



## New Orleans 2005: In Tune With Technology!

### Solutions Provider Information

The PSIG membership looks forward each year to viewing the latest pipeline simulation technology at the meeting. Therefore, PSIG welcomes and encourages our Solutions Providers sponsors to set up demonstrations and exhibits in a designated area adjacent to the main meeting room.

#### General

1. **All Solutions Provider personnel must be registered at the meeting.** Additionally, PSIG charges a \$50 exhibit fee (one per company) to cover its cost of the exhibit table and electrical access set up. You may send this fee along with one of your participant's registration - please mark it on the registration form.
2. A lottery to assign tables will be held the first week in October. Please notify Kathy Smith at [kathy.j.smith@elpaso.com](mailto:kathy.j.smith@elpaso.com) by September 12th, 2005 if you would like your company to be included in this lottery. Include the Solutions Provider name, contact, address, phone numbers and an email address. Kathy will then notify you of the logistics pertaining to the exhibit setup and display times.
3. PSIG will host a Solutions Providers breakfast at 8:00 – 9:00 am on Wednesday morning in the hotel, prior to the opening of registration and exhibits at 10:00 am. Two representatives from each company may attend. This is a great chance for the Providers to discuss concerns and recommendations with members of the PSIG Board.
4. PSIG will introduce the Solutions Providers at the Commercial Session at the end of the keynote luncheon on Wednesday, from 12:30 – 1:15 pm.
5. The designated area will be the only approved area for demonstrations and exhibits.
6. Exhibit Hours:

Wednesday, 26 <sup>th</sup>	10:00am to 11:30am and 5:15pm to 7:30pm
Thursday, 27 <sup>th</sup>	7:30am to 6:00pm
Friday, 28 <sup>th</sup>	7:30am to 12:00pm

7. Demonstrations may be conducted prior to the conference, after the conference, and during coffee breaks and lunch breaks, and during the Wednesday night reception.
8. Demonstrations are **not** allowed when the meeting and symposia are in session and during the Thursday night reception.

#### Display Guidelines

1. **Good taste and professionalism are required.**
2. Since PSIG is a technical conference, exhibits are limited to the table top of a standard hotel table. You may have a table-top display, computers and printed literature. You may hang a 2' by 5' sign in front of the table to identify your company. PSIG will provide a literature table for all Providers to use if they desire.
3. The exhibit fee covers table set up, table rental and table cloth or skirt, and electrical access. Solutions Providers who require telephone lines, special voltages, etc. must make arrangements with the hotel for these facilities.