



Dear 2010 Oil and Gas Conference Exhibitor,

Enclosed please find an application/contract for exhibit space for the 2010 Four Corners Oil & Gas Conference, scheduled for May 12 – 13, 2010. Please reserve your space now as booths are assigned on a first-come, first served basis.

As a reminder, each booth purchase includes two conference admissions with lunch tickets for both days and a badge allowing admittance into the technical talks. Additional conference admissions which include 2 lunch tickets (1/day) can be purchased also. There is not a charge to enter the exhibit area. Therefore, employees who are working in your booth area do not need a full conference admission, unless they are attending the technical talks. Many companies buy additional lunch tickets to accommodate their personnel working in the booth.

As the Conference date gets closer, we will request the names for the Conference Admission badges. Full Conference admission badges including lunch tickets will be printed with attendee name and company. You may also request up to 6 additional nametags per company at no charge for personnel working in your booth. These nametags will not include any lunch tickets.

Please note that we are requesting that you order any extra lunch tickets by the day needed. This will allow for a more accurate daily count for our lunch providers.

The 2010 Four Corners Oil & Gas Conference is shaping up to be the best yet. Please reserve your place now. Please call 505-325-0279 if you have any questions.

Sincerely,

*Jan Tomko*

2010 Four Corners Oil and Gas Conference Coordinator



## 2010 Four Corners Oil and Gas Conference May 12 - 13, 2010 • Farmington, New Mexico Application/Contract for Exhibit Space

This is an application for exhibit space at the 2010 Four Corners Oil and Gas Conference in Farmington New Mexico at McGee Park, which becomes a contract upon acceptance by Four Corners Oil and Gas Conference. We, the undersigned company (the Exhibitor) understands that specific booths will be assigned on a first-come, first-served basis.

### Booth Requirements (Inside Booths 10' x 10')

# of Inside Booths Requested - \_\_\_\_\_

# of Reception Tickets Requested - \_\_\_\_\_

# of Additional Lunch Tickets - \_\_\_\_\_ May 12<sup>th</sup>

### (Outside Booths 30' x 20')

# of Outside Booths Requested - \_\_\_\_\_

# of Additional Attendees Requested - \_\_\_\_\_

\_\_\_\_\_ May 13<sup>th</sup> (not available after Friday, April 30, 2010)

### Calculate Cost of Booth Space and Additional Purchases

# of Inside Booths _____ x \$600.00 per booth =	\$ _____	Booth Preference (i.e. location, configuration)
# of Outside Booths _____ x 500.00 per booth =	\$ _____	_____
# of Reception Tickets _____ x \$15.00 per ticket =	\$ _____	
# of Additional lunch tickets _____ x \$10.00 per ticket	\$ _____	
# of Additional Attendees _____ x \$50.00 per attendee	\$ _____	
<b>Total Amount Due</b>	<b>\$ _____</b>	

### Payment by credit card

Credit Card # \_\_\_\_\_

Exp Date \_\_\_\_\_

3 or 4 digit security code \_\_\_\_\_

Name on card \_\_\_\_\_

Charge \$ \_\_\_\_\_

Signature \_\_\_\_\_

Billing Address of Credit Card (Please include zip) \_\_\_\_\_

### Payment by check: Please make checks payable to Four Corners Oil and Gas Conference and mail to:

Four Corners Oil and Gas Conference  
% Farmington Chamber of Commerce  
100 West Broadway, Farmington, NM 87401

Telephone: 505-325-0279  
Fax: 505-327-7556 (Fax in secure location)

### Exhibitor Information

Exhibiting Company \_\_\_\_\_ Company Web Address \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Company Phone Number \_\_\_\_\_ Company Fax Number \_\_\_\_\_

Primary Contact (will receive show mailings) \_\_\_\_\_ email: \_\_\_\_\_

Names of companies from whom we desire booth separation (Attach separate sheet if necessary)

Please tell us what products or services your company provides:

Accepted by Exhibitor – Signature Required

Accepted by Four Corners Oil and Gas

Exhibitor Authorized Representative

Four Corners Oil and Gas

By signing the Application/Contract for exhibit space, exhibitor agrees to the terms, provisions and conditions stipulated on the reverse side of this contract. The individual signing this agreement warrants that he/she has the authority to bind contractually the organization for exhibit space.





1. **Items included in the cost of Exhibit Space**
  - A. Standard booth (10' x 10") draping (8 ft. high back wall and 3 ft. wall side rails) and identification sign, one 6 ft. table with two chairs and electricity will be provided to all inside booths. Each booth purchased includes two general admission tickets. General admission tickets include lunch tickets for both conference days.
  - B. Outside booths will receive two general admission tickets per booth purchased. Electricity is not available for outside booths.
  - C. Each vendor will receive a Company listing in the official Conference program.
  - D. Four Corners Oil and Gas Conference will carpet aisles for inside exhibit areas.
  
2. **Exhibit Space Assignments**
  - A. Exhibit space is assigned on a first-come basis, first-served basis. Four Corners Oil and Gas Conference Executive Committee 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. Four Corners Oil and Gas Conference 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.
  - C. Should an exhibitor cancel, the following shall apply:
    1. If the exhibitor cancels by January 29, 2010, said exhibitor shall receive a full refund.
    2. If the exhibitor cancels by March 1, 2010, said exhibitor will be assessed a cancellation penalty equal to 25% of the total cost of contracted exhibit space.
    3. If the exhibitor cancels after April 9, 2010, the exhibitor will be assessed a cancellation penalty equal to 100% of the total cost of contracted exhibit space.
  
4. **Subletting Space**

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. Alcohol is not permitted in the display area or on the exhibit grounds.
  
6. **Removal of Exhibits**

The exhibitor agrees that no display will be dismantled or goods removed during the entire run of the show. 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 Four Corners Oil and Gas Conference.