



57th Annual Measurement & Pipeline Institute
September 15th and 16th, 2009
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 57th Annual Measurement and Pipeline Institute (MPI) on September 15th and 16th, 2009. Exhibitor setup will begin on Monday the 14th, 12:00 noon until 8:00 pm.

BOOTH RESERVATION AND COST INFORMATION

Applications will not be accepted before June 22nd, 2009. 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 14th and 16th. **NO freight will be accepted at the Seward County Event Center.**

CONFERENCE INFORMATION

Wireless internet is available in the Event Center.

Monday, September 14th, a golf tournament will be held at the Willow Tree Golf Course, beginning at 10:00 am. For registration and additional information please check the institute website at www.liberalgasinstitute.com.

Tuesday, September 15th, the exhibit hall will open at 7:00 am. Keynote will be held in the exhibit hall at 8:00 am. Lunch will be served in the hall from 11:45 am until 12:45 pm. Technical sessions will begin at 10:00 am.

Wednesday, September 16th, 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.