

# EXHIBIT APPLICATION

**Application and payment must be received by May 24 to be included in Event Brochure**

**BOOTH** # of booth space(s) \_\_\_\_\_ Booth location -first choice \_\_\_\_\_ Second choice \_\_\_\_\_  
 \$1500 (KIOGA MEMBER) |  \$2000 (NON MEMBER)

**HEAVY EQUIPMENT** Size of display/Space needed \_\_\_\_\_  
 \$1500 (KIOGA MEMBER) |  \$2000 (NON MEMBER)

**COMBINED BOOTH AND EQUIPMENT**  
 \$2500 ( KIOGA MEMBER) |  \$3000 (NON MEMBER)

Name of Lessee \_\_\_\_\_

Contact Name \_\_\_\_\_

Booth Contact-if different \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Booth Name (for all signs and brochures) \_\_\_\_\_

Website Address \_\_\_\_\_

Date \_\_\_\_\_ Invoice me

Full Payment Enclosed \_\_\_\_\_

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

Card # \_\_\_\_\_



Exp \_\_\_\_\_ CVV \_\_\_\_\_ Zip \_\_\_\_\_

**COMPLETE AND RETURN TO: (keep a copy for your records)**

Holly McGinnis | KIOGA

800 SW Jackson Street, Ste 1400 | Topeka, KS 66612-1216

Office: (785) 232-7772 | Fax: (785) 232-0917

holly@kioga.org

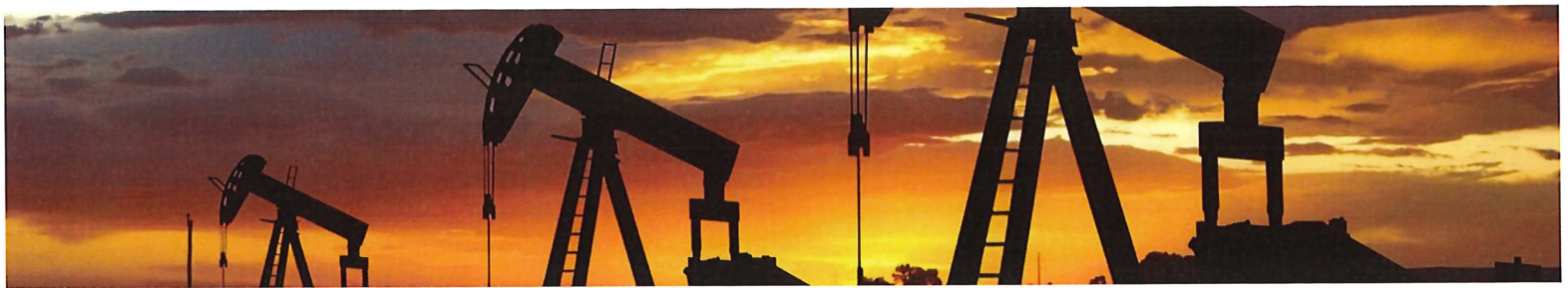
Make checks payable to: KIOGA

### IMPORTANT

If this section is not completed, your booth sign will be im-  
printed with the name you provided in the "Name of  
Lessee" section above

Please provide social media information- To be used for marketing



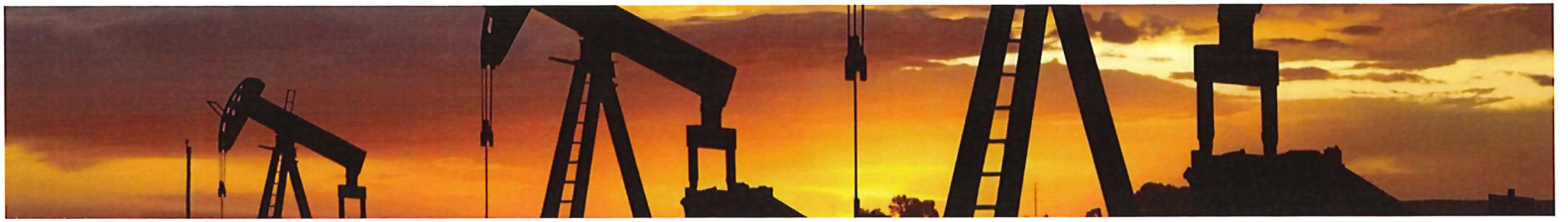


# EXHIBIT CONTRACT

- I. The undersigned (Lessee) hereby applies for commercial rate exhibit space at the 2021 Meeting of the Kansas Independent Oil & Gas Association (KIOGA), to be held at the Hyatt Regency Wichita, Kansas August 15-17, 2021. The meeting is conducted by the Kansas Independent Oil & Gas Association. All payments, correspondence, notifications and other communications to KIOGA concerning the subject matter of this application and contract shall be sent to Holly McGinnis at [holly@kioga.org](mailto:holly@kioga.org) or KIOGA, Attn: Holly McGinnis, 800 SW Jackson Street, Ste 1400, Topeka, KS 66612
- II. Lessee payments must be made in full. Please email [holly@kioga.org](mailto:holly@kioga.org) to receive advance invoice.
- III. 60 days prior to August 15, 2021, KIOGA will send to the Lessee a copy of the 2021 KIOGA Annual Meeting Official Exhibitor Service Manual with enclosures entitled:
  - Display rules and regulations
  - Floor plan with booth locations
  - General Information
  - Important deadlines and dates
  - Important information
  - Registration form
  - Work authorization and request form

The enclosed documents (Additional Contract Provisions) are specially made terms of this contract. The Lessee agrees that, upon receipt of manual, they will read through the provisions, and, if any provision is not acceptable, the Lessee will send written notification by certified mail to KIOGA. If such written notice is not received by KIOGA within 30 days from the receipt of the contract provisions by 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.

- IV. 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 15, 2021**, 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 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.
- V. This contract may be cancelled by either party without penalty **on or before June 16th, 2021**, 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 16, 2021 this agreement shall become null and void, and any 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 the space requested will be assessed on all refunds resulting from the cancellation **after June 16, 2021**
- VI. This contract shall be governed by the laws of the State of Kansas, USA.
- VII. Lessee reads and abides by the important information on page 2.



# IMPORTANT INFORMATION

**Installation and Dismantling of Exhibits:** Move-in may begin at 3:00 p.m. Saturday, August 14, 2021. All large crates must be removed from the exhibit area by 2:00 p.m. Sunday, August 15th. Dismantling of exhibits may begin at 4:00 p.m. on Monday, August 16th, 2021.

Exhibits will officially open to registrants on Sunday, August 15, and will close on Monday, August 16, 2021. the hours are as follows:

Monday, August 16 9:00 a.m. -- 4:00 p.m.

**Facility Limitations:** All freight should be shipped to Henry Helgerson Co. Century II has garage doors 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.

## INCLUDED IN YOUR CONTRACT

**Two registrations consisting of all meals and speaker events.**

**Any events outside of the above mentioned must be paid for.**

Any additional registrants must send in an Advance Registration Form (to be sent out at a later date) with payment

**Please type or print information of the person(s) who will be attending as the included registrant(s)**

Registrant One \_\_\_\_\_

Registrant Two \_\_\_\_\_

Company Name (to appear on badge) \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

**Please check box of event to be attended**

BREAKFAST

LUNCH

MONDAY DINNER

CHAIRMAN'S RECEPTION