



May 6 & 7, 2020

Dear Four Corners Oil & Gas Conference Exhibitor,

The 2020 Four Corners Oil & Gas Conference is scheduled for May 6 & 7, 2020! A secure on-line payment and reservation system is now available at www.4cornersogc.com. This application form will also be accepted for registrations. Please reserve your space now as booths are assigned on a first-come, first-served basis, AFTER the Diamond and Emerald sponsors have selected their spaces. Inside and outside booths are \$ 675 each.

Each exhibit space purchase includes two (2) conference badges with 4 lunch tickets (2 per day). As the Conference date gets closer, we will request the names for the Exhibitor badges that are included with the booth space. Admission to attend the conference and exposition areas is free, but all attendees must be 18 years of age and be pre-registered for the conference. We will also request additional exhibitor employee names for pre-registration.

Lunch tickets (\$15) for additional exhibitor employees must be ordered by April 10, 2020. A limited number of lunch tickets will be available for \$25 each after the April 10th deadline.

A reception will be held Wednesday evening at the Sun-Ray Park Casino High Desert Club, just a short walk from the conference. This is a great opportunity to network and socialize with other attendees and participants. A cash bar will be available and hors d'oeuvres will be served. Reception tickets are NOT included with booth purchases. The deadline to purchase reception tickets for \$25 each is April 10, 2020. A limited amount of tickets will be available at the conference for \$35 each.

The 2020 Four Corners Oil & Gas Conference is shaping up to be the best yet! Please view the new website with on-line registration capabilities. Please reserve your place now. It is the exhibitor's responsibility to confirm receipt of this application if notification from Four Corners Oil & Gas Conference is not received within four (4) business days.

Please call Jan Tomko, the conference coordinator, at 505-330-0271 or the Farmington Chamber of Commerce at 505-325-0279 if you have any questions.

Sincerely,

Jan Tomko

Four Corners Oil & Gas Conference Coordinator

Email: fourcornersoilandgas@hotmail.com or 4cornersogc@gmail.com

Website: www.4cornersogc.com

The conference's six sponsoring organizations:



Four Corners
Chapter





Exhibitor Contract and Agreement

1. Items included in the cost of Exhibit Space

- A. **Inside booth** (10' x 10') draping (8 ft. high back wall and 3 ft. wall side rails) and company identification sign, one 6 ft. draped table with two chairs. Booth carpeting is NOT included. Electricity will be provided to all inside booths (1 outlet).
- B. **Outside booths** are 30' long x 20' deep. Electricity is not available for outside booths. Table and chairs are not provided for outside booths and may be brought by vendors or by ordering through Convention Services of the Southwest (CSS). Outside booths must be manned, **NO** unmanned displays allowed.
- C. Each booth purchase includes two conference badges with two lunch tickets for each day
- D. ALL booths are NOT to be static displays and MUST be manned during conference hours.
- E. Each vendor will receive a Company listing in the official Conference program.
- F. Four Corners Oil & Gas Conference (FCO&GC) will carpet aisles only, not exhibit booths for inside exhibit areas. Exhibit booth carpeting is available for an additional charge from CSS.
- G. It is the exhibitor's responsibility to confirm receipt of this application if notification from FGO&GC is not received within four (4) business days.

2. Exhibit Space Assignments

- A. **Diamond and Emerald Sponsors** will be given priority on inside booth location requests, on a first-come first-served basis. Diamond and Emerald sponsorships, with full payment must be received by January 15, 2020 for booth location priority to be honored. Exhibitors may request specific locations, but space is assigned on a first-come, first-served basis. FGO&GC Executive Committee reserves the right to reassign or realign the floor plan without prior consent from the vendor. The committee also reserves the right to determine the eligibility of any company or product for inclusion in the exhibition.

3. Cancellations/Space Reductions

- A. Applications received without payment or purchase order information will not be processed until payment is received. FGO&GC reserves the right to reassign space which is not paid in full thirty days prior to the show.
- B. A reduction in space is considered a cancellation and will be treated as such by the terms of this contract.

Should an exhibitor cancel, the following shall apply:

- 1) If the exhibitor cancels prior to January 31, 2020, said exhibitor shall receive a full refund.
- 2) If the exhibitor cancels prior to March 1, 2020, said exhibitor will be assessed a cancellation penalty equal to 25% of the total cost of contracted exhibit space.
- 3) If the exhibitor cancels prior to March 15, 2020, said exhibitor will be assessed a cancellation penalty equal to 50% of the total cost of contracted exhibit space
- 4) No refunds will be made if the exhibitor cancels after March 15, 2020. FCO&GC, has the right to use the canceled space including selling to another vendor without rebate or allowance to the canceled vendor.

4. Subletting Space

- A. No exhibitor shall assign, sublet or apportion the whole or any part of the space allotted, nor exhibit therein, nor permit any other person or party to exhibit therein; any goods, apparatus, etc. not manufactured or distributed by the exhibitor in the regular course of business.*

5. Exhibit Space Usage

- A. Displays placed in the inside booth space shall not be higher than 10 feet and shall not protrude into the aisle.*
- B. The operation of audio devices, sound movies, or equipment will be permitted only if sound is kept at conversational level and is not objectionable and disruptive to neighboring vendors.*
- C. Alcohol is not permitted in the display area or on the exhibit grounds.*

6. Removal of Exhibits

- A. The exhibitor agrees that no display will be dismantled or goods removed during the entire run of the show (8 a.m. to 4 p.m. on May 6 and 8 a.m. to 2 p.m. on May 7). Failure to comply will result in penalty of 25% of the total cost of the contracted exhibit space. Additionally, the exhibitor shall be prevented from showing in the next FGO&GC.*



Exhibitor Information

Exhibitors are expected to treat volunteer committee members with courtesy and respect at all times. Staff directions from Convention Service of the Southwest, McGee Park and Four Corners Oil and Gas Committee members are to be followed. It is the exhibitor's responsibility to confirm receipt of this application if notification from FGO&GC is not received within four (4) business days. Alcohol is not permitted in the display area or on the exhibit grounds. Attendees must be affiliated with the oil and gas industries and must be 18 years of age.

SHOW DATES

Wednesday, May, 6, 2020	8:00 a.m. until 4:00 p.m.
Thursday, May 7, 2020	8:00 a.m. until 2:00 p.m.

RECEPTION

Wednesday, May 6, 2020	4:30 p.m. until 7:30 p.m. SunRay Park and Casino
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INDOOR BOOTHS

Convention Center Check-in Tuesday, May 5, 2020	8:00 a.m. until 8:00 p.m.
Check-out Thursday, May 7, 2020	2:00 p.m. until 6:00 p.m.

OUTDOOR BOOTHS

Check-in Monday, May 7, 2020	8:00 a.m. until 4:00 p.m.
Check-out Friday, May 11, 2020	8:00 a.m. until 12:00 p.m.

INDOOR BOOTHS

Exhibitors with large items/displays that need a forklift must be ready to check-in at 8 a.m. Those items will be first to move in and last to move out. Arrangements for forklift needs to be made through CSS (1/2 hour minimum). ONLY CSS forklifts with CSS personnel may operate inside of the buildings. Weight limits of displays will be set by McGee Park staff. Please call if intended display is overweight.

All inside booths are supplied with one electrical outlet. Exhibitors must provide extension cord and power strip for exhibit.

Engines cannot be run inside the exhibit halls and gasoline tanks must have less than a quarter tank of gasoline in the tank.

Display equipment must be clean and in good condition with no hazardous material in tanks or on premises. No leaking equipment will be tolerated.

Displays placed in the inside booth space shall not be higher than 10 feet and shall not protrude into the aisle.

Audio devices must be kept at a conversational level and must not interfere with other exhibitors displays. Audio devices may be supplied by exhibitor.

All booths will be manned from 8 a.m. until 4 p.m. on Wednesday, May 6th and from 8 a.m. until 2 p.m. on Thursday, May 7th.

OUTDOOR BOOTHS

Refunds will not be given to outdoor exhibitors due to weather conditions.

Equipment or large display items cannot arrive prior to Tuesday, May 1st, and must be removed by 12:00 p.m. Friday, May 11.

Exhibitors are responsible for the loading and unloading of their own equipment for display. FCO&GC or CSS does not provide forklifts for outdoor exhibits.

Large displays need to arrive early in the morning on Monday, May 7th to be unloaded and positioned first. Large displays must be removed from the midway by noon on Friday, May 11th to accommodate the next event scheduled at McGee Park.

Display equipment must be clean and in good condition with no hazardous material in tanks or on premises. No leaking equipment will be tolerated.

Do not use stakes in the pavement. Use wheel chocks as appropriate. Use cribbing for heavy displays so the pavement will not be damaged. Weight limits of displays will be set by McGee Park staff. Please call if intended display needs NM DOT over weight highway permits.

Safety is our utmost concern. Please make sure employees are certified for equipment they are running.

All booths will be manned from 8 am until 4 pm on Wednesday, May 6th and from 8 am until 2 pm on Thursday, May 7th. No unmanned displays allowed.

Be courteous of your neighbors. Equipment and that is too noisy for your neighbors will be required to be turned off.