



58th Annual Measurement and Pipeline Institute Basic Terms and Conditions

1. Contract

This application, properly executed by applicant (exhibitor), will upon written acceptance and notification of booths assigned by the Petroleum Industry Education Committee (PIE, Inc.) Management constitutes a valid and binding contract.

2. Assignment of Booth Space

Management's assignment of booths is final and will constitute an acceptance of the exhibitor's offer to occupy space. After assignment, space location may not be changed, transferred or canceled except upon written request and with the subsequent written approval of PIE management. Space assignments may be revoked or changed by PIE management at any time that the terms and conditions are not met.

3. Exhibit Spaces

Please refer to the enclosed Events Center Diagram. All spaces are 10' x 10'. All booths include an 8' table, table covering, and two chairs. **Carpeting must be supplied by the exhibitor.**

4. Exhibit Space Rental Rates

Indoor exhibit space rental rates will be \$175.00 for a single booth space, second booth rental is \$200.00. Outdoor exhibit space is available at no extra charge to exhibitors with booths in the main exhibit hall. All others will be charged \$50.00 per company.

5. Payment/Refund Requirements

Payment is required with exhibitor's application. Make all checks payable to Seward County Community College/ATS, and mail to: Business & Industry, P.O. Box 1137, Liberal, KS 67905-1137. Refunds will be made if the booth is canceled in writing and refund requested by August 27th, 2010.

6. Security and Insurance

All property of the exhibitor is understood to remain under his custody and control, in transit to, within, or from the confines of the hall, subject to the rules and regulations of the exposition. Exhibitors are advised to carry floater insurance to cover exhibit material against damage and loss and public liability insurance against injury to the person and property of others. It is recommended that exhibitors take precautionary measures of their own such as the securing of small or easily portable articles of value.

7. Loss or Damage

Exhibitor agrees that PIE Management will not be liable for damage of any kind or for any damage or injury to person or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by exhibitor or any person thereon with the consent of exhibitor, and that exhibitor will defend, indemnify and save harmless PIE management from any liability whatsoever, and account of any such damage, or injury, whether or not caused by negligence of or breach of an obligation of its employees or representatives.

8. Removal of Equipment

Exhibitors will not be permitted to remove any of their equipment or displays between the opening and closing of the exposition without special permission in writing from PIE's exhibit marshal to insure a professional climate and appearance of the entire exhibit and display floor.

9. Demonstrations

No demonstrations or solicitations will be permitted outside of the exhibitor's assigned space, and no signs or place cards may be displayed on persons or otherwise advertise exhibit spaces.

10. Compliance

The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, state, and federal governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and/or owners of the property wherein the show is held.

11. Management

The exhibitor further agrees that the conditions, rules and regulation of the PIE management are made a part of this contract and the said exhibitor agrees to be bound by each and all of these rules and regulations, and that the management will have the full power to interpret, amend and enforce all rules and regulations in the best interest of the show.

Exhibitors Signature

Date



**58th Annual Measurement and Pipeline Institute
Application for Exhibit Space
September 14th and 15th, 2010**

We hereby apply for exhibit space in the above named Institute and agree to abide by the rules and regulations set down by the Petroleum Industry Education Committee as published in the Basic Terms & Conditions.

APPLICATIONS NOT ACCEPTED UNTIL JUNE 21st, 2010

Applicant Firm		
Mail Address	Email address:	
City	State	Zip Code
Telephone Number:	Fax #:	
Booth location preferred? (If you require more than 1 booth - please enter all booth numbers under each choice) 1 st Choice: 2 nd Choice: 3 rd Choice: Outside Exhibit Space (N/C if exhibiting inside also) 9		
Special requirements (each booth will have access to one 5 amp electrical circuit, electrical requirements beyond this need to be listed here so that arrangements can be made)		*Your company's web address can be listed on the Measurement & Pipeline Institute's www.liberalgasinstitute.com website for a \$5.00 fee! YES! Please add my company's web address listed below:
Prefer to be grouped with		
Prefer NOT to be near		
Application made by (print):	Signature	
NAME OF PERSON(S) TO BE REGISTERED WITH BOOTH (\$75.00 each OR \$85.00 each after September 3rd, 2010) & ADDRESS IF DIFFERENT FROM ABOVE COMPANY OR ATTACH BUSINESS CARD FOR EACH:		

Would you like promotional brochures mailed to your company? Yes _____ How many _____ No _____

Amount Due:

1 ST Booth space	\$175.00	_____	Participant per booth fee	\$75.00 ea	_____
2 ND Booth space	\$200.00	_____	Web Address Published	\$ 5.00	_____
Outside booth space only	\$ 50.00	_____			

Total Amount Due: \$ _____

Payment may be made by check/money order (payable to SCCC) or by credit card.

Mail to: Seward County Community College-Area Technical School, Business & Industry Office, P.O. Box 1137, Liberal, Kansas 67905 **OR**

Fax to: Reenie Jackson, S.C.C.C. Business & Industry - (620) 417-1179 **Phone:** (620) 417-1171

PLEASE CHARGE TO MY: (VISA___) (MASTERCARD___) (DISCOVER___) (AMERICAN EXPRESS___)

PRINT Name on Card _____ Signature: _____

Address & Phone number of cardholder if different than above company:

_____ Phone: _____

Card Number _____ Expiration Date _____

Amount Paid _____ **Method of Payment:** Credit Card _____ Check# _____ Other _____



58th Annual Measurement and Pipeline Institute
September 14th and 15th, 2010
Exhibitor Directory Information

Dear Prospective Exhibitor:

We plan to include an Exhibitor Directory in the information packets given to each participant attending the Measurement & Pipeline Institute. This directory will include the location of your booth as well as describe the function of your company.

Please take a few minutes to complete the form on this page with the information you wish to have included in the directory. Mail/fax the form along with your booth application. We **must** receive it by **August 27th, 2010**, to include you in the directory.

By providing this additional information to the attendees, they will be more aware of the type of products that are on display at the institute and will be better able to locate the booths that might be of interest to them or their company.

Thank you for your booth registration and thanks in advance for your cooperation on this project. We look forward to seeing you at the Measurement & Pipeline Institute.

Directory Information (Please type or print - a business card may be attached for address/phone information):

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Fax Number _____

E-Mail Address or Web Site: _____

Names of Expected Attendants: _____

In 50 words or less, describe the function of this company:



58th Annual Measurement & Pipeline Institute September 14th and 15th, 2010 Seward County Event Center Liberal, KS

Exhibitor Registration Information

SET UP INFORMATION

The office of Business & Industry at Seward County Community College/Area Technical School and the Petroleum Industry Education Committee are proud to invite you to participate in the 58th Annual Measurement and Pipeline Institute (MPI) on September 14th and 15th, 2010. Exhibitor setup will begin on Monday the 13th, 12:00 noon until 8:00 pm.

BOOTH RESERVATION AND COST INFORMATION

Applications will not be accepted before June 21st, 2010. The charge for a single booth is \$175.00. The second booth charge is \$200.00. All booths are 10'x10'. **Please remember that booth reservations are taken on a first-come, first-serve basis. Booth reservations cannot be taken by phone**, so please **FAX** or **MAIL** your application with payment. Outside exhibit space is located in the south parking lot of the Seward County Event Center. The cost for an outside booth space only is \$50.00. For those exhibiting inside, there is no additional [outside booth] charge.

ELECTRICAL POWER REQUIREMENTS

Electrical power will be available in all locations. Booths requiring more than one 5 amp circuit may need to be strategically placed in the exhibit hall to allow sufficient power. **PLEASE NOTE ON THE BOOTH APPLICATION** if additional power is required.

FREIGHT INFORMATION

All freight to the Measurement and Pipeline Institute must be shipped through Just 4U Services (formerly the Moving Center). Please see their enclosed form for all shipping directions. A fork lift (5000 pound) will be available at the Event Center on September 13th and 15th. **NO freight will be accepted at the Seward County Event Center.**

CONFERENCE INFORMATION

Wireless internet is available in the Event Center.

Tuesday, September 14th, the exhibit hall will open at 7:00 am. Keynote will be held in the exhibit hall at 8:30 am. Lunch will be served in the hall from 11:45 am until 12:45 pm. Technical sessions will begin at 10:00 am. **New for 2010!** A social hour will be held for all institute participants and exhibitors. The social hour will feature a drawing for a shot gun and other prizes. It will be held in the event center from 4:00 pm-5:30 pm. Appetizers and beverages will be available.

Wednesday, September 15th, booth tear down will begin at 10:30 am, immediately following the exhibitor prize drawings in the south lobby of the event center (no vehicles allowed inside the building until after noon). The MPI committee has asked that early booth tear-down be avoided due to the close proximity of the booths to the classroom area. In the event of an emergency requiring early tear-down, please clear it with a member of the MPI committee. Your cooperation is greatly appreciated.