



**2018 KIOGA Annual Meeting  
Exhibit Space Application and Contract  
August 12-13, 2018 - Century II  
Wichita, Kansas**

1. The undersigned ("Lessee") hereby applies for commercial rate exhibit space at the 2017 Meeting of the Kansas Independent Oil and Gas Association (KIOGA), to be held at Century II, Wichita, Kansas August 12-14, 2018. The meeting is conducted by the Kansas Independent Oil and Gas Association. All payments, correspondence, notifications and other communications to KIOGA concerning the subject matter of this application and contract shall be sent to the Exhibits Coordinator, KIOGA, at the address shown below.

2. The Lessee encloses payment in full.

3. Not less than 60 days prior to August 12, 2018, the first general move-in date of the meeting, KIOGA will send to the Lessee a copy of the 2018 KIOGA Annual Meeting Official Exhibitor Service Manual with enclosures entitled:

- Important Deadlines and Dates    Advanced Registration Form
- General Information                Floor Plan Showing Booth Locations
- Important Information
- Display Rules and Regulation
- Work Authorization and Request Form

The matters contained in these enclosures ("Additional Contract Provisions") are specifically made terms of this contract. The Lessee agrees that, immediately upon receipt of the Exhibitor Service Manual, he will familiarize himself with the Additional Contract Provisions, and, if any provision is not acceptable, the Lessee will send written notification of same by certified mail to KIOGA. If such written notice is not received by KIOGA within 30 days from the sending by KIOGA of the contract provisions to the Lessee, this contract shall become irrevocable and shall be in full force and effect, except as set forth in Paragraph 5, below. In the event the Lessee notifies KIOGA of any unacceptable provision in the Additional Contract Provisions within the time provided for herein, then this contract shall be terminated and KIOGA shall immediately refund all sums paid by the Lessee pursuant to this contract.

4. Notwithstanding anything to the contrary contained herein, if this application and contract, signed by the Lessee, is received by KIOGA less than 60 days prior to August 12, 2018, the first general move-in date of the meeting, then, in such event, the Lessee shall be deemed to have agreed, by the execution of this application and contract, to all of the terms of the Additional Contract Provisions, although the Lessee may not be familiar with or aware of any or all of the Additional Contract Provisions. In such event, none of the provisions concerning termination of this agreement after submission of the original application and contract to KIOGA shall be applicable, and, this contract, once accepted by KIOGA, shall be irrevocable, except as set forth in Paragraph 5, below, and all exhibit space rental fees shall be paid with the submission of this application and contract.

5. This contract may be cancelled by either party without penalty on or before June 12, 2018, by giving notice in writing to the other. KIOGA reserves the right to cancel or terminate this contract at any time and to withhold possession of exhibit space if the Lessee fails to perform on any condition of this contract or refuses to abide by the Additional Contract Provisions. In the event of cancellation by either party on or before June 12, 2018, this agreement shall become null and void, and any rental fees paid by the Lessee shall be refunded by KIOGA. After June 12, 2018, rental fees paid will be refunded only if the cancelled space(s) can be resold and all other booth space on the final floor plan is sold for the exhibition. A cancellation fee of 20% of the total cost of space requested will be assessed on all refunds resulting from the cancellation after June 12, 2018.

6. This contract shall be governed by the laws of the State of Kansas, USA.

7. Lessee reads and abides by the important information on page 2.

\_\_\_\_\_ # OF BOOTH SPACE(S) REQUESTED (10 feet wide x 10 feet deep)

Booth      Location(s) requested \_\_\_\_\_      Second choice(s) \_\_\_\_\_

Equipment      Size of display/space needed \_\_\_\_\_

**BOOTH COST: \$1500 (KIOGA Member) | \$2000 (Non-Member)**

**EQUIPMENT COST: \$1500 (KIOGA Member) | \$2000 (Non-Member)**

**COMBINED COST (booth and equipment): \$2500 (Member) | \$3000 (Non-Member)**

LESSEE NAME \_\_\_\_\_

DATE: \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

FULL PAYMENT ENCLOSED : \_\_\_\_\_

ADDRESS \_\_\_\_\_

INVOICE ME



Card# \_\_\_\_\_ EXP: \_\_\_\_\_

(City/State) \_\_\_\_\_ (Zip/Postal Code) \_\_\_\_\_

Name on Card \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_

EXECUTE AND RETURN TO: (keep copy for your records)

E-MAIL \_\_\_\_\_

**Kelly Rains | KIOGA**  
**229 E. William, Suite 211**  
**Wichita, Kansas 67202**  
**O: 316.263.7297 | F: 316.263.3021**  
**kioga@kioga.org**

\_\_\_\_\_ \*BOOTH SIGN (if different from Lessee Name)

WEBSITE \_\_\_\_\_

**MAKE CHECK PAYABLE TO: KIOGA**

**\*NOTE: If this section is not completed, your booth sign will be imprinted with "Lessee Name" provided above.**

## IMPORTANT INFORMATION

**Installation and Dismantling of Exhibits:** Move-in may begin at 3:00 p.m. Saturday, August 11, 2018. All large crates must be removed from the exhibit area by 2:00 p.m. Sunday. Dismantling of exhibits may begin at 4:00 p.m. on Monday, August 13, 2018.

Exhibits will officially open to registrants on Sunday, August 12, and will close on Monday, August 13, 2018. The hours are as follows:

Sunday, August 12	4:00 p.m. – 7:00 p.m.
Monday, August 13	9:00 a.m. – 4:00 p.m.

**Facility Limitations:** All freight should be shipped to Henry Helgerson Co. Century II has garage door for all equipment to be inside EXPO Hall. There will be a fork lift available. The hours of the fork lift to be determined later.

**Booth Design and Furnishings:** All booths are 10 feet wide and 10 feet deep and are shown to scale on exhibit space floor plan. KIOGA will furnish each exhibitor with back and side drapes, an identification sign, 6' table, chair and wastebasket.

**Deductibility of Fees:** Space rental and sponsorship monies paid to KIOGA may be deductible as ordinary and necessary business expenses. They are not deductible as contributions or gifts for federal income tax purposes.

**Subletting of Space:** No Lessee shall assign, sublet or apportion any part of the space assigned or have representatives, equipment or material from other firms other than its own in their booth unless approved in advance in writing by KIOGA.

**Americans With Disabilities Act:** Lessee represents and warrants that any exhibit booth or other contrivance placed in the exhibit space by the Lessee will at all times pertinent hereto be in compliance with all applicable laws and regulations, including without limitation, the Americans With Disabilities Act (Public Law 101-336), as it may be amended from time to time and all regulations issues thereunder.

**Exhibitors' Services:** The official service contractor is:

Henry Helgerson Co.  
2900 S. Hydraulic  
Wichita, Kansas 67216  
Telephone: (316) 943-1851  
Fax: (316) 941-4613

Century II will handle all electric and other necessary materials and services. There will be forms to follow. Lessee agrees to use show-appointed contractors for any additional services and equipment. The Lessee may appoint other contractors provided requests are made in writing in advance to KIOGA and proposed contractors qualify in accordance with the published procedures and requirements contained in the Exhibitor Services Manual.

Additional information: Not less than 60 days before the general move-in date of the meeting, KIOGA will send to the Lessee the Exhibitor Service Manual containing order forms for booth furnishings, additional draping and accessories, custom signs, telephone services, utility services and skilled labor.

### ADDRESS ALL QUESTIONS AND CORRESPONDENCE TO:

Kelly Rains | KIOGA  
229 E. William, Suite 211 | Wichita, Kansas 67202  
O: (316) 263-7297 | F: (316) 263-3021  
*kioga@kioga.org*

**Registration:** One registration is included in your contract. By completing the form below, the one person will be registered. All other attendees must submit an Advance Registration form, with payment, that will be mailed out at a later date. The contract includes all meals and speaker events for the person listed below. Any and all sporting events will require additional payment.

**Please type or print information of the person who will be attending the Convention:**

Registrant (included with contract\*) \_\_\_\_\_

Company (as you want it to appear on badge) \_\_\_\_\_

City/State \_\_\_\_\_ Cell phone \_\_\_\_\_

### **Events I plan to attend: (included in registration)**

- Breakfast
- Lunch
- Monday Dinner
- Sunday Chairman's Reception

\*NOTE: If you would like to attend the sporting events or include additional registrants, you must submit the Advance Registration form, with payment. These forms will be mailed out at a later date and/or available for download on our website, [kioga.org](http://kioga.org).