

SHOW INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue back drape, 3' high blue side dividers, 1 - 6' white draped table, 2 side chairs, one wastebasket and a 7" x 44" one-line identification sign. By order of the Fire Marshal, **NOTHING MAY BE ATTACHED TO THIS DRAPE. PLEASE NOTE: THERE ARE NO SUBSTITUTIONS ALLOWED.**

BOOTH CLEANING

Any booth cleaning required during the show must be ordered through Freeman.

EXHIBIT HALL CARPET

The exhibit area is carpeted.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Tuesday February 14, 2006 12:00 noon - 4:00 p.m.

All exhibits must be fully installed by Tuesday, February 14, 2006 at 4:00 p.m.

EXHIBIT HOURS

Tuesday February 14, 2006 5:00 p.m. - 7:00 p.m.

Wednesday February 15, 2006 8:30 a.m. - 6:30 p.m.

Thursday February 16, 2006 8:30 a.m. - 2:00 p.m.

EXHIBITOR MOVE-OUT

Thursday February 16, 2006 2:00 p.m. - 4:00 p.m.

All exhibitor materials must be removed from the exhibit facility by Thursday, February 16, 2006 at 4:00 p.m.

All carriers must check-in no later than Thursday, February 16, 2006 at 2:00 p.m. or freight will be re-routed.

SERVICE CONTRACTOR CONTACTS / INFORMATION

FREEMAN

13101 ALMEDA RD.

Houston, TX 77045

(713) 433-2400 fax (713) 433-9441

EXHIBIT TRANSPORTATION

(800) 995-3579 fax (214) 615-6515

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **January 31, 2006.**

FREEMAN ONLINE®

“Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the “Register” link in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit www.myfreemanonline.com and click on the “Login” link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION

To order inbound/outbound shipping services using Exhibit Transportation, use the enclosed Order Form or simply call 800-995-3579.

Warehouse shipping address:

Pipeline Piggig & Integrity Management Conference

Exhibiting Company Name

Booth # _____

c/o Freeman

2000 Cavalcade

Houston, TX 77009

Freeman will accept crated, boxed or skidded materials beginning **Monday, January 16, 2006** at the above address. To avoid additional after deadline charges, materials must arrive by **Monday, February 13, 2006**.

Show site shipping address:

Pipeline Piggig & Integrity Management Conference

Exhibiting Company Name

Booth # _____

c/o Freeman

Houston Marriott Westchase

2900 Briarpark Dr.

Houston, TX 77042

Freeman will accept shipments at the show site address beginning Tuesday, February 14, 2006 at 12:00 noon. SHIPMENTS ARRIVING PRIOR TO THIS DATE WILL BE REFUSED. Freeman must receive all shipments and deliver them to each exhibitor’s booth.

Our exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Material Handling section on the order form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

Please note: All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Refer to the Display Labor Order Form for Straight Time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 713-433-2400.

WE APPRECIATE YOUR BUSINESS.