



# ARCTIC TECHNOLOGY CONFERENCE

10777 Westheimer Road, Suite 1075, Houston, Texas, USA 77042-3455

Telephone: +1.972.952.9494 • Fax: +1.713.779.4216

[www.otcnet.org](http://www.otcnet.org)

This is a Sponsorship Contract for the 2018 Arctic Technology Conference (ATC) in Houston, Texas, USA, which will become a binding contract if the sponsor satisfies and agrees to the Sponsorship Policies as set forth in this Contract. The undersigned sponsor does hereby request a sponsorship for 2018 ATC, scheduled 5 – 7 November 2018. The individual signing this agreement warrants that he/she has the authority to bind contractually the organization contracting for the sponsorship.

## Sponsor Information

Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

URL Address: \_\_\_\_\_

Marketing/Agency Contact Name: \_\_\_\_\_

Marketing/Agency Phone: \_\_\_\_\_

Marketing/Agency Email: \_\_\_\_\_

**BILLING INVOICE, SEND TO:**

**Primary Company Contact**

**Marketing / Agency Contact**

**BILLING INVOICE, ADDRESS:**

Street Address: \_\_\_\_\_

City/State/Province: \_\_\_\_\_

Zip Code/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

## PAYMENT METHOD

Check Enclosed      Check Number: \_\_\_\_\_

Make checks payable to Offshore Technology Conference

Wire Transfer\*\*       Credit Card\*\*

\*\* For details on paying by wire transfer or credit card, please contact

## MAILING ADDRESS

ARCTIC TECHNOLOGY CONFERENCE

SALES DEPARTMENT

222 Palisades Creek Drive – Richardson, TX 75080 USA

Phone: +1.972.952.9494      Fax: +1.866.491.7171

**Sales Representatives – by Company Name**

Jennifer Palladina, A-FI      + 1.713.457.6827 or [jpalladina@otcnet.org](mailto:jpalladina@otcnet.org)  
Jason Plotkin, Fm-O      + 1.713.457.6877 or [jplotkin@otcnet.org](mailto:jplotkin@otcnet.org)  
Kirk Colligan, P-Z      + 1.972.952.9516 or [kcolligan@otcnet.org](mailto:kcolligan@otcnet.org)  
Craig W. Moritz      + 1.713.457.6888 or [cmoritz@otcnet.org](mailto:cmoritz@otcnet.org)

ATC Internal Use Only

Contract Received: \_\_\_\_\_      Full Payment Received: \_\_\_\_\_

Confirmation Notice Sent: \_\_\_\_\_

## SPONSORSHIP OPPORTUNITIES

### MONDAY NIGHT RECEPTION

USD 5,000 INDIVIDUAL

USD 8,000 EXCLUSIVE

### MOBILE DEVICE CHARGING STATION

USD 5,000 EACH

QUANTITY: \_\_\_\_\_

### CONFERENCE BAGS

USD 5,000

### CARPET LOGOS

USD 5,000

### HOTEL BAR NAPKINS

USD \$ 3,000

### KEYNOTE LUNCHEONS

USD 3,500 EACH

TUESDAY

WEDNESDAY

*Continued on next page*

Once contract is completely filled out, you **MUST** save it as your own document. The contract should be sent to the ATC sales department at [OTCSponsor@otcnet.org](mailto:OTCSponsor@otcnet.org) or fax to 1.972.952.9435 or 1.866.491.7171

**Payment accepted in US dollars (USD) only.**

Sponsorship Total: \$ \_\_\_\_\_

100% Payment Required  
with Contract:      Total Paid \$ \_\_\_\_\_

**All sponsorship balances are due prior to the conference.**

I hereby submit this contract for a sponsorship for 2018 Arctic Technology Conference and agree to abide by the policies and procedures as outlined in this contract.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE      Date: \_\_\_\_\_

\_\_\_\_\_  
OTC REPRESENTATIVE      Date: \_\_\_\_\_

### Sponsoring Organizations

American Association of Petroleum Geologists  
American Institute of Chemical Engineers  
American Institute of Mining, Metallurgical,  
and Petroleum Engineers  
American Society of Civil Engineers

ASME International Petroleum Technology Institute  
Institute of Electrical and Electronics  
Engineers—Oceanic Engineering Society  
Marine Technology Society  
Society of Exploration Geophysicists

Society for Mining, Metallurgy, and Exploration  
Society of Petroleum Engineers  
The Minerals, Metals & Materials Society  
The Society of Naval Architects and Marine Engineers

### Endorsing Organizations

International Association of Drilling Contractors  
Petroleum Equipment & Services Association

## **SPONSORSHIP OPPORTUNITIES CONTINUED**

### **COFFEE BREAKS**

- USD 2,500 INDIVIDUAL (6 AVAILABLE)
- USD 12,000 EXCLUSIVE

### **SKY BRIDGE WINDOW CLINGS (2 SETS AVAILABLE; SET INCLUDES 2 CLINGS)**

- USD 2,500 INDIVIDUAL
- USD 4,000 EXCLUSIVE

### **CONFERENCE LANYARDS**

- USD 2,000

### **ADVERTISING OPPORTUNITIES**

- TRAVEL & ACCOMMODATIONS PAGE USD 800
- REGISTRATION PAGE USD 800

## **2018 ARCTIC TECHNOLOGY CONFERENCE**

### **SPONSORSHIP POLICIES**

The Arctic Technology Conference (ATC) has instituted the following policies for sponsorship opportunities. The Sponsor agrees that these policies are considered binding and agrees to adhere to these policies in order to secure a sponsorship.

#### **ATC Sponsorship Guidelines**

- All copy must be submitted and approved by ATC by implementation.
- All individual and exclusive sponsorships are subject to the right of renewal of the previous year's sponsor.
- ATC will contact each previous year's sponsor to advise them of the right of renewal and the deadline by which they must submit their Sponsorship Contract and deposit in order to renew their sponsorship.
- Should the previous year's sponsor not meet the deadline or should they elect not to renew their sponsorship, ATC will then consider this sponsorship available to all ATC exhibitors.
- **It is the responsibility of the sponsor to adhere to the advertising and logo specifications information, as it specifically relates to submittal of company logos to be used in promotion of the sponsorship. Send company logos to [marketing@otcnet.org](mailto:marketing@otcnet.org).**

#### **Sponsorship Recognition On Website**

- All sponsorship opportunities that meet the guidelines are recognized on the ATC 2018 official website.
- Sponsor must provide a URL address on the contract for hyperlink or placement cannot be guaranteed.

#### **ATC Sponsorship Payment Policy**

- ATC requires 100% payment be submitted with the signed Sponsorship Contract in order to secure a sponsorship.
- Upon receipt of the signed contract and deposit, ATC will email an invoice to the sponsor. A sponsorship will not be acknowledged or promoted until company has submitted the Sponsorship Contract and required payment.
- If a sponsorship cancellation occurs from completion of contract date through 90 days before event, a 20% penalty shall be incurred.
- If a sponsorship cancellation occurs 60-89 days before event, a 30% penalty shall be incurred.
- If a sponsorship cancellation occurs 30-59 days before event, a 50% penalty shall be incurred.
- If a company cancels its sponsorship within 30 days of the conference, a 75% penalty shall be incurred.
- Payment is accepted in US dollars only. OTC accepts credit cards, checks, money orders, and wire transfers.

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Engineers—Oceanic Engineering Society  
Marine Technology Society  
Society of Exploration Geophysicists

Society for Mining, Metallurgy, and Exploration  
Society of Petroleum Engineers  
The Minerals, Metals & Materials Society  
The Society of Naval Architects and Marine Engineers

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#### **ALL SPONSORSHIPS RECEIVE:**

- Prominent on-site signage displayed at the conference recognizing the sponsorship
- Recognition in the conference preview (provided sponsorship is confirmed before print deadline)
- Recognition in the conference program (provided sponsorship is confirmed before print deadline)
- Recognition on the PowerPoint slides viewed between technical sessions
- Recognition on the conference website, including a link to your company's website

#### **MONDAY NIGHT RECEPTION**

- Exclusive sponsor will receive five (5) complimentary, full conference registrations for company employees
- Individual sponsor will receive two (2) complimentary, full conference registrations for company employees
- One full page ad in the conference program (created by sponsoring company)
- Sponsor(s) may provide branded cocktail napkins to be used during reception

#### **MOBILE DEVICE CHARGING STATION**

- Recognition of your company while attendees charge their cell phones
- Two (2) advertising components available: an LCD screen capable of slide shows or video with sound, (call for details on internet capabilities)
- Commercial to be loaded onto video screen, 3 minute maximum

#### **CONFERENCE BAGS**

- Company logo printed on one side of the conference bag (one-color) and distributed by OTC at registration, OTC to provide sponsor with bag design for approval.
- Quantity 650

#### **CARPET LOGOS**

- Your company logo or message on (10) 36" x 36" carpet stickers strategically placed in the exhibit hall
- Call for placement. Your carpet stickers cannot be placed on the main aisle or near a competitor
- Must meet deadline of **27 July**, or additional fees may apply

#### **HOTEL BAR NAPKINS**

- Sponsor to supply napkins to be used in hotel lobby bar.
- OTC recommends 2,000 for distribution

#### **KEYNOTE LUNCHEONS**

- Exclusive sponsor will receive three (3) complimentary, full conference registrations for company employees
- 3 luncheon tickets
- Company recognition at the luncheon (included in walk-in slides and from session chair)
- Logo included on online conference program
- Onsite signage with logo
- Logo on the website

#### **COFFEE BREAKS**

- Sponsor(s) may provide branded cocktail napkins to be used during sponsored break(s)
- Prominent on-site signage displayed at the conference in high-traffic areas
- Sponsor may provide branded cocktail napkins to be used during sponsored break

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- One (1) coffee and/or dessert station located near booth, if applicable

**SKY BRIDGE WINDOW CLINGS (2 SETS AVAILABLE; SET INCLUDES 2 CLINGS)**

- Exclusive Sky Bridge location placement on windows, facing inside
- Sponsor to provide artwork that meets Freeman artwork guidelines for (2) 57-1/2" wide x 45-1/4" tall single-sided window cling. See PLANTOUR for details.
- Must meet deadline of XX Month, or additional fees may apply

**CONFERENCE LANYARDS**

- Company logo and/or marketing message printed on lanyards (provided by sponsor) and distributed by OTC at registration
- Sponsor to provide sample for OTC approval (dual clip and breakaway design)
- The lanyard sponsor is responsible for providing the required quantity of sponsored lanyards
- Qty. 650

**BANNERS — CALL FOR DETAILS**

- Sponsor receives a banner hung in high traffic area (call for details)
- Sponsor to get OTC approval on design

**ADVERTISING OPPORTUNITIES**

**Conference Web Banner** — *Please note page preference 1 thru 2. Pages subject to availability. Banner will be posted when received. **Other pages available. (Call for details.)***

\_\_\_ Travel & Accommodations Page

\_\_\_ Registration Page

**WEB BANNER AD SPECS**

Dimensions: 468 pixels wide X 60 pixels high

File Size: 30KB limit, regardless of file type

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