
SERVICE CONTRACTOR CONTACTS:

FREEMAN DECORATING COMPANY

8801 Ambassador Row
Dallas, TX 75247
(214) 634-1463 fax (214) 689-9091

SULLIVAN TRANSFER COMPANY

3817 Irving Blvd.
Dallas, TX 75247
(214) 631-3334 fax (214) 688-1922

AVW-TELAV

815 Main Street
Fort Worth, TX 76102
(817) 870-2100 ext. 3291 fax (817) 335-3408

BOOTH EQUIPMENT

Each 8' x 10' booth will be set with 8' high burgundy & beige back drape, 36" high burgundy side dividers, one 6' x 30" burgundy skirted table, two folding chairs, and a 7" x 44" identification sign.

EXHIBIT HALL CARPET

The exhibit area is carpeted.

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 **February 14, 2003**.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Sunday March 2, 2003 12 Noon - 4:00 PM
All exhibits must be fully installed by Sunday, March 2, at 4:00 PM.

EXHIBIT HOURS

Monday March 3, 2003 8:00 AM - 4:30 PM
Tuesday March 4, 2003 8:00 AM - 4:00 PM

EXHIBITOR MOVE-OUT

Tuesday March 4, 2003 4:00 PM - 8:00 PM

Sullivan will begin returning empty containers at the close of the show.

All exhibitor materials must be removed from the exhibit facility by Tuesday, March 4, at 8:00 PM. All carriers must check-in by Tuesday, March 4, at 6:00 PM or freight will be re-routed.



SHIPPING INFORMATION

Warehouse shipping address:

AM ASSN OF PETROLEUM GEOLOGISTS
Exhibiting Company Name
Booth # _____
C/O Sullivan Transfer Company
3817 Irving Boulevard
Dallas, TX 75247

Sullivan Transfer Company will accept crated, boxed or skidded materials beginning January 31, at the above address. To avoid additional after deadline charges, materials must arrive by **February 26**. The warehouse will accept freight between 8:00 AM - 4:30 PM Monday through Friday.

Show site shipping address:

Please call Sullivan Transfer Company, Exhibitor Services Department at 214/631-3334 for information of shipping materials directly to the facility.

Shipments to showsite should not be shipped to arrive prior to the Exhibitor Move-In date. Any shipments received at showsite after the show opens will be assessed an after Deadline charge. Sullivan Transfer Company's Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound 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.

AUDIO-VISUAL / COMPUTER INFORMATION

Audio-visual/computer equipment may be rented by calling the rental department at AVW-TELAV at 817 / 870-2100 xt. 3291.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 214/634-1463. For shipping assistance, please call Sullivan's Exhibitor Services Department at 214/631-3334.

WE APPRECIATE YOUR BUSINESS.