

EXHIBIT DETAILS SHEET

IOPF 2009

Stafford Centre

10505 Cash Road

Stafford, TX 77477

October 27 – move in & Meet and Greet

October 28-29, 2009 - exhibit

TYPE OF BOOTH	Cost Before September 2, 2009	Cost on or After September 2, 2009
10' x 10' Space for Table Top or Pop up Booth	\$1200	\$1500
CONTACT THE ASME OFFICE FOR INFORMATION ON LARGER BOOTHS. MICELIK@ASME.ORG		

FORUM SCHEDULE and EXHIBIT HOURS

Tuesday, October 27

2:00pm – 4:45pm- Exhibitor Move In

5:00pm – 6:00pm – Meet & Greet with IOPF Course students

Forum Day 1 – Wednesday, October 28

6:30am – Registration

7:30am – Breakfast– Exhibit Opens

8:30am – Start of Forum

10:00am – 10:30am – Break in the Exhibit Area

12:00pm – 1:00pm – Lunch

2:30pm – 3:00pm – Break in the Exhibit Area

4:30pm – Forum Day 1 closes

4:30pm – 6:00pm – Cocktail Reception in the Exhibit Area

Forum Day 2 – Thursday, October 29

7:00am – Breakfast– Exhibit Opens

8:00am – Start of Forum

9:30am – 10:00am – Break in the Exhibit Area

11:30am – 12:30pm – Lunch

2:00pm – 2:30pm – Break in the Exhibit Area

2:45pm – 5:00pm – Exhibitor Breakdown

INCLUDED WITH EXHIBIT COSTS:

- 2 Exhibit Hall only passes. Meals included.
- 1 Forum Registration
- 1 – ½ price Forum Registration for a booth representative only.



11757 Katy Freeway, Suite 865
Houston, TX 77079
281-493-3491
www.asme-ipti.org

Exhibit Contact: Kim Miceli
micelik@asme.org

- Listing in ASME International Offshore Pipeline Forum (IOPF) Materials (as deadlines permit)
- Name and logo on ASME – IPTI Website
- Pipe and drape back (8 ft) and side (3 ft) walls.
- One (1) 6 foot table skirted and Two (2) Chairs
- Carpeted area
- Free Parking
- Nightly area cleaning and trash removal
- Electricity
- Electronic exhibit hall passes (lunch not included) to distribute to your customers. No charge to the exhibitor unless customer attends. The charge will be \$10 for each used pass. This charge will be billed post show. This cost is to cover drinks/breaks/etc. This pass will include attendance and snacks at the IOPF Reception in the Exhibit Area but does not include beverages. Drink tickets will be available for purchase prior to the reception and at the cash bar.
- Exhibit Area layout map will be available no later than August 31st.

ADDITIONAL COSTS:

- Additional booth representative passes are available – One day - \$100, Two day - \$175. Up to 2 people.
- No substitutions.

*Exhibiting companies may only have up to four (4) people serving as booth representatives. *

- Wireless Internet – If desired please use attached form. Prior to show - \$30 / Onsite - \$45
- Additional AV needs will be provided through George R. Fern Company. Please find the order form on page __ of this packet.

SHIPPING INFORMATION

You may either hand carry your materials and set up with no assistance on October 27th only or ship through our exhibit management company. Details are included in the Exhibitor Services packet from George Fern Co.

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.

ASME-IPTI expects to have approximately 20 exhibitors at this event. All meal and break functions will take place in the exhibit area. An exhibit hall map will be available 8/21/09 or earlier. Exhibitors will choose booth location in order of sign up.

BOOTH DESIGN

Table Top Display

Tabletop is one (1) 6 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 17, 2009. Please contact Kim Miceli at 281-493-3491 to make arrangements.



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