



Kansas Independent Oil & Gas Association

Important Information

Installation & Dismantling of Exhibits:

Move-in may begin at 3:00 p.m. Saturday, August 17, 2024. All large crates must be removed from the exhibit area by 2:00 p.m. Sunday, August 18th. Dismantling of exhibits may begin at 4:00 p.m. on Monday, August 19, 2024.

Exhibits will officially open to registrants on Sunday, August 18, 2024 and will close on Monday, August 19, 2024. The hours are as follows:

Sunday, August 18 4:00 p.m.—7:00 p.m.

Monday, August 19 8:00 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 email 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