



Dear Exhibitors:

Brede Exposition Services / Allied Division is pleased to have been selected as the official service contractor for this exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Questions regarding the convention's policies, space assignments, display limitations, and event schedules should be directed to:

Carol Lyn Stevinson
PennWell
1421 S Sheridan Ave
Tulsa, OK 74112
Phone: (918) 831 - 9523

Questions regarding shipping, storage, labor, furniture and signs should be directed to:

Customer Service Department
Brede Exposition Services / Allied Division
2502 Lake Orange Dr.
Orlando, FL 32837
Phone: (407) 851 - 0261 Fax: (407) 859 - 3904

Please visit www.bredeallied.com using password: ogmtmp to view the show service offerings. Included in this service kit are order forms for various items you may require for your exhibit. The Brede Exposition Services / Allied Division forms are to be returned to our office with payment. The service forms are to be returned to the specific contractor who is providing the service, along with payment. Please analyze and submit your order forms as early as possible.

To receive the discount prices, full payment must be included with your order. **All orders and full payment must be received by August 17, 2010 and/or the deadline date shown on the specific form(s).** For orders received without payment, or after August 17, 2010, and orders placed at show site, add 30% to the advance price. Payment in full for services and equipment is required prior to the close of the show. For your convenience, we accept cash, company checks, Visa, MasterCard, American Express and Discover.

Your booth rental includes 8' high **blue & black** back wall drapery with 36" high **black** side dividers. Included in your booth will be one (1) standard 7" x 44" identification sign showing company name and booth number.

Please note: Hall carpet is multi-colored.

NOTE: If using a non-official contractor to set-up and/or dismantle your exhibit, the “REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR” form along with the Certificate of Insurance naming Brede Exposition Services/Allied Division as an additional insured, must be received by June 30, 2010. Otherwise labor will have to be hired from Brede/Allied by the non-official contractor in order for them to supervise your exhibit. These stipulations are strictly enforced to protect you, show management and Brede/Allied.

Materials shipped in advance should be sent directly to Brede Exposition Services and addressed exactly as shown in the example below.

Exhibit Company & Booth Number
OGMT NA
C/O Brede Exposition Services
C/O ABF
400 Shrewsbury Rd
Jefferson, LA 70121

Do not ship exhibit materials directly to the Hilton New Orleans Riverside to arrive prior to Monday, August 30, 2010, as they do not have the facilities for receiving and storing advance exhibit materials. Your shipment will be refused prior to that date.

All shipments must be prepaid - no collect shipments will be accepted.

The schedule for the exhibition area installation, show hours, and dismantling are:

EXHIBITOR SET UP:

Monday, August 30	1:00 pm – 5:00 pm
Tuesday, August 31	8:00 am – 3:00 pm

SHOW HOURS:

Tuesday, August 31	5:00 pm – 6:00 pm
Wednesday, Sept 1	10:00 am – 6:00 pm
Thursday, Sept 2	10:00 am – 1:30 pm

DISMANTLE:

Thursday, Sept 2	1:30 pm – 5:30 pm
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- Freight **WILL** be forced at 5:30 pm on Thursday, September 2, 2010.

Thank you,
Brede/Allied