

**CONNECT WITH YOUR  
CUSTOMERS!**

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



87th Annual Gas Operations  
**SCHOOL**

August 3 - 5, 2010 Iowa State University, Ames, IA



**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: \$350  
Non-Member: \$625  
(\$25 discount if paid by June 11)

### Basic Associate

#### Membership Dues:

\$700/calendar year 2010



## EXHIBITORS

MEA Associate Company Members are eligible to exhibit at MEA's Annual Gas Operations School. 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 13<sup>th</sup> Street  
Ames, IA 50010

## APPLICATION DUE DATE

The registration form and your payment must be received by **July 9** to ensure booth availability.

## CANCELLATION POLICY

Cancellations must be made in writing by **July 9 2010**. Refunds, **less a \$35 processing fee**, will be issued. **No refunds will be issued after July 9 2010**. 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](http://www.midwestenergy.org) click on (Annual Operations School, and choose Hotel Information) reservations must be made by July 9, 2010.

## 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 school. Raffle items and give-aways must be under \$50 in value.

## 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](http://midwestenergy.org) and click on *Annual Operations for the indoor exhibit map*.

Exhibitors are responsible for their own equipment move-in, set-up, and tear-down. 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!

## INDOOR EXHIBIT SCHEDULE

### Tuesday, August 3

8:30AM–5:00PM Indoor Exhibit Set-Up

### Wednesday, August 4

7:30AM Exhibits Open

7:30AM–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 5

7:30AM–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 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](mailto:Kander8065@aol.com).

## EXHIBIT SPACE ASSIGNMENTS

Assignments for exhibit space will be made after July 9, 2010. 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 school.

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

## OUTDOOR EXHIBIT SCHEDULE

### Tuesday, August 3

9:00AM–3:00PM Outdoor Exhibit Set-Up

3:00PM–6:30PM Exhibits Open

6:30PM–8:30PM Exhibits & Pig Roast

### Wednesday, August 4

4:30–6:30PM Exhibits

## SHIPPING

IN: No shipments will be accepted before July 28, 2010. All display equipment must be shipped to:  
Iowa State University Athletics- Hilton Coliseum  
c/o MEA  
Gas Operations School  
Lincoln Way & Elwood Drive  
Ames, IA 50011

OUT: Hilton Coliseum Staff will assist with outbound shipping.

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

## HOSPITALITY SUITES

\$195.00	Per day and a one time \$100 furniture removal charge.
\$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: Janelle Murphy at [janellem@midwestenergy.org](mailto:janellem@midwestenergy.org); **you must also send a copy of your request** to Ken Anderson at the Quality Inn & Suites at [kander8065@aol.com](mailto: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 9. One presentation per company. Approved applications will be notified by July 9.

### APPLICATION

“What’s New” applications for this year's *87th Annual Gas Operations School* are available online at: [www.midwestenergy.org](http://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](http://www.midwestenergy.org) for complete membership benefits and information. To join as a Basic Associate Member for 2010, just check the appropriate box on the Registration Form, include your \$700 dues payment, and enjoy reduced registration fees at this year's *87th Annual Gas Operations School!*

## HOSPITALITY SUITES SCHEDULE

### Tuesday, August 3

6:30PM–11:00PM Suites Open

### Wednesday, August 4

6:30PM–11:00PM Suites Open



# 87th Annual Gas Operations School Registration - Exhibitor

**RETURN BY** July 9, 2010  
**ONLINE** www.midwestenergy.org  
**FAX** (651) 289-9601  
**QUESTIONS** (651) 289-9600 x109

**MAIL** Attn: Janelle Murphy  
MEA  
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 @ \$350\* each \$ \_\_\_\_\_

NonMember \_\_\_\_\_ individuals @ \$625\* each \$ \_\_\_\_\_

*\*Take \$25 off if registering before June 11, 2010*

## STOP! BECOME A MEMBER Enjoy registration discounts!

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

2010 Basic Associate Membership Dues-\$700

## 6. REGISTRATION TOTAL

Gas School Exhibit TOTAL \$ \_\_\_\_\_

## 7. METHOD OF PAYMENT Please DO NOT email credit card information.

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 \_\_\_\_\_



2119 Cliff Drive  
Eagan, MN 55122-3327  
www.midwestenergy.org

## 87th Annual Gas Operations S C H O O L



### DATES TO REMEMBER

- June 11** \$25 Discount for exhibitor registrations received by this date
- July 9** DEADLINE for receipt of exhibitor application and registration
- July 9** DEADLINE for cancellations with refund (less \$35 processing fee).
- July 28** Shipments of displays accepted at Hilton Coliseum
- Aug 4** Gas Operations School begins

### SCHEDULE

- TUE**
  - Exhibit Setup
  - Outdoor Exhibits
  - Hospitality Suites
  - Pig Roast
- WED**
  - Breakfast & Exhibits
  - Classroom Session
  - Exhibit Session & Lunch
  - Afternoon Break
  - Outdoor Exhibits
  - Dinner
  - Hospitality Suites
- THURS**
  - Breakfast Exhibits
  - Classroom Session
  - Morning Break & Exhibits
  - Lunch
  - Afternoon Break
  - Group Hospitality

E X H I B I T O R