INSTRUCTIONS TO EXHIBITORS

STATEMENT OF POLICY
The fundamental policy of the Corrosion Course is that the exhibits are primarily for educational purposes. The attention of the attendees should be directed towards operating principals, characteristics, and applications of Corrosion Control equipment and materials. This is an excellent opportunity to instruct a wide range of customer personnel in the proper application and maintenance of their compressor equipment and materials.

EXHIBIT GUIDELINES
Only equipment and materials applicable to Corrosion Control will be exhibited at the course.

Exhibitors will display their products, services and equipment in the Conference Center area leading to the classrooms.

The exhibitor should plan the exhibit to cover a wide range of applicable products, displayed to the best educational advantage within the limitations of time and space. Descriptive literature presenting facts pertaining to the equipment and materials should be distributed to those who visit the exhibit.

Each exhibitor will be provided with space sufficient to accommodate most free standing exhibit booths. If the exhibit is a tabletop exhibit, a table and cloth will be provided. Pictures, slides, filmstrips, or movies may be shown only actual installations, construction, or operational details of the exhibitor’s equipment or material.

Exhibit areas are accessible for set up on Tuesday, June 2, 2015 between 1:00 p.m. and 5:00 p.m. Exhibits should be dismantled after 5:00 p.m. on Thursday, June 4, 2015.

Conference exhibit hours are:
- Wednesday, June 3, 2015; 7:00 a.m. to 5:00 p.m. (closed during classes)
- Wednesday, June 3, 2015; 5:00 p.m. to 7:00 p.m. (exhibitor reception)
- Thursday, June 4, 2015; 6:00 a.m. to 5:00 p.m. (closed during classes)

The exhibitor will advise the Exhibits Coordinator who will be in charge of the exhibit. This representative will be responsible for setting up the exhibit, manning the exhibit, and the dismantling at the conclusion of the course. Exhibitors are responsible for providing transportation, delivery, and pick up of all exhibit materials to and from the conference site.

The University of Oklahoma or the Corrosion Control Course does not carry insurance on exhibits, and cannot therefore be held liable for any aspect of conference exhibition. Exhibits inside NCED are limited to 1000 pounds gross weight.

Equipment may be shipped to the Corrosion Control Conference by using the following address:
- Tamara Wagner Sutteer
  Corrosion Control Course
  NCED Conference Center & Hotel
  2701 East Imhoff Road
  Norman, OK 73071

Each exhibitor is asked to bring a donation and/or gift to the exhibitor reception held on Wednesday evening.

INQUIRIES
Those seeking information on how to participate in the University of Oklahoma’s 62nd Annual Corrosion Control Conference should contact Tamara Wagner Sutteer at tsutteer@ou.edu or via 405.325.3891.