

2022 GAS LIFT WORKSHOP

Exhibitor Information

Workshop Venue

The 2022 Gas Lift Workshop will take place June 20-23, 2022 at the Norris Conference Center, Houston/CityCentre.

Norris Meetings & Event Center – Houston/CityCentre 816 Town & Country Blvd. Suite 210 Houston, Texas 77024 (713) 590-0950 <u>Website | Map</u>

The Exhibit Hall will be open to workshop participants on June 21, 22, and 23 in the Red Oak Ballroom adjacent to the meeting rooms where courses and sessions will be held. A map of the workshop layout is enclosed, as well as a floor plan for the exhibit hall.

Booth Assignment

Please review the floor plan and submit your preferred booth number when prompted on the registration form. Booths will be assigned on a first-come, first-serve basis. Assignment will take place after exhibitor registration closes on June 10th, 2022 (or earlier if booth spaces sell out). Exhibitors will receive confirmed booth numbers by email on or before June 15, 2022.

Setup & Teardown

Exhibitors will have access to the Red Oak Ballroom for setup on Monday, June 20, from 1:00PM until 5:00PM. Each 10x10 booth will be furnished with a 6' table and 2 chairs. If you require additional furnishings, please let us know. Teardown may begin on Thursday, June 23, following the lunch break.

There are no loading docks, freight elevators, forklifts or on-site storage space available for use at this facility. Please avoid the use of large or heavy items, such as shipping crates.

Booth Staff

All booth staff are required to register for each day they will attend the workshop. Booths should be



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staffed on Tuesday and Wednesday from 8:00AM to 5:00PM and Thursday from 8:00AM to 1:30PM. It is highly recommended that you do not leave any valuables in your booth when unattended.

Registration

Daily meals are included with registration. Breakfast will be served from 7:00AM to 8:00AM, lunch from 12:00PM to 1:00PM, with morning and afternoon snacks available during breaks. If you'd like to sponsor a meal or break during the conference, please email us at <u>info@alrdc.com</u> for packages and pricing.

Each 10x10 booth includes two complimentary workshop passes valid June 21, 22, and 23. Course registration is not included but may be purchased separately. Please be aware that booth setup takes place at the same time as the course on June 20th.

To redeem your complimentary workshop passes:

- 1. Visit our ONLINE REGISTRATION page
- 2. Click the green 'Register' button on the right
- 3. Click the blue 'Enter promo code' text near the top of the window
- 4. Enter your company's unique promo code (found in the body of the exhibitor confirmation email from info@alrdc.com) and click 'Apply'
- 5. Select the number of Registration June 21-23 (Vendor) you would like to redeem
- 6. Click Checkout, and follow the prompts to complete registration

To purchase additional vendor passes:

- 1. Visit our ONLINE REGISTRATION page
- 2. Click the green 'Register' button on the right
- 3. Click the blue 'Enter promo code' text near the top of the window
- 4. Enter the following promo code to unlock vendor pricing: GL22VEN
- 5. Select the number of passes you'd like to purchase for each day the exhibit hall is open
- 6. Click Checkout, and follow the prompts to complete registration

Accommodation

A block of rooms has been reserved for workshop participants at the nearby Moran Hotel. Please click the '<u>Reserve a Room</u>' link below to access exclusive ALRDC workshop rates. Group rates are available until June 5th.



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The Moran Hotel CityCentre 800 Sorella Court Houston, Texas 77024 (888) 248-1256 Website | Reserve a Room | Map

Hospitality Events

If you are interested in sponsoring an after-hours hospitality event for workshop attendees, please email us at **info@alrdc.com** for packages and pricing.

Event Promotion

We know you're busy, so we're providing some ideas and <u>digital assets</u> that you can use to help spread the word about the upcoming Gas Lift Workshop:

- Invite your contacts to attend the workshop! Send personal invitations or email campaigns, share the <u>event flyer</u>, and the <u>link to the event page</u>.
- 2. If you're active on LinkedIn, please <u>follow us</u> and Like, Comment, Share, or Tag relevant people and companies on our posts. You can also share our posts into relevant LinkedIn Groups you may be a member of. People and Brands are encouraged to tag us in their social posts.
- 3. Record a 30-60 second video invitation to visit your booth. Let viewers know who and what will be there and send it to us (or simply tag us on the post) if you'd like us to share it.
- 4. If you're also presenting at the workshop, invite your network to come watch. You can also record a 1-2 minute video summarizing your presentation and send it to us (or simply tag us on the post) if you'd like us to share it.
- 5. Feel free to use any of the promotional copywriting or images we've previously published to promote the workshop. You may copy and paste text from our website, Eventbrite, email campaigns, social media, etc. as needed.

Additional Information & Resources for Exhibitors

Please visit the '<u>Resources</u>' section on our exhibitor info page regularly for new and up to date information that you might find helpful in planning your trip to Houston CityCentre for the workshop. We will be updating this section with resources and information in the days and weeks ahead.

Inquiries

In advance of the event, please direct any questions or concerns regarding the workshop to **info@alrdc.com** and someone will get back to you as soon as possible.



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On-Site Contact

Ronda Brewer will be at the registration table during workshop hours in case you have questions, need assistance, or would like to donate a door prize. Donors are encouraged to attach a business card to prizes. Door prize draws will take place during the final hour of the workshop on Thursday.

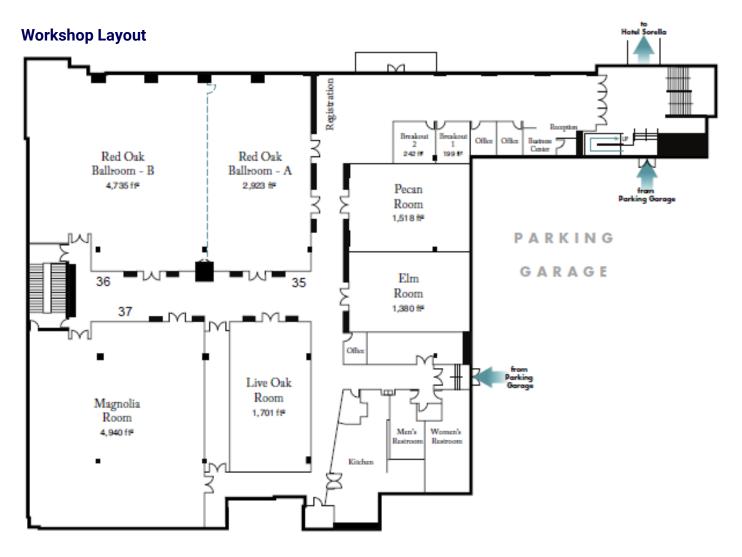






Exhibit Hall

