INSTRUCTIONS TO EXHIBITORS

STATEMENT OF POLICY
The fundamental policy of the Gas Compressor Short Course is that the exhibits are primarily for educational purposes. 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 Gas Compression will be exhibited at the course.

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, 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 Monday, September 14, 2015 between 7 a.m. and 6:00 p.m. Exhibits should be dismantled by 5:00 p.m. on Thursday, September 17, 2015.

Conference exhibit hours are:
  - Tuesday, September 15, 2015; 7:00 a.m. to 5:00 p.m. (closed during classes)
  - Wednesday, September 16, 2015; 7:00 a.m. to 9:00 p.m. (closed during classes)
  - Thursday, September 17, 2015; 7:00 a.m. to 12:00 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 Gas Compressor Short 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 Gas Compressor Short Course Conference by using the following address:
  - Tamara Wagner Sutteer
  - Gas Compressor Short 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 59th Annual Gas Compressor Short Course Conference should contact Tamara Wagner Sutteer at tsutteer@ou.edu or via 405.325.3891.