



2009 Annual Conference & Exposition

September 28, 29 & 30, 2009

Exhibitors Packet

Grounded for Success



Tulsa Marriott at Southern Hills

1902 E 71st Street ◦ Tulsa OK 74136
(918) 493-7000

Oklahoma Gas Association
308 N. E. 27th Street ◦ Oklahoma City, OK 73105-2717 ◦ (405) 528-1752
www.okgas.org

Oklahoma Gas Association 2009 Annual Conference & Exposition

Exhibitor Highlights *Making the most of your TIME*

- Conference reception Monday night.
- **VENDOR INTRODUCTION** – *during the Opening General Session – must pre-register to participate*
- Extended break times - more time with attendees.
- Exhibitor booths co-located with the session rooms.
- Drawings in the Exhibit Area **BY YOU** – Attendees register at your booth, you conduct the drawing and announce winners who then come see you to claim their prize. More contact opportunities.
- Tuesday afternoon – Exhibit Area will be open to all gas professionals, including those not registered for the conference.

Conference Schedule

Monday, September 28

8:00 a.m. to 5:00 p.m.
11:30 a.m. to 5:30 p.m.
6:00 p.m. to 7:30 p.m.

Exhibit Area open for set-up
Golf Tournament, White Hawk Golf Club, 14515 S. Yale, Bixby, OK
Wine & Beer Reception in the Exhibit Area

Tuesday, September 29

7:00 a.m. to 5:00 p.m.
8:30 a.m. to 10:30 a.m.
10:30 a.m. to 11:00 a.m.
11:00 a.m. to 12:00 p.m.
11:30 a.m. to 1:00 p.m.
1:00 p.m. to 3:00 p.m.
3:00 p.m. to 3:30 p.m.
3:30 p.m. to 5:30 p.m.
6:00 p.m. to 8:00 p.m.

Exhibit Area Open
Opening General Session
Break in the Exhibit Area
General Session
Lunch in the Exhibit Area
Roundtables Begin
Break in the Exhibit Area
Roundtables continue
Barbecue Cook-off & Dinner at the Hotel

Wednesday, September 30

7:00 a.m. to 8:00 a.m.
8:00 a.m. to 1:00 p.m.
8:30 a.m. to 10:30 a.m.
10:30 a.m. to 11:00 a.m.
11:00 a.m. to 12:00 p.m.
12:00 p.m. to 1:00 p.m.
1:30 p.m.

OGA Annual Meeting and Board of Directors meeting
Exhibit Area Open
General Session
Break in the Exhibit Area
General Session
Lunch in the Exhibit Area
Shotgun event – Osage Shooting Sports

*Sponsorship Opportunities exist for all Breaks, Lunches, and the Barbecue Cook-off.
Get your name before the members and show your support for OGA.*

Oklahoma Gas Association 2009 Annual Conference & Exposition

Exhibition Facts

- Each Exhibitor receives one six-foot, draped table. Electricity and phone lines are available for additional charges.
- Exhibitors are responsible for their own set-up and tear down.
- Exhibitors wishing to have material shipped to or from the Tulsa Marriott need to make arrangements directly with the Tulsa Marriott. (918) 493-7000.
- All Drawings will be held in the Exhibit Area. To enter drawings, attendees must register with the Exhibitor. Winner announcements will occur during breaks and all open periods when attendees should be in the Exhibit Area. Winners will pick up their prizes at the Exhibitor's booth.
- Exhibit Area is open from 6:00 p.m. to 7:30 p.m., Monday (optional); 7:00 a.m. to 5:00 p.m., Tuesday; and, 8:00 a.m. to 1:00 p.m., Wednesday. Exhibitors who shut down early may not be allowed to exhibit at future OGA events.
- **Each exhibitor space includes meals, events, and sessions for one person.** Each additional exhibitor registration is \$190.00 per person.

Event Locations

Tulsa Marriott: From I-44 and Lewis in Tulsa. Take Lewis Ave. south to 71st Street. Turn right. The Tulsa Marriott is on the south side. (918) 493-7000.

White Hawk Golf Club: 14515 S. Yale, Bixby. From Tulsa Marriott, turn left out of the parking lot. Proceed west on 71st Street to US Hwy 75. Turn south on the highway towards Okmulgee. Exit at State Hwy 67. Turn left under the overpass. Proceed to Yale Ave, approximately 5 miles. Turn north on Yale Ave to the golf club entrance. (918) 366-4653

Osage Shooting Sports: Skiatook, Oklahoma. Map and driving directions provided to all participants.

Conference Hotel

Tulsa Marriott at Southern Hills

1902 East 71st Street, Tulsa, Oklahoma 74136
Phone – (918) 493-7000 · Fax (918) 523-3523

Conference Costs

| | Early Registration (<i>received</i> before September 7) | Late Registration (<i>received</i> after September 7) |
|-------------------------------|---|---|
| Exhibitor Registration | \$ 295.00 | \$ 390.00 |
| Additional Exhibitors | \$ 190.00 | \$ 225.00 |
| Golf | \$ 80.00 | \$ 100.00 |
| Shotgun Event | \$ 80.00 (bring your own shells) | \$ 100.00 |

Add Your Support to OGA - BECOME A SPONSOR

Sponsorships Breaks, Lunches, Barbecue Dinner

Prize Drawings Have prize drawings at your booth. Have booth visitors enter the drawings by leaving their business card. You draw the winner and we'll make the announcement for you. The winner comes to your booth to collect their prize.

Giveaways Keep your name in front of clients and potential clients throughout the year.

TULSA Marriott
SOUTHERN HILLS

1902 East 71st Street
Tulsa, OK 74136
Phone: (918) 493-7000
Fax: (918) 523-3523

Exhibitor Agreement Form

| <u># Of Circuits</u> | <u>Description</u> | <u>Pre-Paid</u> | <u>Floor</u> | <u>Amount</u> |
|----------------------|--|---|--------------|---------------|
| _____ | 110 Volt, Single Phase, Per Outlet up to 20 Amps | \$25.00 | \$35.00 | _____ |
| _____ | 220 Volt, Single Phase, Per Outlet up to 20 Amps | \$45.00 | \$55.00 | _____ |
| _____ | Extension Cord | \$10.00 | \$15.00 | _____ |
| _____ | Power Strip | \$15.00 | \$20.00 | _____ |
| _____ | Engineer per Man-Hour | \$25.00 (Minimum of One Hour) | | _____ |
| _____ | Banner Hanging – Up to (3) Banners | \$25.00 | | _____ |
| <u>Drayage</u> | | | | |
| _____ | Receiving, Storing & Delivering of Exhibit Materials | \$25.00 per 100 lbs. (100 lbs. Minimum) | | |
| <u>Telephone</u> | | | | |
| _____ | Phone with Local & Long Distance Access | \$25.00 plus Local & Long Distance Charges | | _____ |
| _____ | Direct-In-Dial (DID) Phone Line | \$100.00 plus Local & Long Distance Charges | | _____ |

NOTE: All Local Calls will be charged at \$.75 per Call in Addition to Setup Fee

Payment

Payment for the above services may be included in your registration to OGA or directly to the Hotel. If payment is not included in your registration, Exhibitor may contract directly with the Hotel for the above services at the stated rates.

TERMS & CONDITIONS

- ❖ Return form & payment to the contact person listed above.
- ❖ Form & payment must be received no later than (2) weeks prior to the show opening to receive the pre-paid price. The floor price applies thereafter.
- ❖ All requests for services after your arrival are subject to the availability of equipment & the services of our electricians. All advance orders will be given priority.
- ❖ If you are not certain of your requirements, please call for assistance.
- ❖ The "STANDARD CONDITIONS FOR EXHIBITS & DISPLAYS" below apply whether electrical services are utilized or not.
- ❖ No services will be provided without a signed copy of this form or before payment is received.
- ❖ Exhibitor must provide surge protection for equipment.
- ❖ Please retain a copy for your record.

** Where special wiring of equipment is required, labor will be furnished at our current rates plus material costs. Minimum charge will be two man-hours. Electrical work will be done by **ONLY** Hotel approved electricians. Twenty-four (24) hour services on above is available for the duration of show at an additional fee. All connections of equipment to the Hotel electrical systems must be done by the Hotel approved electricians. Exhibitors are not permitted to personally make such connections.

STANDARD CONDITIONS FOR EXHIBITS & DISPLAYS

Non-Flammable Materials

All materials used in the Exhibit Area or any other room in the Hotel **MUST** be non-flammable to conform with the Fire Regulations of Tulsa. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Exhibition Manager of the Hotel.

Special Notices

No nails or bracing wires used in erecting displays may be attached to the building without written consent of the Exhibitor Manager at the Hotel. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor or at the exhibitor's expense.

Insurance

Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

Hold Harmless Clause

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

**Oklahoma Gas Association
2009 Annual Conference & Exposition**

Exhibitor Registration

Primary Exhibitor _____
 Company/Organization _____
 Mailing Address _____
 City/State/Zip+4 _____
 Phone _____ Fax _____ E-mail _____

I will participate in the VENDOR INTRODUCTION, during the Opening Session - _____
 Email your company logo to tom@meso.org. Your logo will be displayed behind you during your 90 second introduction.

***Registrations are not complete until payment has been received.
Please complete the back for additional exhibitors.***

Each Registration Includes: Tickets to all meals and events; one exhibit space; entrance to all sessions.

| | | Early Registration (received by September 7) | Late Registration (received after September 7) | Total |
|-----------------------|-----------------|---|---|-------|
| Exhibit Space: | 6' draped table | \$ 295.00 | \$ 390.00 | _____ |

***For electricity, phone line or other services, complete the Exhibitor Form for the Tulsa Marriott.
Exhibit Hall will be secured during non –conference hours.***

| | | | |
|---|--|-------------|-------|
| Additional Meal Tickets For Guests | Beer & Wine Recept., Monday (quantity) _____ @ | \$ 20.00 ea | _____ |
| | Lunch, Tuesday or Wednesday (quantity) _____ @ | \$ 25.00 ea | _____ |
| | Barbecue Dinner, Tuesday (quantity) _____ @ | \$ 30.00 ea | _____ |

| | | | | |
|--------------|-------------------------------|----------|-----------|-------|
| Golf: | Individual ____ Team ____ | \$ 80.00 | \$ 100.00 | _____ |
| | (Team members listed on back) | | | |

| | | | | |
|-----------------------|---|----------|-----------|-------|
| Shotgun Event: | Individual ____ Team ____ | \$ 80.00 | \$ 100.00 | _____ |
| | (team members listed on back) (bring your own shells) | | | |

| | | | | |
|-------------------------|--|--|-----------|-------|
| Sponsorships: | | | | |
| Golf: | Cash Prize Giveaway – guaranteed to be awarded | | \$ 400.00 | _____ |
| | Longest Drive | | \$ 100.00 | _____ |
| | Hole Sponsor | | \$ 60.00 | _____ |
| | Will provide door prizes _____ giveaways _____ | | | _____ |
| Shotgun Event: | Station Sponsor | | \$ 60.00 | _____ |
| | Will provide door prizes _____ giveaways _____ | | | _____ |
| Breaks: | Morning and Afternoon — Daily | | \$ 300.00 | _____ |
| Lunch: | Tuesday or Wednesday (please circle which) | | \$ 500.00 | _____ |
| Barbecue Dinner: | Tuesday | | \$ 600.00 | _____ |

ADDITIONAL EXHIBITOR REGISTRATIONS - SUB TOTAL FROM THE BACK _____

TOTAL \$ _____

Registration is not complete until payment is received.

Make Payment to: OGA
 308 N.E. 27th Street
 Oklahoma City, OK 73105-2717

Questions: (405) 528-1752

Additional Exhibitor Registrations

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| Golf | \$ 80.00 | \$ 100.00 | _____ |
| Shotgun event | \$ 80.00 (bring shells) | \$ 100.00 | _____ |
| Exhibitor _____ | \$ 190.00 | \$ 225.00 | _____ |
| Golf | \$ 80.00 | \$ 100.00 | _____ |
| Sporting Clays | \$ 80.00 (bring shells) | \$ 100.00 | _____ |
| SUB TOTAL - carry total to form front | | | _____ |

Registration is not complete until payment is received.

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11:30 a.m. to 5:30 p.m.
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