Rice Oil & Gas HPC Conference
March 2 & 3, 2016

Terms & Conditions for Sponsors

1. Definitions
‘Organizers’ means the Ken Kennedy Institute or their designated representatives. ‘Sponsor’ includes any person, firm or company, corporation, institution, association or committee to whom space is allocated. ‘Venue’ refers to the location where the conference is being held.

2. Applications
Applications for Sponsorship at the OG-HPC Conference should be made on the official booking form. Spaces are allocated on a strictly ‘first-come, first-served’ basis

3. Payments
An invoice will be issued upon receipt of the booking form and payment should be made in accordance with the payment terms. If the event is within 30 days of the sponsorship package being booked, full payment will be required with the booking.

4. Cancellations
Sponsors wishing to cancel a booking must do so via email to the Ken Kennedy Institute (K2I). Receipt of such cancellation will be confirmed by return email. K2I incurs considerable costs prior to the conference including marketing, promotion and administration expenses, so the following charges for cancellations will apply: a) 50% of total cost if cancelled between 6 and 8 weeks prior to the event; b) The full cost of the booking is payable for cancellations within 6 weeks of the event.

6. Shared Stands (Co-Sponsoring)
An exhibitor may co-sponsor with another company; however, the exhibitor must provide one company contact for K2I to communicate with. Additionally, the company must also provide one logo to K2I.

7. Registration of Staff
Staff from Sponsors who wish to attend the conference must register as full conference delegates using the coupon code that will be provided. Each sponsor is given a certain number of complimentary passes (determined by your registration level). If your staff do not register using the coupon code before the conference, they will be required to pay the on site registration fee. No exceptions will be made.

8. Sponsor Provided Materials
Sponsors must provide K2I with all materials for publiciation and print by the indicated deadlines. Materials must be provided at 300 DPI at 100% in either JPEG (preferred for website) or EPS (preferred for print) formats.

9. Amendment of Site Plan
Every effort is made to preserve the published layout of the conference area and exhibitions. Should it be necessary to revise the layout for any purpose, K2I reserves the right to transfer a Sponsor to an alternative suitable site.

10. Stand Building
Standard exhibition sites are outlined in the Sponsor Information Package. Electrical supply will be provided where possible, but it is not guaranteed. Sponsors must abide by the set-up and breakdown times as stated. Sponsor stands should be manned during all refreshment breaks and events scheduled in the Exhibition area. Under no circumstances can a stand be broken down until after the close of the conference.
11. Insurance
Exhibitors and sponsors are responsible for arranging appropriate insurance cover in connection with their attendance at the conference, including prevention, postponement or abandonment. K2I/Rice University can not be held liable for any loss, liability or damage to personal property.

13. Fire & Safety
Sponsors must comply with any reasonable instructions given by any authority regarding fire precautions and safety. All decorations, displays and exhibits, together with incidental fittings, must conform fully to the regulations and requirements of local authorities, and must be non-flammable or treated for fire prevention by an approved method.

14. Alterations & Disclaimer
K2I reserves the right to make alterations to the conference program, venue and timings at any time. In the unlikely event of the conference being cancelled by K2I, a full refund will be made. Liability will be limited to the amount of the fee paid by the sponsor or exhibitor. K2I will make every effort to secure a high level of attendance to the conference, however, no guarantee of attendance numbers can be given and no discounts or refunds are available if attendee numbers do not reach the projected levels.

15. Cancellation of the Conference
In the event of it being found necessary for whatever reason that the conference shall be postponed, abandoned or altered in any way in whole or in part, or if K2I finds it necessary to change the dates of the Event, K2I/Rice University shall not be liable for any expenditure, damage or loss incurred by the Sponsor. In the event of cancellation, the Sponsor will be refunded any money paid. If by re-arrangement or postponement of the period of the Event, or any other reasonable manner, the event can take place, the contract between K2I and the Sponsors shall remain in force.

16. Information and Copyright
Information supplied by K2I in relation to any conference or conference is accurate to the best of their knowledge and belief, but shall not constitute any warranty or representation. Any inaccuracy, mistakes or omission in such information shall not entitle the Sponsor to cancel his contract. All information and data relating to the event is the copyright of K2I and cannot be passed on to any third party for any purpose. Lists and information relating to participants may only be used in relation to the Sponsor’s presence at the event.

17. Websites & Links
The conference and associated K2I websites may link to other websites and networking tools, provided for the convenience of the users. The contents of these websites are maintained by their owners, for which K2I takes no responsibility; neither can responsibility be taken for contents of any website linking to this website.

If you have any questions about these Terms & Conditions, please contact – Victoria Langlais vl5@rice.edu (preferred) or 713 348 5823.