

**CONNECT WITH YOUR
CUSTOMERS!**

**EXHIBITORS ARE INVITED
TO ATTEND CLASSROOM
SESSIONS!**



86th Annual Gas Operations
Conference

August 4 - 7, 2009 Iowa State University, Ames, IA

MIDWEST ENERGY ASSOCIATION

E X H I B I T O R

EXHIBIT SPACE, REGISTRATION FEES, & MEMBERSHIP DUES

Exhibit Space Fees:

MEA Member Indoor
8'x10' \$350/Exhibit Booth

MEA Member Outdoor
20'x30' \$335/Exhibit Space

Non-member Member Indoor
8'x10' \$875/Exhibit Booth

Non-member Outdoor
20'x30' \$875/Exhibit Space

Please Note: A Registration Fee must be included for every person who works at the exhibit. Daily rates are not offered.

Registration Fees—Indoor & Outdoor:

Associate Member: \$350
EnergyU Subscriber: \$400
Non-Member: \$625
(\$25 discount if paid by June 12)

**Basic Associate
Membership Dues:**
\$700/calendar year 2009



EXHIBITORS

MEA Associate Company Members are eligible to exhibit at MEA's Annual Gas Operations Conference. Non-members are welcome, but on a space available basis only.

EXHIBIT LOCATIONS

Indoor

Iowa State Center—Hilton Coliseum
Lincoln Way & Elwood Drive
Ames, IA 50011

Outdoor

Quality Inn & Suites Starlite Village
2601 East 13th Street
Ames, IA 50010

APPLICATION DUE DATE

The registration form and your payment must be received by **July 10** to ensure booth availability.

CANCELLATION POLICY

Cancellations must be made in writing by **July 10 2009**. Refunds, **less a \$35 processing fee**, will be issued. **No refunds will be issued after July 10 2009**. Substitutions may be made at any time.

HOTEL

Need help finding a hotel room? Call the Ames Convention and Visitors Bureau at 1.800.288.7470. A list of hotels is available online at www.midwestenergy.org click on (Annual Operations Conference, and choose Hotel Information) reservations must be made by July 10, 2009.

CONFIRMATION

A confirmation letter will be sent to the **exhibit contact** after the registration is processed. The letter will provide more information on exhibitor policies and procedures.

INSURANCE

Iowa State University, the Quality Inn & Suites, and MEA do *not* carry insurance on displays. Exhibitors must make their own insurance arrangements with their insurance companies.

LITERATURE & GIVEAWAYS

Descriptive literature, advertising, and materials pertaining to displayed equipment or services may be distributed during the conference. Raffle items and give-aways must be under \$50 in value.

QUESTIONS

More information can be found on our website:

midwestenergy.org

INDOOR EXHIBITS - HILTON COLISEUM

All 8'x10' booths.

Indoor Exhibit Space includes a 6' table (30"x72"), 2 chairs and exhibitor identification sign. All displays must be kept within the exhibit space dimensions. Tabletop backdrops are limited to a maximum height of 5.5' above the table. Nothing may be attached to the floors or walls of the exhibit hall.

No display may infringe upon or detract from adjacent displays (e.g. sound, film projection, overhangs, display supports, etc.).

Go to midwestenergy.org and click on Annual Operations for the indoor exhibit map.

There is a maximum of two spaces per indoor exhibitor. There is, however, no guarantee you will receive the maximum.

Exhibitors are responsible for their own equipment move-in, set-up, and teardown. Hilton Coliseum will have labor and moving carts available during set-up and teardown. Arrangements can be made with Iowa State Center for additional labor.

Outdoor Exhibits & Hospitality Suites Tuesday and Wednesday only! Group Hospitality Thursday!

OUTDOOR EXHIBITS - QUALITY INN & SUITES

Exhibit space **20'x35'** – includes tent supports.

There is a limit of two spaces per outdoor exhibitor. All displays must be kept within the exhibit space dimensions. No display may infringe upon or detract from adjacent displays. Exhibitors are responsible for their own equipment move-in, set-up, and teardown.

For information regarding tent rentals contact:

Ken Anderson, Quality Inn & Suites at 515-232-9260 or Kander8065@aol.com.

EXHIBIT SPACE ASSIGNMENTS

Assignments for exhibit space will be made after July 10, 2009. Past exhibitors will be assigned first, followed by new exhibitors. A complete list of space assignments will be mailed to the **exhibit contact** prior to the conference.

Operations Conference Exhibit Committee Members will be present at both the indoor & outdoor exhibit locations during set-up and tear-down to assist exhibitors.

INDOOR EXHIBIT SCHEDULE

Tuesday, August 4

8:30AM–5:00PM Indoor Exhibit Set-Up

Wednesday, August 5

7:00AM Exhibits Open

7:00AM–8:00AM Iowa Style Breakfast in Hilton Coliseum

9:15AM–10:45AM General Session
(No set-up or exhibiting permitted.)

10:45AM–3:15PM Exhibits

1:00–4:30PM Classroom Sessions
(Exhibitors welcome to attend!)

3:15PM Exhibits Close

After 3:15PM Exhibit Set-up

Thursday, August 6

7:00AM–1:15PM Exhibits Open

8:00AM–4:20PM Classroom Sessions
(Exhibitors welcome to attend!)

1:15–5:00PM Exhibit Teardown

4:20-6:30PM Group Hospitality

OUTDOOR EXHIBIT SCHEDULE

Tuesday, August 4

9:00AM–3:00PM Outdoor Exhibit Set-Up

3:00PM–6:30PM Exhibits Open

6:30PM–8:30PM Exhibits & Pig Roast

Wednesday, August 5

4:30–6:30PM Exhibits

SHIPPING

IN: No shipments will be accepted before July 28, 2009. All display equipment must be shipped to:

Iowa State University Athletics- Hilton Coliseum
c/o Midwest ENERGY Association
Gas Operations Conference
Lincoln Way & Elwood Drive
Ames, IA 50011

OUT: Iowa State Center will assist with outbound shipping.

For shipping & receiving information, and/or additional labor needs, call Brooke Crophier-Sidebotham, Iowa State Center Exhibitor Service Freight Representative, at (515) 294-1770 or bcroshi@iastate.edu.

HOSPITALITY SUITES

\$295.00	Unfurnished Hospitality Suite
\$195.00	Furnished Hospitality Suite
\$99.95	Single/Double Sleeping

The Quality Inn & Suites Starlite Conference Center requires a three-night minimum on hospitality and sleeping rooms. Rooms have been pre-assigned for MEA Members. Non-member companies will be assigned rooms on a space-available basis. Send hospitality requests to: Stephanie Menning at stephm@midwestenergy.org; **you must also send a copy of your request** to Ken Anderson at the Quality Inn & Suites at kander8065@aol.com.

“WHAT’S NEW” PRESENTATIONS

“What’s New” is a classroom session designed to showcase new and/or improved distribution and measurement & controls natural gas products or services. To qualify for a presentation, the product or service must be new or improved. Applications must be received by July 10. One presentation per company. Approved applications will be notified by July 10.

APPLICATION

“What’s New” applications for this year's *86th Annual Gas Operations Conference* are available online at: www.midwestenergy.org. Questions? Please call Sandy Driscoll at (651) 289-9600 x119.

ASSOCIATE COMPANY MEMBERSHIP INFORMATION

If your organization manufactures or distributes gas industry equipment and/or provides services to the gas industry, you are eligible to be an MEA Associate Member! Associate Members enjoy discounted registration fees at all MEA events. Visit www.midwestenergy.org for complete membership benefits and information. To join as a Basic Associate Member for 2009, just check the appropriate box on the Registration Form, include your \$700 dues payment, and enjoy reduced registration fees at this year's *86th Annual Gas Operations Conference!*

HOSPITALITY SUITES SCHEDULE

Tuesday, August 4

6:30PM–11:00PM Suites Open

Wednesday, August 5

6:30PM–11:00PM Suites Open



EVENT CONTACT

Stephanie Menning (651) 289-9600 x114 or

stephm@midwestenergy.org

Gas Annual Operations Conference Registration - Exhibitor

RETURN BY July 10, 2009
ONLINE www.midwestenergy.org
FAX (651) 289-9601
QUESTIONS (651) 289-9600 x119

MAIL Attn: Sandy Driscoll
Midwest ENERGY Association
2119 Cliff Drive
Eagan, MN 55122-3327

1. NAME OF EXHIBITORS (Please print and attach additional pages if necessary.)

1. _____ Title _____
E-mail Address _____ Phone _____
2. _____ Title _____
E-mail Address _____ Phone _____

2. COMPANY INFORMATION (E-mail address required in case of event changes.)

Organization _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Exhibit Contact (If different than attendee #1 above.)
Name _____ Title _____
E-mail Address _____ Phone _____

3. OUTDOOR EXHIBIT DEMONSTRATION (Tue/Wed 5:00-6:00PM only.)

Will you be demonstrating? YES NO Type of demonstration _____

4. EXHIBIT SPACE

Identifying Signs (Print company name as it will appear on the exhibit sign.)

Booth Location Preference
Away from/Next to _____ Away from/Next to _____

INDOOR Exhibits

MEA Member _____ **8'x10'** @ \$350 per booth \$ _____
NonMember _____ **8'x10'** @ \$875 per booth \$ _____

AND/OR OUTDOOR Exhibits

MEA Member _____ **20'x35'** @ \$335 per booth \$ _____
NonMember _____ **20'x35"** @ \$875 per booth \$ _____

5. EXHIBITOR REGISTRATION FEES Required for all attendees!

MEA Member _____ individuals @ \$350* each \$ _____
EnergyU Subscriber _____ individuals @ \$400* each \$ _____
NonMember _____ individuals @ \$625* each \$ _____ **Take \$25 off if registering before June 12, 2009*

STOP! BECOME A MEMBER Enjoy registration discounts!

If becoming a new MEA basic associate member or renewing your membership:

2009 Basic Associate Membership Dues-**\$700**

6. REGISTRATION TOTAL

Gas Conference Exhibit TOTAL \$ _____

7. METHOD OF PAYMENT

Check payable to Midwest ENERGY Association is enclosed.
 Please charge my fee of \$ _____ to my: VISA Master Card Discover American Express
Name on card _____
Card number _____ Exp. Date _____ Security Code _____

For Office Use Only:
Code #: 310002
Amount _____
Date Rec'd. _____
Ck# _____ Initial _____

	DATES TO REMEMBER		SCHEDULE	
	<p>June 12 \$25 Discount for exhibitor registrations received by this date</p> <p>July 10 DEADLINE for receipt of exhibitor application and registration</p> <p>July 10 DEADLINE for cancellations with refund (less \$35 processing fee).</p> <p>July 28 Shipments of displays accepted at Hilton Coliseum</p> <p>Aug 4 Gas Operations Conference begins</p>	<p>TUE</p> <ul style="list-style-type: none"> • Exhibit Setup • Outdoor Exhibits • Hospitality Suites • Pig Roast <p>WED</p> <ul style="list-style-type: none"> • Breakfast & Exhibits • Classroom Session • Exhibit Session & Lunch • Afternoon Break • Outdoor Exhibits • Dinner • Hospitality Suites <p>THURS</p> <ul style="list-style-type: none"> • Breakfast Exhibits • Classroom Session • Morning Break & Exhibits • Lunch • Afternoon Break • Group Hospitality <p>FRI</p> <ul style="list-style-type: none"> • Breakfast • All Conference Session • Morning Break • Closing Session & Prize Drawing 		
<p>86th Annual Gas Operations</p> <p>Conference</p>				

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