



# 2008 Spring Gas Conference and Expo *(Exhibit Information)*

**March 4-7, 2008**

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**Charlotte Convention Center/Hilton Charlotte Center City**  
Charlotte, North Carolina

Included in This Packet (Check List)

Conference Program Schedule  
Exhibitor Schedule  
Exhibitor Fast Facts  
Exhibitor Terms and Conditions  
Exhibitor Registration Form  
Sponsorship Opportunities Sign Up

Updated November 28, 2007

## Exhibitor Fast Facts

### HOW TO REGISTER

- Complete the attached **CONTRACT TO EXHIBIT** and **REGISTRATION FORM** and return to the SGA office before February 8, 2008. Booth space is limited and is assigned on a first-come, first served basis.
- Booth fee of \$495 (\$795 for non SGA members) includes:
  - ✓ One 8 ft. x 10 ft. booth with pipe and drape, one table, two chairs, and a Company ID sign.
  - ✓ One attendee's conference registration
- Large Item Demo Booth fee of \$895 (\$1195 for non SGA members) includes:
  - ✓ One 8 ft. x 10 ft. booth with pipe and drape, one table, two chairs, and a Company ID sign.
  - ✓ One attendee's conference registration
  - ✓ Adjoining Demonstration area
- Registration for additional personnel is \$200 a person (\$350 for non members).
- All booth personnel must register for the Conference.
- Admittance to the exhibit hall and other Conference functions is by badge only.

### HOTEL RESERVATIONS

Hilton-Charlotte Center City (next to Convention Center)

- ✓ 704/377-1500 ext. 4003 or 877/667-7213
- ✓ 222 East Third Street
- ✓ ([http://www.hilton.com/en/hi/groups/private\\_groups/clthhhf\\_gas/index.jhtml](http://www.hilton.com/en/hi/groups/private_groups/clthhhf_gas/index.jhtml))
- ✓ Conference rate = \$115 (single or double accommodations)
- ✓ Reservation deadline = Tuesday, February 13, 2008

Marriott Courtyard (overflow hotel)

- ✓ 800/321-2211 or 704/926-5800
- ✓ 237 S Tryon St
- ✓ Conference rate = \$139 (single or double accommodations)
- ✓ Reservation deadline = Saturday, February 9, 2008

### SPONSORSHIP OPPORTUNITIES

Please see the attached "**CENTENNIAL CELEBRATION SPONSORSHIP PROGRAM**".

Southern Gas Association is offering a variety of sponsorship opportunities throughout 2008 as we celebrate 100 years of service. There are a number of conferences and events that will fit your marketing and business needs, allowing you to reach key industry players while participating in this once in a lifetime celebration.

### QUESTIONS?

- Pat Turman ([pturman@southerngas.org](mailto:pturman@southerngas.org); 972/620-4021)



## **EXHIBIT RULES AND REGULATIONS**

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**EXHIBITOR RESPONSIBILITY:** Each exhibitor must name at least one person as a representative in connection with installation, operation and removal of exhibit. Such representative(s) shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. These Exhibitor Rules and Regulations shall become binding upon execution of an Exhibitor Registration Form for a specific conference or meeting.

**APPLICATION:** Exhibitors are required to register all delegates. The per booth price includes one person's registration fee. Additional booth personnel must register. Admittance to the exhibit hall and all conference functions is by badge only.

**SPACE ASSIGNMENT:** Assignment of space will be made on a first-come, first-serve basis. SGA reserves the right of final decision and the right to amend floor plans to relocate exhibits as necessary. SGA reserves the right to refuse to rent space to any company whose display is not compatible, in the opinion of SGA, with the objectives of the exhibition, with or without giving cause. If cause is not given, liability shall not exceed the return to the exhibitor's registration and booth fees. If an exhibit or exhibitor is ejected for violation of these rules or for any other stated reason, no return of payment shall be made.

**BOOTH AND SIGN:** Single booths are generally 8 feet by 10 feet in size, unless otherwise noted on the specific exhibit floor plan. In addition to the space itself, the rental fee includes an eight-foot tall background drape and two three-foot tall side drapes, one skirted 6 ft. table, two chairs and a company identification sign. Carpeting, additional booth furnishings and all electrical requirements may be obtained at the Exhibitor's expense from the official service contractor. A complete Exhibitor's kit will be sent upon receipt of registration and payment. Maximum exhibit height is 8 feet. Overhead canopies or simulated ceilings cannot extend out over the front two feet of the booth space. Exhibit height is limited to the same height as the back wall, out to within four feet of the front line, and from that point to the aisle-42 inches. No display equipment over 42 inches in height can be placed in the front two feet of the exhibit space. Exhibits may be prohibited which do not conform to the specifications, or which in design, operation or otherwise are objectionable in the opinion of SGA.

**SET UP TIME, INSPECTION AND TEAR DOWN:** (please refer to the Program Schedule)

**SECURITY:** Reasonable care and security during the open hours of the trade show from the beginning of set-up through dismantling is our policy. SGA, the Exhibit Hall facility, and the service contractor, however, are not responsible for any loss, theft, or damage of property belonging to the exhibitor, exhibitor's employees, or exhibitor's representatives.

**HOSPITALITY SUITES AND PRIVATE PARTIES:** The exhibitor lessee and its agents shall not occupy any other space or place, except as allotted to them by the contract. **This includes not having hospitality suites or to plan social, golf or food functions during scheduled Conference activities.** No exhibitor lessee shall assign, sublet, or share the allotted space in whole or part, nor exhibit any other goods or services other than those manufactured or distributed in the regular course of business by the exhibitor lessee.

**FIRE & SAFETY LAWS:** Federal, State and City Laws must be strictly observed. Cloth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules. Smoking in exhibits is prohibited. Crowding will be restricted. Aisles and fire exits cannot be blocked by exhibits. No decorations of pine boughs, leafy decorations or tree branches are allowed. Exhibitor will not do anything in the exposition facility that will increase insurance rates.

**DEFACING OF BUILDING:** Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls, or to the standard booth equipment, or for damage caused in any manner. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building walls and floors or to standard booth equipment.

**LIABILITY:** This agreement shall not constitute or be considered a partnership, employer-employee relations, joint venture or agency between SGA and the exhibitor. Exhibitor hereby agrees to and does indemnify, hold harmless and defend SGA from and against any and all liability, responsibility, loss, damage, cost, or expense of any kind whatsoever (including, but not limited to cost, interest and attorney's fees) which SGA may incur, suffer, be put to, pay or be required to pay incident to or arising directly or indirectly from any intentional or negligent act or omission by exhibitor or any of its employees, servants, or agents, subject to the provisions herein.

Exhibitor further agrees that SGA and their respective agents and employees shall not be responsible in any way for (a) damage, loss or destruction of any property of exhibitors or (b) injury to exhibitor or its representative, agents, employees, licensees, or invitees; and agrees to and does indemnify, hold harmless and defend SGA from any claims arising out of damage, loss or destruction under (a) or (b) herein.

**HOLD HARMLESS CLAUSE:** The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the exposition premises and shall indemnify and hold harmless the exposition side, SGA, their agents, servants and employees from any and all such losses, damages and claims.

**INABILITY TO HOLD SHOW:** If because of war, fire, strike, exhibit facility construction or renovation project, government regulations, public catastrophe, act of GOD or the public enemy, or other cause beyond the control of SGA, or any part thereof, is prevented from being held or is canceled, or the Exhibit space becomes unavailable, SGA, in its sole discretion shall determine and refund to the exhibitor its' registration and booth fees after deducting expenses incurred by this meeting and reasonable compensation to SGA, but in no case shall the amount of the refund to the exhibitor exceed the amount of exhibitor fee paid. SGA shall have no other further liability to the exhibitor. The exhibitor may consider obtaining appropriate insurance coverage at its cost and expense for this contingency.

**CHARACTER OF DISPLAYS:** The lessor, in its sole discretion, reserves the right to restrict exhibits which, because of noise, size, methods of operation or for any other reasons, become objectionable and also to prohibit and evict any exhibit which, in the opinion of the lessor, may detract from the general character of the display. This reservation includes persons, things, conduct, printed matter or anything of the character which may be objectionable to the exhibit as a whole. In the event of such restriction or eviction, the lessor is not liable for any refunds or rentals or other exhibition expense. No exhibit shall violate any municipal, state, or federal law, rules or regulations, including safety codes. All display materials must be flame retardant. All aisle space belongs to the show; no exhibits or advertising matter shall be allowed to extend beyond the booth space.

**SUB-LEASING:** Exhibitors may not sub-let, share, or assign their space, nor any part thereof, to another company without permission from SGA.

**AMENDMENT TO & COMPLIANCE WITH RULES:** Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of SGA. These rules and regulations may be amended at any time by SGA and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.

**ADVERTISING MATERIAL:** Circulars or advertising matter may be distributed from the exhibit booth only. **Advertising material may not be placed on the meeting room seats or tables or on tables outside the exhibit booth.**

### **CANCELLATION POLICY**

For cancellations, the following charges will apply:

- ◆ Booth cancellations received up to four weeks before the Conference will be refunded in full.
- ◆ Within four weeks of the Conference, 50% of the fee will be refunded\*.
- ◆ Within two weeks of the Conference, there is no refund\*; individual substitutions can be made at any time.

*\*If booth space can be resold, 100% of the fee will be refunded.*

# CONTRACT TO EXHIBIT AND REGISTRATION FORM

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COMPANY: \_\_\_\_\_

## Primary Registrant (To register additional personnel, return the Additional Booth Only Registration Form)

Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### Exhibitor kit to be sent to:

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

Mailing Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**BOOTH & REGISTRATION FEE - \$495** Includes Booth and Primary Registrant (\$795 non-member companies).

**BOOTH w/Lg Demo Area & REGISTRATION FEE - \$895** Includes Booth and Primary Registrant (\$1195 non-member companies).

**ADDITIONAL BOOTH ONLY REGISTRANTS - \$200x \_\_\_\_\_ = \$ \_\_\_\_\_** (\$350 non-member x \_\_\_\_\_ = \_\_\_\_\_)

**TOTAL DUE:** \$ \_\_\_\_\_

**Method of payment: Credit card:** American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card: \_\_\_\_\_ **Please invoice** \_\_\_\_\_ **Check enclosed** \_\_\_\_\_

**BOOTH INFORMATION:** Each 8 x 10 booth includes pipe and drape, draped 6' table, 1 chair, and Company ID sign. Booths will be assigned on a first come first serve basis. If you have a preferred booth number, please list it below and we will attempt to accommodate your request. Booth assignments will be confirmed by email. The floor plan and conference updates will be posted at [www.southerngas.org](http://www.southerngas.org), click on "Distribution Operations - Conferences"; then on this meeting or contact Pat Turman, [pturman@southerngas.org](mailto:pturman@southerngas.org).

Booth 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_ No Preference \_\_\_\_\_

**Exhibit Move-in:** Tuesday, March 4, Noon.-5:00 p.m. **Move-out** Thursday, March 6, 1:00 – 5:00 p.m. Freeman Decorating is the official service contractor for this conference ([www.freemanco.com](http://www.freemanco.com)). Exhibitor kits will be available by mail or online at the Freeman website. All correspondence will be sent to the primary registrant listed on this form, unless otherwise noted.

### BOOTH SIGN: Please provide company name & location exactly as it should be listed

**Company Name:** \_\_\_\_\_

**AGREEMENT:** By submission of this form, your company agrees to abide by all conditions, rules and regulations governing exhibits and conferences conducted by Southern Gas Association. Cancellations within 4 weeks of the conference will be refunded in full. Within 3 weeks – 50%. Within 2 weeks – no refund.

**Return by February 8 To:** **Debbie Krawzik** **Fax:** 972-620-1613 **Email:** [dkrawzik@southerngas.org](mailto:dkrawzik@southerngas.org)  
**Phone:** 972-620-4012 **Mail:** SGA, 3030 LBJ Freeway, Suite 1300, Dallas, TX 75234

**Exhibit Questions?** Contact Pat Turman; [pturman@southerngas.org](mailto:pturman@southerngas.org)

### FOR SGA USE ONLY:

Booth Assigned: \_\_\_\_\_ Special Requests: \_\_\_\_\_

**Exhibitor- "ADDITIONAL BOOTH PERSONNEL ONLY" REGISTRATION FORM**

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**THIS FORM MUST BE RETURNED WITH PRIMARY EXHIBIT REGISTRATION FORM**

**EXHIBITING COMPANY:** \_\_\_\_\_

**Additional Booth Only Personnel**

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

Company \_\_\_\_\_

Mailing Address/City/State/ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Additional Booth Only Personnel**

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

Company \_\_\_\_\_

Mailing Address/City/State/ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Additional Booth Only Personnel**

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

Company \_\_\_\_\_

Mailing Address/City/State/ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Additional Booth Only Personnel**

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

Company \_\_\_\_\_

Mailing Address/City/State/ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**ADDITIONAL BOOTH ONLY REGISTRANTS - \$200x \_\_\_\_\_ = \$ \_\_\_\_\_ (\$350 non-member x \_\_\_\_\_ = \_\_\_\_\_ )**

**TOTAL DUE: \$ \_\_\_\_\_**

**Method of payment: Credit card: American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_**

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card: \_\_\_\_\_ **Please invoice \_\_\_\_\_ Check enclosed \_\_\_\_\_**

**Return by March 6 To:**

**Debbie Krawzik**

**Phone: 972-620-4012**

**Fax: 972-620-1613**

**Mail: SGA 3030 LBJ Freeway, Suite 1300 Dallas, TX 75234**

**Email: [dkrawzik@southerngas.org](mailto:dkrawzik@southerngas.org)**

**Exhibit Questions?** Contact Pat Turman; [pturman@southerngas.org](mailto:pturman@southerngas.org)