

# REFCOMM<sup>®</sup>

## GALVESTON 2018

### More Production and Less Risk

Coker, CatCracker, Sulfur (Amine, Sour Water, Claus, Tailgas)



RefComm<sup>®</sup> is the premier technical forum for project and process engineers, operators, maintenance, and other leaders to share knowledge and ideas relating to the Coker, CatCracker, Sulfur Recovery (covering Amine Treating, Sour Water Stripping, Claus Plant and Tailgas)



#### Delayed Coking Unit (DCU)

We will be discussing coker safety and reliability, drum de-heading safety, operations best practices, targeting more liquid yield, DCU material balance, steam purge valves, lockout/tagout, and more.



#### Fluid Catalytic Cracking (FCC)

Learn about maximizing FCC flexibility, balancing feedstock options, equipment revamps, increasing LCO without sacrificing profits, operations and troubleshooting, and reducing turnaround costs.



#### Sulfur (Amine, Sour Water, Claus, Tailgas)

Government legislation around the world has imposed more stringent guidelines on sulfur recovery and emissions. Keep up on the tighter regulations and new technologies.



Our global economy is flooded with light and heavy crudes. While the low feedstock price challenges upstream, it provides profit opportunities downstream. To prosper and excel, leverage your existing assets. After a decade of successfully hosting the world's largest Delayed Coking conference, RefComm<sup>®</sup>, expanded into the Fluid Catalytic Cracking arena. The conference will continue with it's newest tracks Sulfur Recovery (covering Amine Treating, Sour Water Stripping, Claus Plant and Tailgas) for operating efficiently and meeting regulations.

Moody Gardens Convention Center  
May 7-11 2018

#### Conference

Wednesday - Friday

Expand your knowledge of industry profitable practices, new technology and lessons learned for existing and new plants.

#### Exhibition

Tuesday - Thursday

The Exhibition opens Tuesday evening with the Welcome Reception and continues Wednesday and Thursday during networking breaks and evening receptions.

#### Training ..... page 2

Monday - Tuesday

Training courses by industry experts for DCU, FCCU and SRU. Separate registration required for Conference.

#### Registration Form ..... page 3

We are now seeking presenters, discussion leaders, and workgroup subject-matter-experts.

Email your abstracts and ideas to Becky Peterson:

becky@refiningcommunity.com  
or call +1 360.966.7251

#### Reserve today

Marlea Stockenberg  
Event Coordinator  
+1 (360) 966-7251  
marlea@coking.com

## ALL LEADER SPONSORSHIPS INCLUDE:

- Logo on Sponsor Banner
- Logo projected on conference hall screens
- Logo in Conference Brochure
- Recognition announcement at conference
- Logo used in conference e-blasts
- Company description & hyperlink on website
- Company description in App.
- Logo and company description in Exhibition Index in conference booklet
- Advanced contact list of conference participants

# May 7-11

Moody Gardens Convention Center

## All Sponsorships Include

One exhibition booth: 10'x10' space, one electrical outlet (110V/20A), chairs, covered table, pipe and drape, carpet.

Advanced contact list of conference participants.

Company description and hyperlink on conference website.

Your logo and company description in conference booklet exhibition index.

Company description in conference app.

### Monday

Trailer/Heavy Equipment set-up (appointed times)

### Tuesday

General Exhibit Set-Up 12-4:45pm  
Welcome Reception 5pm-7pm

### Wednesday

Breakfast (optional exhibit time) 7am-8am  
Morning Break (exact time TBD) 30min  
Lunch 12pm-1pm  
Afternoon Break (exact time TBD) 30min  
Reception 5pm-7pm

### Thursday

Breakfast (optional exhibit time) 7am-8am  
Morning Break (exact time TBD) TBD  
Lunch 12pm-1pm  
Afternoon Break (exact time TBD) 30min  
Reception 5pm-6pm  
Take Down 6pm-10pm

### Friday

Take down ends 11am

\*All exhibits must be cleared by this time

<b>\$9,500</b>	<b>TABLE TENT - SOLD</b>	<p>Exclusive sponsor level with only your logo on the table tent for each delegate.</p> <ul style="list-style-type: none"> <li>• 3 Conference passes</li> <li>• 1 Exhibit Booth</li> </ul>
<b>\$10,500</b>	<b>REFCOMM® APP - SOLD</b>	<p>Your own section in the RefComm® App. Also includes logo on app printed promotional material and and logo on the RefComm® slideshow played out front of the exhibit hall.</p> <ul style="list-style-type: none"> <li>• 4 Conference Passes</li> <li>• 1 Exhibit Booth</li> </ul>
<b>\$12,300</b>	<b>TECHNICAL FOLIO - SOLD</b>	<p>Exclusive sponsor level with your logo on the conference folio provided to each delegate.</p> <ul style="list-style-type: none"> <li>• 4 Conference Passes</li> <li>• 1 Exhibit Booth</li> </ul>
<b>\$14,950</b>	<b>CONFERENCE BAG</b>	<p>Exclusive sponsor level with your logo on the conference bag provided to each delegate.</p> <ul style="list-style-type: none"> <li>• 5 Conference Passes</li> <li>• 1 Exhibit Booth</li> </ul>
<b>\$14,950</b>	<b>NAME BADGE - SOLD</b>	<p>Exclusive sponsor level with your logo on the name badge holder worn by each delegate.</p> <ul style="list-style-type: none"> <li>• 5 Conference Passes</li> <li>• 1 Exhibit Booth</li> </ul>

### Reserve today

Marlea Stockenberg  
Event Coordinator  
+1 (360) 966-7251  
marlea@coking.com

# TRAINING - SPONSORSHIP

## TRAINING SPONSORSHIP INCLUDES:

- Full page ad on the back of each training manual
- Logo on a promotional gift for all delegates
- Logo on food service tables
- Logo in Conference Brochure
- Six foot banner
- Recognition announcement
- Logo used in conference e-blasts
- Advanced contact list of training participants
- One hour cocktail reception
- Logo projected on screens during breaks

May 7-11

Moody Gardens Convention Center

## All Sponsorships Include

One exhibition booth: 10'x10' space, one electrical outlet (110V/20A), chairs, covered table, pipe and drape, carpet.

Advanced contact list of conference participants.

Company description and hyperlink on conference website.

Your logo and company description in conference booklet exhibition index.

Company description in conference app.

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Take Down 6pm-10pm

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## EXCLUSIVE TRAINING SPONSORSHIP

\$7,000

All **new networking opportunity** during Monday and Tuesday's training courses. Be the first one to network with refiners and connect one on one during networking breaks, lunches, and a Monday evening cocktail hour. Conference / Training pass not included.

# NETWORKING - SPONSORSHIP

## ALL NETWORKING SPONSORSHIPS INCLUDE:

- Logo on a promotional gift for all delegates
- Logo on food service tables
- Push notification in the conference App.
- Logo on Sponsor Banner
- Logo projected on conference hall screens
- Logo in Conference Brochure
- Recognition announcement at conference
- Logo used in conference e-blasts
- Company description & hyperlink on website
- Company description in App.
- Logo and company description in Exhibition Index in conference booklet
- Advanced contact list of conference participants

## BREAKFAST

\$7,000

Choose from Wednesday, Thursday, or Friday

- 3 Conference Passes
- 1 Exhibit Booth

## AFTERNOON BREAK

\$7,500

Choose from Wednesday or Thursday

- 3 Conference Passes
- 1 Exhibit Booth

## MORNING BREAK

\$7,500

Choose from Wednesday, Thursday, or Friday

- 3 Conference Passes
- 1 Exhibit Booth

## LUNCH

\$8,500

Choose from Wednesday or Thursday

- 3 Conference Passes
- 1 Exhibit Booth

## Reserve today

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Event Coordinator  
+1 (360) 966-7251  
marlea@coking.com

## ALL VISUAL SPONSORSHIPS INCLUDE:

- Logo on Sponsor Banner
- Logo projected on conference hall screens
- Company description & hyperlink on website
- Company description in App.
- Logo and company description in Exhibition Index in conference booklet
- Advanced contact list of conference participants

# May 7-11

Moody Gardens Convention Center

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<b>\$4,200</b>	<b>RAISE TO SPEAK CARD - SOLD</b>
	<p>Your logo on the raise to speak card that is given to all conference delegates.</p> <ul style="list-style-type: none"> <li>• 2 Conference Passes</li> <li>• 1 Exhibit Booth</li> </ul>
<b>Starting at \$4,900</b>	<b>HALL SIGN BANNER</b>
	<p>3' x 6' banner ad located at the entrance of the presentation hall. Includes 2 Conference Passes and 1 Exhibit Booth.</p> <ul style="list-style-type: none"> <li>• \$4,900 SRU Hall</li> <li>• \$5,900 DCU Hall <b>SOLD</b></li> <li>• \$5,900 FCCU Hall</li> </ul>
<b>\$4,900</b>	<b>BOOKLET COVER - SOLD</b>
	<p>Your logo on the conference booklet cover.</p> <ul style="list-style-type: none"> <li>• 2 Conference Passes</li> <li>• 1 Exhibit Booth</li> </ul>
<b>Starting at \$4,500</b>	<b>STAGE BACKDROP</b>
	<p>Your logo on backdrop behind the speaker. Includes 2 Conference Passes and 1 Exhibit Booth.</p> <ul style="list-style-type: none"> <li>• \$4,500 FCCU Hall <b>SOLD</b></li> <li>• \$6,500 DCU Hall <b>SOLD</b></li> </ul>
<b>\$7,000</b>	<b>POWER TOWER CHARGING STATION</b>
	<p><b>New</b> company branding opportunity on a high quality cell phone charging kiosk, connecting attendees to exhibitors, organizers and sponsors. RefComm® can provide the custom branding or you can.</p> <ul style="list-style-type: none"> <li>• 2 Conference Passes</li> <li>• 1 Exhibit Booth</li> </ul>

### Reserve today

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Event Coordinator  
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marlea@coking.com

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Take Down 6pm-10pm

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### EXHIBITOR

\$3,000

Name of company and description in the conference booklet's Exhibition Index, company description & hyperlink on website, and company description in App.

- 1 Conference Pass
- 1 Exhibit Booth

### TRAILER EXHIBIT

Starting at \$4,500

1 Conference Pass. Name of company and description in the conference booklet's Exhibition Index, company description & hyperlink on website, and company description in App.

- \$4,500 10' - 30'
- \$6,000 30' - 50'
- \$7,000 Over 50'

### RECEPTION

\$4,650

Combined sponsorship at evening reception. Limited to three sponsors per night. Your logo on the Sponsor Banner, logo used in conference e-blasts, Push notification in the conference App. , company description & hyperlink on website, logo on food/bar service tables during the reception. Name of company and description in the conference booklet's Exhibition Index.

- 2 Conference Passes
- 1 Exhibit Booth

## EXTRAS

### BOOKLET AD

Starting at \$300

- \$300 Half Page
- \$500 Full Page

### BOOTH ASSISTANT

\$950

- \$950 - Additional Person

### ADDITIONAL BOOTH SPACE

\$1,500

- 10' X 10' Space, pipe and drape, one plug for electrical and carpet.
- Conference pass not included

### Reserve today

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Event Coordinator  
+1 (360) 966-7251  
marlea@coking.com



Moody Gardens  
Convention Center

Trailer setup  
Apponited Times

Exhibit setup  
May 7, 12pm-4:45pm

Exhibit takedown  
May 10, 6pm-10pm

- Exhibitor**
- 1 Ruhrpumpen
  - 2 AltairStrickland
  - 3 BOC Water Hydraulics
  - 4 Porta Kleen
  - 5
  - 6 Union Tech
  - 7 VEGA Americas, Inc
  - 8 ValvTechnologies
  - 9 ValvTechnologies
  - 10 MRC Global
  - 11 Daily Thermetrics
  - 12 Refined Tech. Inc.
  - 13 Velan Inc
  - 14 Velan Inc
  - 15 AZZ WSI
  - 16 Apache
  - 17 Babcock Power
  - 18 Nalco Champion
  - 19 Flowserve
  - 20 Flowserve
  - 21 MOGAS Industries
  - 22 Kennametal
  - 23 McDonough Elevator
  - 24 Isgec Hitachi Zosen Ltd, India
  - 25 Wood
  - 26 Wood
  - 27 Century Elevators Inc
  - 28 Century Elevators Inc
  - 29 Aspen Aerogels
  - 30 Cogar Manufacturing
  - 31 Cogar Manufacturing
  - 32
  - 33 Century Elevators Inc
  - 34 Century Elevators Inc
  - 35 AUMA Actuators, Inc.
  - 36 Puffer-Sweiven
  - 37 Clearguard Pty Ltd
  - 38 McDonough Elevator
  - 39 Thermbond Refractory Solutions
  - 40 Koch-Glitsch, LP
  - 41 Flowserve
  - 42 Heavy Pumps
  - 43 Berthhold Technologies USA, LLC
  - 44 PetroSkills RDC Solutions
  - 45 Metso Flow Control USA Inc
  - 46 RAM Winch & Hoist Ltd
  - 47 Haldor Topsoe, Inc.
  - 48 MIAM
  - 49 Crane ChemPharma & Energy
  - 50 D. D. Technology Inc.
  - 51 Hi-Tech Weld Overlay Group, LLC
  - 52 AMPO Poyam Valves
  - 53 AMPO Poyam Valves

- Exhibitor**
- 54 Clean Harbors
  - 55 Tiger Industrial Rentals
  - 56 Endress+Hauser Inc.
  - 57 A.Hak Industrial Services
  - 58 USA DeBusk
  - 59 Elwood Corporation
  - 60 Delta Tech Service, Inc.
  - 61 LJ Special Equipment Co
  - 62 LJ Special Equipment Co
  - 63 CPFD Software
  - 64 Refractory Const. Serv. Co.,LLC
  - 65 Wyatt Field Services
  - 66 Thermo Fisher Scientific
  - 67 Bray International, Inc.
  - 68 Heater Specialists
  - 69 Konecranes America
  - 70 Anvil Attachments
  - 71 Bay Valve Service & Engineering, LLC
  - 72 Structural Group
  - 73 Continental Fabricators Inc
  - 74 SchuF Fetterolf
  - 75 SchuF Fetterolf
  - 76 ZymeFlow Decon Technology
  - 77
  - 78 TapcoEnpro
  - 79 DeltaValve
  - 80 DeltaValve
  - 81 DeltaValve
  - 82 DeltaValve
  - 83 DeltaValve
  - 84 DeltaValve
  - 85 DeltaValve
  - 86 DeltaValve
  - 87 DeltaValve
  - 88 DistributionNow
  - 89
  - 90
  - 91
  - 92
  - 93
  - 94 IMI Z&J / Z&J Technologies GmbH
  - 95 IMI Z&J / Z&J Technologies GmbH
  - 96
  - 97
  - 98
  - 99 HOLD
  - 100 Stress Engineering Services
  - 101 BHI Energy
  - 102 Filtration Group
  - 103 Filtration Group
  - 104 Ruhrpumpen
  - 105 Ruhrpumpen
  - 106 Ruhrpumpen

Remaining  
Spaces  
**11**

■ Available  
■ Sold

**All exhibitors get a complete listing on the RefComm® App.**

You will have direct access to add information about your booth and company. Mobile app users will be able to map to your booth and contact your company directly.

**Booklet Ad**

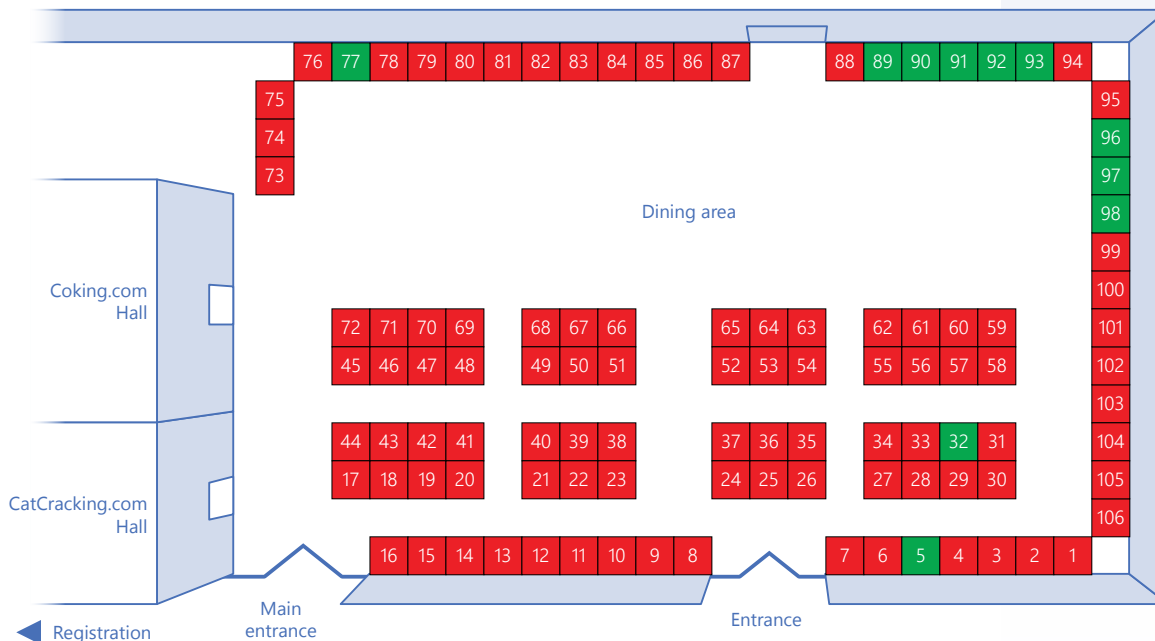
- \$300 Half Page
- \$500 Full Page

**Booth Assistant**

- \$950 Additional Person

**Additional Booth Space**

- \$1,500 10' x 10' space, pipe and drape, one plug for electrical and carpet. Conference pass not included.



# Exhibitor Policies, Rules, and Regulations

These policies, rules, and regulations, and all text in this Sponsor Planner are to be construed as part of all sponsor contracts. Coking.com, Inc, also doing business as CatCracking.com and the Refining Community (hereafter referred to as "Host") reserves the right to interpret them as well as to make final decisions on all points which the rules and regulations do not cover.

Exhibitors will abide by all other provisions of said policies, rules and regulations and with fire regulations and all other regulations of governmental agencies and Moody Gardens Convention Center.

## Payments and Cancellations

Refunds for cancellations of space rental fee (SRF) will be made only if the space can be resold, according to the following schedule with notice on or before:

- 3 months (February 13, 2018): 75% refund of SRF
- 6 Weeks (March 27, 2018): 50% refund of SRF
- 4 weeks (April 10, 2018): no refund

Cancellations must be made in writing and sent to:

Marlea Stockenberg  
Fax: +1 (360) 544-1206  
Email: marlea@coking.com  
Mail: 520 Fieldston Road, Bellingham, WA 98225 USA

## Default of Occupancy

If by Tuesday, May 8 at 3:00pm an exhibitor fails to check-in and occupy any space contracted for but not canceled in writing to the Host, the Host shall have the right to use said space to suit its own convenience, including selling the space to another exhibitor, without any rebate or allowance to the defaulting exhibitor.

If the display material has been delivered to the exhibit space but has not been assembled, the Host reserves the right to remove the material and place it in storage.

The Host assumes no responsibility for having included the name of the defaulting exhibitor or descriptions of that exhibitor's products in the Conference Booklet, the Comprehensive Contact List, news releases, or other materials.

There will be a \$500 fine to any exhibits who must take down early. Take down can begin Thursday after 6:00pm and continue through Friday until 11:00am.

## Admission

The Host will have sole control over admission of all persons. All persons visiting the exhibits will be admitted according to the policies and regulations of the conference as issued or amended by the authorized representative of the Host.

All booth staff must be registered for RefComm®, including spouses.

All persons in the exhibit area must be registered and wearing the RefComm® name badge or Guest Pass at all times. No one under the age of 18 years of age will be allowed in the exhibit area.

## Liabilities

The exhibitor, by entering into this contract, hereby waives any claim against and shall indemnify, save and hold harmless the Host, the Moody Gardens Convention Center, its agents and employees for any damages or injuries to property or persons occasioned by or in connection with the conference unless caused by the willful misconduct of the Host, the Moody Gardens Convention Center, its agents or employees. The exhibitor shall provide a certificate of insurance to the Host and the hotel.

## Jurisdiction

The exhibitor hereby consents to the jurisdiction of the courts of the State of Washington, USA with respect to any right of action arising under this contract.

## Display Configuration

Displays must be less than 10 feet tall. Freestanding displays placed on the floor are permitted. All display material must be safely supported. No nails, screws or other damaging device may be used. The Exhibition Hall is indoor on a thick concrete pad, so trucks and most equipment can be accommodated. If unsure, please call first. For demonstrations with excessive noise or fumes, inquire about an exterior location.

The Host reserves the right to restrict the use of glaring or irregular lighting effects. Signs or lighting involving the use of neon or similar gases, or flashing electrical signs are not permitted. Loud motors are not permitted. No engines with exhaust are allowed. The Host reserves the right to restrict the use of demonstration equipment that produces a noise level objectionable to delegates or neighboring exhibitors. The use of minimal audio-visual equipment will be permitted, subject to written approval of the Host.

## Displays and Conduct

Displays should be directly related to the products and services provided by the exhibitor in the regular course of business.

## No Suitcasing

"Suitcasing" (promoting your products and services while not being a registered exhibitor) is forbidden and anyone who is found violating said rule is subject to being expelled from the event.

## Objectionable Material and Activities

The Host reserves the right to require modification of any exhibit it deems questionable for any reason. Exhibitors may not post signs, banners or advertisements outside of their booth without written permission from the Host.

Raffles and fishbowl drawings are permitted at the exhibit. Give-aways are permitted when the item is of minimal value, available to all attendees, and not related to any type of raffle, drawing or contest. Sales and orders transacted in the exhibit area are permitted.

Exhibitors must confine their activities to the space for which they have contracted, and may not distribute samples or souvenirs except from their exhibit space.

The exhibitor shall be responsible for the safety of all individuals participating in or viewing their display.

Live animals and smoking are not permitted in the exhibit area.

Exhibitors will not be permitted to behave in a manner that is, in the sole discretion of the Host, objectionable. Any questions of propriety should be cleared in writing with the Host.

## Insurance

Exhibitor agrees to maintain such insurance that will fully protect the Host and the Moody Gardens Convention Center from any claims of any nature, including claims under the Workman's Compensation Act, and for damages for personal injury, including death, which may arise in connection with the presence and/or operation of participant's display. In the event the exhibitor damages the building, or any part thereof, he agrees to reimburse the owner of the building for the cost of repairing such damages to said building, or any part thereof, directly or indirectly.

## Force Majeure

The Host will not be liable for failure to hold the RefComm® event as scheduled. If canceled, payments for exhibit space will be returned, less the exhibitor's pro-rata share of all costs and expenses incurred and committed by the Host.

# Exhibition Arrangements

## Availability

Your assigned booth(s) will be available from Tuesday, May 8, 12pm until Friday, May 11, 11am. Truck and trailer set up available beginning Monday, May 7 at 7:00am.

## Safety and Security

Safety is the primary issue. Please leave clear walkways for participants to move safely between displays when setting up your exhibition booth.

The exhibit hall is secured each night with limited access to conference center and Host staff. However we suggest you do not leave valuable items like laptops at your booth. The conference center and the Host are not responsible for any lost, stolen or damaged materials.

## Electrical/Internet

Electrical for lights and basic laptop, 110V/20A (one plug) is included in the sponsor fee. Additional power requirements are at the sponsor's cost. Wi-Fi Internet is available. Contact Marlea Stockenberg at marlea@coking.com for more information.

## Hotel Contact & Catering

Breakfast, breaks, lunch and receptions are paid for by the Host. All other food and beverage requests for your exhibit area and hospitality rooms must be arranged through the conference center catering manager:

Patty Kennedy  
409-683-4416 desk  
907-231-4394 cell  
pkennedy@moodygardens.org

## Technology

Dawn Hoover, Freeman AV  
dawn.hoover@freemanco.com

## Furniture and Decorating

All booths are 10 x 10 feet and include covered table (6 x 2.5 feet), one chair, pipe and drape, and carpet paid by the Host. For additional furniture or decorations, notify the decorator:

Shepard Exposition & Customer Service  
Office: +1 832 799 5700  
Email: houston@shepardes.com

## Shipping

GlobexLogistics will provide airfreight and trucking services from your door to the conference center decorator's advanced warehouse or direct to the show (via the decorator). Contact:

Ty Warren, President, GlobeX Logistics  
2652 E FM 407, Ste. 230, Bartonville, TX 76226  
Tel: +1 (940) 584-0606  
Fax: +1 (940) 584-0607  
Mobile: +1 (702) 273-6709  
Email: twarren@globexlogistics.net  
Website: www.globexlogistics.net

Advance freight shipments are accepted up to 30 days prior to the show. Advance shipments should be labeled:

Name of Exhibiting Company  
Booth #  
RefComm® / Coking.com

You will receive a full contract with shipping information 6 weeks prior to the event.

**Reserve today**  
Marlea Stockenberg  
Event Coordinator  
+1 (360) 966-7251  
marlea@coking.com

# Sponsor and Exhibitor Registration

Company name _____		Fax _____	
Mailing address _____		City _____	
State/Province _____	Postal code _____	Country _____	
Contact name (representative and/or person attending RefComm®) _____		Contact title _____	
Contact email _____		Contact phone _____	

Please indicate your area of interest in a percentage equaling 100%. For example DCU 70% SRU 30%

DCU \_\_\_\_\_ FCC \_\_\_\_\_ SRU \_\_\_\_\_

Send this page with signature and payment of sponsor fees to:

fax +1 (360) 544-0126  
email marlea@coking.com  
mail Coking.com Inc  
520 Fieldston Road  
Bellingham, WA 98225

## Sponsorships

Leaders	<input type="checkbox"/> Table Tent - <b>SOLD</b>	<input type="checkbox"/> RefComm® App - <b>SOLD</b>	<input type="checkbox"/> Technical Folio - <b>SOLD</b>	<input type="checkbox"/> Conference Bag	<input type="checkbox"/> Name Badge - <b>SOLD</b>
Visuals	<input type="checkbox"/> Power Tower Charging Station	<input type="checkbox"/> Training Sponsorship	<input type="checkbox"/> Booklet Cover - <b>SOLD</b>	<input type="checkbox"/> Raise to speak card - <b>SOLD</b>	
		Choose Presentation Hall	<input type="checkbox"/> Coking - <b>SOLD</b>	<input type="checkbox"/> CatCracking <b>SOLD</b>	
	<input type="checkbox"/> Stage Backdrop	<input type="checkbox"/> Coking - <b>SOLD</b>	<input type="checkbox"/> CatCracking	<input type="checkbox"/> Sulfur	
	<input type="checkbox"/> Hall Sign Banner	<input type="checkbox"/> Coking - <b>SOLD</b>	<input type="checkbox"/> CatCracking	<input type="checkbox"/> Sulfur	
Networking	Breakfast	Wednesday	Thursday	Friday	
	Morning Break	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	Friday	
	Lunch	Wednesday	Thursday		
	Afternoon Break	Wednesday	Thursday		
Reception	Evening Reception	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	Thursday	
Booklet Ad	Full Page	Half Page			

## Checklist

**Register early** to benefit from scheduled advertising and promotions.

**Send a separate form for each person** needing a Conference Pass, or register online at your convenience.

**Email your logo** as a vector graphic file (EPS, AI, SVG) to ensure your logo appears clearly. Or provide a JPG or PNG file (at least 1000 pixels width or height).

**Reserve your lodging** at MoodyGardensHotel.com or phone (888) 388-8484 and use group code "RefComm 2018." Group rate \$155 plus tax.

Moody Gardens Hotel, Spa and Convention Center  
Seven Hope Boulevard  
Galveston, TX, 77554

Payment is required to be included on websites, emails and printed materials.

## Exhibition Space

Exhibitor name (if different from Contact name) \_\_\_\_\_

Exhibitor Email \_\_\_\_\_

Exhibitor description (25 words or less)

Trailer Exhibit	Trailer 10'-30'	Trailer 30'-50'	Trailer over 50 feet	Number of additional booths	Number of booths assistants
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Preferred booth number(s): \_\_\_\_\_

First choice \_\_\_\_\_ Second choice \_\_\_\_\_ Third choice \_\_\_\_\_ Fourth choice \_\_\_\_\_

Please note any competing companies you would prefer not to be near in the exhibition hall

## Agreement and Payment

Signature _____	Date _____
Payment amount _____	Check <input type="checkbox"/> Wire Transfer <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Visa <input type="checkbox"/>
Name on credit card _____	Card expiration date _____
Credit card number _____	Security code _____

## Signatory agrees to:

- Abide by all the policies, rules and regulations as stipulated in the Sponsor Planner.
- Remit the sponsor fee to Coking.com Inc. Space cannot be assigned until payment has been confirmed.
- Authorize Coking.com Inc. to use photos and comments taken from the seminar or training in future marketing and promotions.

## Contact

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