



ANNUAL CONVENTION EXHIBITOR FORM

2025 ANNUAL CONVENTION & TRADE SHOW | AUGUST 24-26, 2025
HYATT REGENCY | CENTURY II CONVENTION CENTER | WICHITA, KS

EXHIBITOR INFORMATION

Please print information as it should appear on booth sign.

Name of Lessee : _____
Contact Name : _____
Booth Contact : _____
if different
Address : _____
City/State : _____ Zip Code : _____
Work Phone : _____ Cell Phone : _____
Email : _____
Booth Name : _____
for all signs & brochures
Website Address : _____

*IMPORTANT

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

EXHIBITOR FEES

Deadline to be included on printed materials is 7/24/25.

☐ **BOOTH** _____
of Booth Space(s) _____
Booth Location First Choice _____ Second Choice _____
☐ MEMBER _____ \$1,500 ☐ NON-MEMBER _____ \$2,000
☐ **HEAVY EQUIPMENT** _____
Size of Display/Space Needed _____
☐ MEMBER _____ \$1,500 ☐ NON-MEMBER _____ \$2,000
☐ **COMBINED BOOTH & EQUIPMENT** _____
☐ MEMBER _____ \$2,500 ☐ NON-MEMBER _____ \$3,000

PAYMENT INFORMATION

Date : _____ ☐ INVOICE ME
Amount Enclosed : _____
Name on Card : _____
Card Number : _____
EXP : _____ CVV : _____ ZIP : _____

CONTACT INFORMATION

Jennifer Samford
jsamford@kioqa.org
(785) 232-7772

MAIL REGISTRATION TO

KIOGA
PO BOX 1399, Topeka, KS 66601

Make checks payable to: KIOGA

EXHIBITOR CONTRACT

KIOGA

- I. The undersigned (Lessee) hereby applies for commercial rate exhibit space at the 2025 Meeting of the Kansas Independent Oil & Gas Association (KIOGA), to be held at the Hyatt Regency Wichita, Kansas August 24-26, 2025. 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 Jennifer Samford at jsamford@kioga.org or KIOGA, PO Box 1399 Topeka, KS 66601
- II. Lessee payments must be made in full. Please email jsamford@kioga.org to receive advance invoice.
- III. 60 days prior to August 24, 2025, KIOGA will email to the Lessee a copy of the 2025 KIOGA Annual Meeting information listed below:
 - 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 24, 2025**, 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 canceled by either party without penalty **on or before June 20, 2025**, 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 20, 2025 this agreement shall become null and void, and any rental fees paid will be refunded only if the canceled 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 20, 2025**.
- 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 23, 2025. All large crates must be removed from the exhibit area by 2:00 p.m. Sunday, August 24. Dismantling of exhibits may begin at 4:00 p.m. on Monday, August 25, 2025.

Exhibits will officially open to registrants on Sunday, August 24, and will close on Monday, August 25, 2025. The hours are as follows:

Sunday, August 24 4:00 p.m.–7:00 p.m.
Monday, August 25 8:00 a.m.–4:00 p.m.

Facility Limitations: All freight should be shipped to Henry Helgeson 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-foot table, chair and wastebasket.

Deductibility of Fees: Space rental and sponsor-ship 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, sub-let, 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 here to 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 Helgeson Co.
2900 South Hydraulic
Wichita, Kansas 67216
Phone: 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 meet-ing, 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 ☐