean Energy Summit ("Exhibition" or "Event") of the American Association of Petroleum Geologists (AAPG), on behalf of the Lessee. Upon completion and signature, Lessee agrees to all Terms and Conditions of this agreement.

Name: Title:

Date: Signature:



EXHIBIT SPACE TERMS AND CONDITIONS

1. **This application and contract** ("Contract") shall be binding upon its acceptance as set forth below. AAPG may cancel or terminate this Contract at any time if Lessee fails to abide by any provisions, terms or conditions of this Contract.
2. **Payment Terms:**
 - a. A deposit of 50% of the total cost of stand space as stated on page 1 must accompany this contract.
 - b. Lessee understands and agrees that the remaining 50% will be due by October 1 2024 to retain booth space.
 - c. All contracts received after October 1 2024 must be accompanied by full payment to obtain and guarantee stand space.
 - d. Lessee's failure to pay stand space fees shall not void Lessee's obligations under the Terms and Conditions of this Contract.
3. If the AAPG Energy Summit 2024 is canceled because of an unforeseen emergency, exhibitors may transfer stand contracts payments made to payment toward exhibition space or sponsorship for another event organized by AAPG.
4. **Cancellation Terms:**
 - a. Any notice of cancellation must be submitted in writing.
 - b. Lessees canceling stand space by 1 August 2024 will receive a refund of 100% of all deposits and/or monies paid less a US \$100 processing fee.
 - c. Lessee's canceling booth space between 1 August 2024 and 1 October 2024 will receive a 50% refund of all monies paid less a US \$100 processing fee.
 - d. Lessees submitting notices of cancellations after 1 October 2024 will not be entitled to a refund.
 - e. Refunds will be issued within 90 days of receipt of notice of cancellation.
5. **Stand Space Reductions (multiples of 6m²):**
 - a. Notice of booth space reductions must be submitted in writing.
 - b. Lessees reducing their contracted stand space on or before 1 August 2024 will receive a full refund of reduced space value.
 - c. Lessees reducing their contracted stand space 1 August 2024 and 1 October 2024 will receive a 50% refund of the canceled/reduced space value.
 - d. Lessees submitting notices of stand space reductions after 1 October 2024 will not be entitled to a refund.
 - e. In the event Lessee reduces stand space at any time as authorized herein, AAPG may in its sole discretion relocate Lessee's remaining stand space.
 - f. Refunds will be issued within 90 days of receipt of notice of Stand Space Reduction.
6. Approximately 60 days prior to, the first general move-in date of the Exhibition, AAPG will make available to Lessee an Exhibitor Services Manual ("Manual") via e-mail or in other electronic media. The rules and regulations 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.
7. Admittance to the Exhibition will be by Registration Badge only.
8. 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.
9. 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 AAPG's discretion. The Plan has been intentionally drawn to provide an appropriate mix of large and small display spaces throughout the exhibition space. AAPG may change the configuration of all or any part of the Exhibition at any time.
10. 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 AAPG's prior written approval.
11. 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. AAPG reserves the right to make a final determination regarding what is acceptable and may remove persons from the exhibition areas that are not in compliance.
12. AAPG Code of Conduct: AAPG is dedicated to providing a harassment-free convention experience to everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race or religion. We do not tolerate harassment of convention participants in any form. All attendees, guests, speakers, exhibitors, organizers and volunteers are required to conform with the Association's Code of Conduct. The complete AAPG Code of Conduct policy can be found at: <https://www.aapg.org/code-of-conduct>.
13. AAPG shall not be liable to Lessee for and AAPG specifically disclaims any liability for any act or omission of any exhibitor.
14. AAPG and the Venue will appoint exclusive contractors for services such as catering, electrical, plumbing, materials handling, rigging, cleaning, floor covering, telephone, Internet, floral, photography, and security. Lessee shall utilize AAPG and Venue exclusive contractors for these services. Other services may be furnished by official contractors appointed by AAPG or Venue, subject to the terms hereof, by other contractors. The Lessee may utilize contractors for services other than those listed above with AAPG's prior written approval. The request to utilize exhibitor-appointed contractors (EAC) must be submitted to AAPG 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 Manual and may perform services only for the booth space designated by Lessee. AAPG may withhold approval of an EAC for any reason at AAPG's sole discretion.
15. Lessee understands that general photographs of the Exhibition will be taken by AAPG and others authorized by AAPG for promotional purposes. Lessee authorizes without charge or cost, and has the authority to do so, the reproduction and use in any manner by AAPG and others authorized by AAPG 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.
16. Except with AAPG's permission, no motorized vehicles are allowed in the exhibition except those reasonably necessary to assist persons with disabilities.
17. 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 Manual.
18. Lessee warrants that any booth personnel, booth displays and any property placed in the booth space by Lessee will at all times comply with all applicable laws and regulations.
19. Lessee shall be responsible for and shall defend, indemnify, and hold AAPG 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 AAPG nor the Venue's owner and operator shall have, and Lessee shall defend, indemnify, and hold AAPG and the Venue's owner and operator harmless from, (a) any liability for damage or loss to Lessee's property in the Facility 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 AAPG, the Venue's owner or operator, or Lessee, when such injury or death is in any way associated with the use or occupancy of the Venue Lessee.
20. Lessee shall limit the volume of sound equipment controlled by it to a conversational level as determined by AAPG in its sole discretion.
21. Lessee's booth shall be accessible to all Exhibition attendees except an area may be draped or otherwise enclosed and marked "Confidential".
22. Lessee shall, at its sole cost and expense, procure and maintain the insurance coverages set forth in the Manual and provide certificates regarding such insurance as requested by AAPG.
23. If for any reason the Event is not held, AAPG may terminate this Contract prior to the date the Event would have commenced. Should the Event begin but portions be terminated prior to its scheduled conclusion, AAPG may either terminate the Exhibition at the same time or continue the Exhibition.
24. Time is of the essence of this Contract.
25. This Contract and the Additional Contract Provisions contain all of the terms agreed by the parties, and supersedes all prior agreements, whether verbal or written. Amendments will only be made if mutually agreed by both parties in writing.
26. 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 personal 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.