



ASME/IPTI

*1<sup>st</sup> Annual*

International Offshore Pipeline Forum (IOPF)

October 24-25, 2006

Houston, Texas

"Building Deepwater Pipeline Infrastructure"

**ASME Petroleum Division, Pipeline  
Systems Division, & Ocean, Offshore, &  
Arctic Engineering Division  
International Offshore Pipeline Forum (IOPF)**

**Exhibitor Information  
Packet**

Omni Palace Conference Center  
(not the Omni Hotel)  
12121 Westheimer  
Houston, TX 77077  
October 24-25, 2006



11757 Katy Freeway, Suite 865  
Houston, TX 77079  
281-493-3491  
[www.asme-ipti.org](http://www.asme-ipti.org)

# EXHIBIT DETAILS SHEET

## TYPE OF BOOTH

	<b>Cost Before October 1, 2006</b>	<b>Cost on or After October 1, 2006</b>
10' x 10' Space for Table Top or Pop up Booth	\$2,000	\$2,500

## EXHIBIT HOURS

### **Move-In – Monday, October 23rd**

1:00 p.m. – 4:00 p.m.

### **Forum Day 1 – Tuesday, October 24th**

7:00 a.m. – 6:30 p.m.

### **Forum Day 2 – Wednesday, October 25th**

7:30 a.m. – 4:00 p.m.

### **Move-Out – Wednesday, October 25th**

5:00 p.m. – 8:00 p.m.

## FORUM SCHEDULE

### **Forum Day 1 – Tuesday, October 24th**

7:00 a.m. – 8:00 a.m. Breakfast

10:00 a.m. – 10:30 a.m. Break

12:00 p.m. – 1:30 p.m. Lunch

3:00 p.m. – 3:30 p.m. Break

5:00 p.m. – 6:30 p.m. Networking Reception

### **Forum Day 2 – Wednesday, October 25th**

7:30 a.m. – 8:20 a.m. Breakfast

10:00 a.m. – 10:30 a.m. Break

2:45 p.m. – 3:15 p.m. Break

4:00 p.m. End of forum

## SHIPPING INFORMATION

Please ship to arrive between October 16 – October 20.

Shipping Address:

Attention: ASME – IOPF Exhibit

Omni Palace Conference Center (not the Omni Hotel)

12121 Westheimer

Houston, TX 77077

281-921-6664



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## **WHAT YOU GET FOR EXHIBITING**

- Listing in ASME International Offshore Pipeline Forum Materials (as deadline permits)
- Name and logo on ASME – IPTI Website
- One (1) 8 foot table skirted
- Two (2) Chairs
- Carpeted area
- Electricity
- Free Parking
- Nightly area cleaning and trash removal

## **BOOTH ASSIGNMENTS**

ASME – IPTI cannot guarantee booth location or reserve booth space without a completed contract (including signature) and \$500 deposit per booth (or payment in full). Booth assignments will be made when deposit or payment is received.

## **BOOTH DESIGN**

### **Table Top Display**

Tabletop is one (1) 8 foot table. Maximum height of display is 5 feet above the table line. Display features may not exceed that height.

### **Sign Hanging**

Arrangements for sign or banner hanging must be made with IPTI no later than Friday, October 13, 2006. Please contact Kim Miceli at 281-493-3491 to make arrangements.

## **RULES, REGULATIONS AND OTHER TERMS EVENT FINANCIAL TERMS AND CONDITIONS ASME International Offshore Pipeline Forum 2006**

### 1. Booth Assignments:

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#### Refund Policy:

Deposits for booth space are not refundable under any circumstances, including upon cancellation. A refund of any amount paid in excess of the applicable deposit (up to full price of the booth space) is subject to the determination of the Pipeline Committee of ASME – IPTI in its sole discretion on a case-by-case basis. Any refund request must be submitted to Forum



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Management in writing, and the determination with respect to such request will be made at a meeting held no sooner than following completion of the Forum.

2. Booth Size and Rental:

Exhibit space is comprised of booths that approximate 10' x 10' unless otherwise indicated in the Exhibit Space Floor Plan.

Whenever possible, space assignment will be made by Forum Management in keeping with the preferences as to location requested by the Exhibitor. Forum Management, however, reserves the right to make the final determination of all space assignments in the best interest of the Forum.

Exhibitor's Materials must not exceed eight feet in height.

3. Installation and Removal:

Exhibitors will be permitted access to the exhibition area for the purpose of setting up displays and unloading display materials on Monday, October 23, 2006 from 1:00 pm – 4:00 pm.

Exhibits may not be dismantled before the closing of the show. Exhibitors will have from 5:00 p.m. – 8:00 p.m., Wednesday, October 25, 2006 to remove all exhibits. Move-in/Move-out activities shall not be conducted except during the times established for such activities.

CURRENT FORUM EXHIBITORS:



CURRENT WORKSHOP SPONSORS:



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# International Offshore Pipeline Forum (IOPF) Floor Plan

