

# REFCOMM<sup>®</sup>

## GDANSK 2021



RefComm is the premier technical forum for project and process engineers, operators, maintenance, and other leaders to share knowledge and ideas relating to Delayed Coking and Fluid Catalytic Cracking.

**REFCOMM<sup>®</sup>**  
part of the **CRU** group

### 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, feed, decoking, and more.

**Coking<sup>®</sup>**  
.com

Exhibit  
2021

Radisson Hotel & Suites

### Tuesday

Exhibition Set-Up	1300-1645
Exhibition	1700-1800
Reception	1700-1800

### Wednesday

Conference	0900-1700
Exhibition	0900-1800
Morning Break	TBA
Lunch	TBA
Afternoon Break	TBA
Reception	1700-1800

### Thursday

Conference	0900-1700
Exhibition	0900-1600
Morning Break	TBA
Lunch	TBA
Afternoon Break	TBA
Take Down	1600-1800*

\*All exhibits must be cleared by this time.

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

Email your abstracts and ideas to  
Becky Peterson:  
[becky@refiningcommunity.com](mailto:becky@refiningcommunity.com)  
or call +1 360.966.7251

### Contact

Marlea Stockenberg,  
Event Coordinator  
+1 (360) 966-7251  
[marlea@coking.com](mailto:marlea@coking.com)



## Exhibit 2021

### All Sponsorships Include

One table top exhibition space is 3m x 2m, one electrical outlet (220V), chairs, and covered table.

Advanced contact list of conference participants.

Company description and hyperlink on conference website.

Your logo and company description in conference booklet exhibition index.

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Take Down	1600-1800*

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## LEADER - SPONSORSHIP

### ALL LEADER SPONSORSHIPS INCLUDE:

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

**\$12,700  
USD**

### CONFERENCE BAG

Exclusive sponsor level with your logo on the conference bag provided to each delegate.

- 5 Conference Passes
- 1 Exhibit Space

**\$12,700  
USD**

### NAME BADGE-SOLD

Exclusive sponsor level with your logo on the name badge holder worn by each delegate.

- 5 Conference Passes
- 1 Exhibit Space

## TECHNICAL - SPONSORSHIP

### ALL TECHNICAL SPONSORSHIPS INCLUDE:

- Recognition announcement at conference
- Logo projected on conference hall screens
- Logo in Conference Brochure
- Logo used in conference e-blasts
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- Company description & hyperlink on website
- Logo and company description in Exhibition Index in booklet
- Advanced contact list of conference participants
- Logo on conference home page w/link

**\$8,400  
USD**

### TABLE TENT

Exclusive sponsor level with only your logo on the Table Tent for each delegate.

- 4 Conference passes
- 1 Exhibit Space

**\$9,000  
USD**

### SLIDO-SOLD

Exclusive sponsor of Slido, used in all three halls for live polling and questions. Logo used on promotional material and logo on screen.

- 4 Conference Passes
- 1 Exhibit Booth

### Contact

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



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## NETWORKING - SPONSORSHIP

### ALL NETWORKING SPONSORSHIPS INCLUDE:

- Logo on food service tables
- Logo on conference schedule
- Recognition announcement at conference
- Logo projected on conference hall screens
- Logo in Conference Brochure
- Logo used in conference e-blasts
- Logo on Sponsor Banner
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- Logo and company description in Exhibition Index in booklet
- Advanced contact list of conference participants
- Logo on conference home page w/link

**\$7,100  
USD**

### MORNING BREAK

Choose from Wednesday or Thursday

- 3 Conference Passes
- 1 Exhibit Space

**\$7,100  
USD**

### AFTERNOON BREAK

Choose from Wednesday or Thursday

- 3 Conference Passes
- 1 Exhibit Space

**\$8,200  
USD**

### LUNCH

Choose from Wednesday or Thursday

- 4 Conference Passes
- 1 Exhibit Space

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## CONFERENCE VISUALS - SPONSORSHIP

### ALL CONFERENCE VISUAL SPONSORSHIPS INCLUDE:

- Logo on Sponsor Banner
- Company description & hyperlink on website
- Logo and company description in Exhibition Index in booklet
- Advanced contact list of participants
- Logo on conference home page w/link

**\$5,000  
USD**

### RAISE TO SPEAK

Your logo on the raise to speak card provided to each delegate.

- 2 Conference Passes
- 1 Exhibit Space

**\$5,000  
USD**

### BOOKLET COVER-SOLD

Your logo on the conference booklet cover.

- 2 Conference Passes
- 1 Exhibit Space

**\$6,100  
USD**

### STAGE BANNER

Target your branding with the Stage Banner sponsorship and place your logo at the front of a specific hall. Highly visible on the front of the presentation room, delegates will look at your logo all day long.

- Coking Hall
- CatCracking Hall
- 3 Conference Passes
- 1 Exhibit Space

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## BASIC - SPONSORSHIPS

**\$4,300  
USD**

### RECEPTION

Combined sponsorship at the Tuesday or Wednesday evening reception. Limited to two sponsors. Your logo on the Sponsor Banner, logo used in conference e-blasts, company description & hyperlink on website, logo on conference home page w/link, and logo on food/bar service tables during the reception.

- 2 Conference Passes
- 1 Exhibit Space

## EXTRAS

**STARTING AT  
\$250  
USD**

### BOOKLET AD

- \$250 Half Page
- \$500 Full Page

**\$1,300  
USD**

### EXHIBIT ASSISTANT

Additional Person

### Contact

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

Exhibitor
1
2
3
4
5
6
7
8
10
11
12
13
14
15

Remaining  
Spaces  
**15**

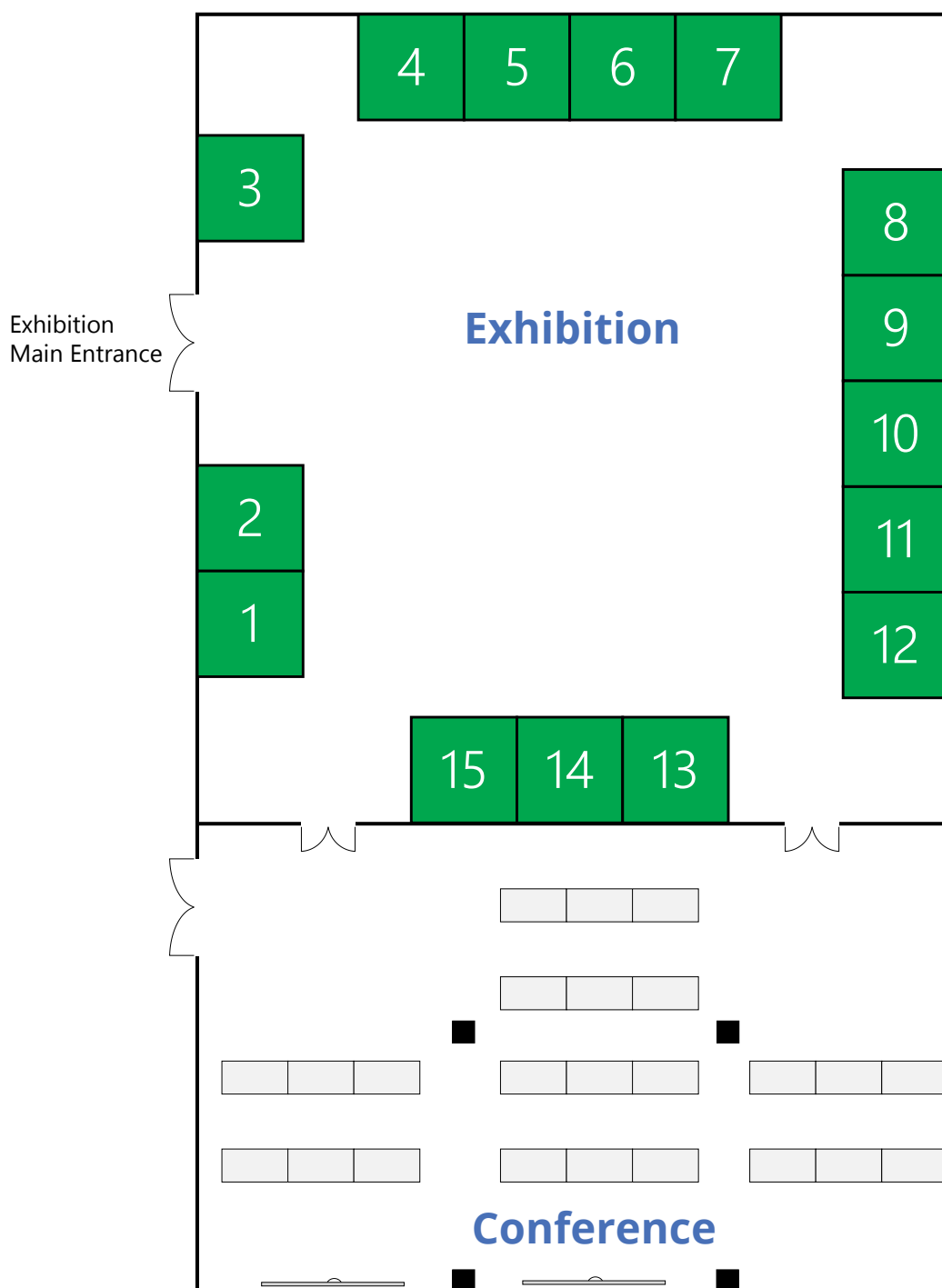
■ Available  
■ Sold

## Exhibition Guide

### Exhibition 2021

Exhibit setup  
1300-1645

Exhibit takedown  
1600-1800



### Contact

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

# 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 Radisson Hotel & Suites.

## 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 (2021): 75% refund of SRF
- 6 weeks (2021): 50% refund of SRF
- 4 weeks (2021): no refund

Cancellations must be made in writing and sent to:

Marlea Stockenberg  
Email: marlea@coking.com  
Mail: 800 Cranberry Woods Drive, Ste 220  
Cranberry Twp, PA 16066

## Default of Occupancy

If by Tuesday, 2021 at 17:00 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 2021 after 16:00.

## 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 space 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, Radisson Hotel & Suites, and 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, Radisson Hotel & Suites, and 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 space 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 Radisson Hotel & Suites 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 space(s) will be available from 2021.

### Safety and Security

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

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 space. The conference center and the Host are not responsible for any lost, stolen or damaged materials.

### Electrical/Internet

Electrical for lights and basic laptop, (220V) (one plug) is included in the sponsor fee. Additional power requirements are at the sponsor's cost. Internet wifi is complimentary in common areas and meeting rooms.

### Hotel Contact & Catering

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:

Martyna Partyka  
P: +48 58 600 28 00  
M: +48 (0) 697 700 268  
martyna.partyka@radisson.com

### Technology

Martyna Partyka  
P: +48 58 600 28 00  
M: +48 (0) 697 700 268  
martyna.partyka@radisson.com

### Shipping

Radisson Hotel & Suites Gdansk  
ul. Chmielna 10  
80-748 Gdansk, Poland

All shipments must be labeled with:  
Banquet - Martyna Partyka  
RefComm Inc. - Marlea Stockenberg  
2021

## Contact

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

# Sponsor and Exhibitor Registration

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

## Sponsorships

Leader	Conference Bag	<input type="checkbox"/> Name Badge-SOLD
Technical	Table Tent	<input type="checkbox"/> Slido-SOLD
Visuals	<input type="checkbox"/> Booklet Cover-SOLD	Raise to Speak
Stage Banner	<input type="checkbox"/> Delayed Coking-SOLD	Fluid Catalytic Cracking

## Networking

Morning Break	Wednesday	Thursday
Lunch	Wednesday	Thursday
Afternoon Break	Wednesday	Thursday

Reception Tuesday Wednesday

Booklet Ad Full Page Half Page

## Exhibition Space

Exhibitor name (if different from Contact name)

Exhibitor Email

Job Title

Preferred space number(s):

First choice

Second choice

Third choice

Fourth choice

Exhibitor description (25 words or less)

Number of  
space assistants

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

## Agreement and Payment

Signature

Date

Payment amount

Check

Wire  
Transfer

Mastercard

American  
Express

Visa

Email Address (RefComm Inc. will send the invoice to this email address)

Send this page to

**email:**

marlea@coking.com

**mail:**

800 Cranberry Woods Drive, Ste 220  
Cranberry Twp, PA 16066, USA

## Checklist

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

**Send a separate form for each person** needing a Conference Pass.

**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

Radisson Hotel & Suites Gdańsk  
ul. Chmielna 10  
80-748 Gdańsk

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

## Signatory agrees to:

1. Abide by all the policies, rules and regulations as stipulated in the Sponsor Planner.
2. RefComm Inc. Space cannot be assigned until payment has been confirmed.
3. Authorize RefComm Inc. to use photos and comments taken from the seminar or training in future marketing and promotions.