



Presents

The Spring 2012 Combustion Turbine Operations Technical Forum

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April 16, 2012

The Williamsburg Lodge

Williamsburg, Virginia USA



***100% of CTOTF Forum Attendees
are Turbine Owners/Operators***

Space is limited—reserve early

The Invitation

The Combustion Turbine Operations Technical Forum (CTOTF™) invites you to participate in the CTOTF Spring Trade Show 2012 at the Williamsburg Lodge, Williamsburg, VA.

The Events: *Note: Only registered users may attend conference roundtable sessions.*

Exhibitors/vendors/service providers may attend a specific roundtable session at the invitation of a roundtable Chair or Vice Chair in order to give a presentation or participate on a panel. There are some pre-events that only Super Champion and Champion providers may attend.

Monday, April 16, 2012

11:00 AM—Super Champion and Champion Exhibitor Registration/Begin Setup.

Noon—*Best Practices Awards Luncheon. Registered Exhibitors may attend. Tickets are \$75.00 each.*

1:00 PM— Regular Exhibitors register and begin set-up

4:30 PM —Booth set-up must be complete

5:00 PM—9:00 PM CTOTF Trade Show and Reception

9:00 PM—Tear Down

Tuesday, April 17, 2012

6:00 PM — 9:00 PM —Super Champion HY-PRO Filtration will teach a course on Filtration at CT-Tech. Course fee for non-users is \$75.00 per person.

Wednesday, April 18, 2012

6:00 PM — 9:00 PM — Super Champion Young & Franklin will teach a course on Hydraulic Controls on Combustion Turbines at CT-Tech. Course fee for non-users is \$75.00 per person.

Procedure to Participate:

1. Make a Hotel Reservation by March 10, 2012, Make your reservation in the CTOTF block on line by clicking on the “Make Hotel Reservations Online” link at www.ctotf.org in the Conferences area. OR by calling The Williamsburg Lodge at 1-800-261-9530 (Booking ID 17350) Use the Group Code to get the group rate of \$179.00/plus tax per night,. The block rate includes free in-room internet access, free self-parking, complimentary access to the fitness center and indoor/outdoor pools at the Spa of Colonial Williamsburg and includes NO RESORT FEES. Blocked hotel rooms are limited, so make your reservations early.
2. Make Travel Arrangements. There are three airports: Richmond, VA (RIC), Newport News/Williamsburg (PHF), and Norfolk, VA (ORF). The closest is Newport News Airport—about 15 minutes away. The next closest is Richmond—about 35 minutes away. The furthest is Norfolk—time from that airport is dependent upon tunnel traffic.
3. Choose your preferred booth from the Trade Show diagram. Represented are 6 foot tables. The booths are numbered. It is expected that the reception food will be in the middle the two interior aisles. However, exact position of the food is estimated. Booths are assigned on a first request basis. No guarantee is made as to availability of any booth. **Placement is approximate.** Indicate your 3 preferred booth numbers on the form. If your choices are unavailable, you will be contacted for an alternate. If you choose, you may also call Wickey Elmo at 704-753-5377 to ascertain available booths prior to faxing in your form. Your chosen booth will be on a 24 hour hold while you complete the paperwork and fax it or email it in. Please note that your booth may be moved if required by the fire marshal/hotel.

Completing the Registration Forms:

- Registration requires two pages of forms to be submitted. First, complete the Spring Turbine Users Forum Trade Show 2012 Participation Application (Page 6) by:
 - ◆ Choosing your sponsorships.
 - ◆ Choosing your advertisement size.
 - ◆ Listing your onsite representatives to all events
 - ◆ Listing your first, second, and third choice of Booth (from the trade show drawing).
- Complete the Spring Exhibitor 2012 Summary/Payment Form. (Page 7)
- Fax BOTH forms to 704-753-9988 (WITHOUT additional cover sheet) and then mail your check for the Total due to the address on the Payment form (or pay by credit card by completing the information on the form). You may also email the completed form to Wickey.Elmo@ctotf.org .
- If you do not receive a confirmation email with an invoice that lists your booth number assignment within 3 business days of submitting your forms, please call 704-753-5377 to inquire as to status.
- Shipping/drayage information is sent at the same time you received this information. Make arrangements to have your items shipped to arrive in time for Monday, April 16 setup.

Shipments:

Please be advised that nothing should be shipped that may require a forklift as there are none available.

The Drayage Company for this event is Exhibits Incorporated. You may send ONLY small boxes to the hotel; however, be advised that you will be charged for boxes, storage, and delivery. PLEASE use the drayage company if you are shipping anything. Your shipment will be in your booth ready for you to set up if you use the drayage company. If you have questions regarding shipments, please contact Angie Stubblefield at Exhibits, Inc. Phone: 804-788-4400; email: angie_stubblefield@xhibitsinc.com (there is no “e” for exhibits in the email address or url).

Drayage Information Packets are available on line at

http://www.combustion-turbine-operations-technical-forum.org/Vendor_Info/VendorSpringTshowInfo.html

You may make arrangements for return shipment when you make initial shipment arrangements. You are responsible for insuring your property for loss or damage.

Electrical Needs: If you check the “Need Electrical” box on the Application Form, we will provide you FREE with 120 v power strip and electrical connection. If you do NOT check the box, you will be responsible for your own electrical arrangements and payment with the hotel.

Booth Set-up/Tear down: Super Champions and Champions may begin booth setup at 11 AM or as soon as the drayage company releases the room for setup. Regular exhibitors will begin setup at 1 PM. Booth set-up by all exhibitors MUST be complete by 4:30 PM. Tear Down MUST be at 9:00 PM.

2012 Dates to remember:

Until March 1: Refunds incur a 20% of your order handling fee.

March 1— No cancellations/refunds after this date.

March 10 —Hotel reservations made by this date

Payment must arrive by this date.

Ad copy must be provided by this date.

Final list of Representatives must be submitted.

April 16 — CTOTF Spring 2012 Trade Show 5-9PM

September 17—CTOTF Fall 2012 Trade Show, Rancho Bernardo Inn, San Diego, CA

The Details

Booth Description and Additional Reqs:

Each 10 X 8 foot booth is \$1,650.00 (USD). Each booth includes a company sign, pipe and drape, carpet, a six foot skirted table, two chairs, and admittance for **two** representatives to participate in the CTOTF Spring 2012 Trade Show. Your company will also be listed in the meeting book and will include a short product/service description. **Your booth will include a standard electrical hookup if you indicate on the Participation Form that you need it. Otherwise, you will have to arrange for it and pay for it through the hotel.**

Two reps are included with each booth. Each booth may hold no more than four (4) reps! If you plan to have more than 4 reps, get an additional booth! Additional Rep reservations made at time of form submission are \$125.00 each. ADDITIONAL REP reservations to the trade show made after March 10, 2012, will cost \$150.00. You may change the name of your reps at any time without charge. (Additional rep slots are transferrable but not cancellable.) NOTE: If you send additional representatives at the last minute, please have the representative bring \$150 in cash or check with him/her otherwise he/she will NOT be admitted. We will no longer bill separately for additional reps who show up on site without prior arrangement. However, the rep will be given a hand written receipt.

Beverage Tickets for distribution to attendees at the Spring Turbine Users Forum Trade Show 2012: \$7.00 each. Beverages during the Exhibition may only be obtained by a drink ticket. (Beverage tickets are *non refundable*.) On-site they are \$7.50 ea. (**Cash or checks only accepted on-site.**) **No beverages will be obtained during the Trade Show without a ticket.**

Functions: Sponsor a breakfast, break or lunch for the attendees. You may have up to 3 representatives attend the function you sponsor without additional cost. You may place literature on the tables and you may place a sign at the entrance to the function area saying that you are sponsoring the function. A Flat fee is charged for each event sponsorship. You may also co-sponsor a function. Each co-sponsor is allowed 1 rep to attend the function.

CTOTF Chair and Vice Chair Shirts: These items have the CTOTF logo embroidered on them. Shirts are for the Roundtable Chairmen and Vice-Chairmen to wear throughout the week (different color each day). Your sponsorship will be noted in the Meeting Book and announced during the meeting.

Advertisement in Bound Meeting Book:

The Meeting Program Book is wire bound and includes the agendas, questions submitted in advance, and the attendee list. The back of the book is devoted to vendor advertisements. **If you place an ad, you will receive a copy of the book at registration. Additional copies are \$100.00. Ad copy must be sent in by March 10, 2012.** Ad copy should be a PC graphics file, (e.g., .png, .bmp, .jpeg, or .tif). Finished sizes are:

1/4 Page: 3 3/8" wide X 4 3/4" long (Portrait orientation);

1/2 Page: 7 " wide X 4 3/4" long (Landscape orientation);

Full Page: 7" wide X 9 3/4" long (Portrait orientation).

—each with surrounding white space.

The Back Cover is in color and is 8 1/2" X 11". Ads must be sent to Wickey Elmo at Wickey.Elmo@CTOTF.org. Special Champion/Super Champion Pricing is noted on the Sponsorship page.

NOTE: Copies of the Meeting Program Book are available **only** to CTOTF meeting attendees **and advertisers**. **NO ADDITIONAL ATTENDEE LIST WILL BE PROVIDED. YOU MUST BE AN ADVERTISER TO RECEIVE THE BOOK.**



**Ads in by
March 10**

Cancellation/ Refunds:

Exhibition registration may be cancelled prior to February 15, 2012 . Cancellations will be accepted until March 1, 2012. The fee is refundable prior to March 1, 2012, LESS a handling fee of 20% of your total order. After March 1, 2012, fees are **non-refundable**.

Caveats and Restrictions:

Only Exhibitors and their representatives who have paid the required fees will be allowed to participate.

Submitting your Application cer- tifies that you have read and agree to abide by the terms of this notice and of this section specifically.

Exhibitors are restricted from applying anything to the walls of the facility. Exhibitors are liable for any damage to the hotel caused by their actions. **Exhibitors shall not extend their booths into the aisle or outside their confirmed space.** Pop-up displays are allowed as long as they fit into the space purchased and do not restrict access to other exhibitors.

Please note that the Hotel (and thus, CTOTF) reserves the right to change the layout of the exhibit space as necessary. If any change materially affects your booth assignment, you will be consulted if time permits. If the room where the exhibition changes, every effort will be made to ensure your relative position choice.

"[EXHIBITOR] hereby assumes entire responsibility and liability for losses, damages, and claims arising out of the exhibitor's activities on the Hotel's premises, covenants not to sue, and agrees to indemnify, defend, and hold harmless the Hotel, its owners, its parent corporation, Goose Creek Systems, Inc., CTOTF, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents from any and all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Hotel and its employees and agents.

[EXHIBITOR] shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$1,000,000 Combined Single Limit for personal injury and property damage.

The Hotel, its owners, its operator, and Goose Creek Systems, Inc./CTOTF shall be included in such policies as additional named insureds. In addition, [EXHIBITOR] acknowledges that neither the Hotel, its owners, its operator, nor Goose Creek Systems, Inc./CTOTF maintain insurance covering exhibitor's property and that it is the sole responsibility of [EXHIBITOR] to obtain business interruption and property damage insurance insuring any losses by [EXHIBITOR]".

Questions?

If you can't find the answer herein, please call Wickey Elmo at 704-753-5377, Monday through Friday, between 9 AM and 5 PM Eastern time. Or email her at wickey.elmo@ctotf.org or wickelmo@carolina.rr.com.

Note: You may view the Trade Show Booth layout by going to www.CTOTF.org and following the Vendor links for the Spring Trade Show. The booth layout will be updated on a daily basis with the names of the exhibitor in each booth. The Booth Layout online is scalable by using the scale on the left of your screen.



**Spring Turbine Users Forum Trade Show 2012
Exhibitor Application—Page 1 of 2**

Complete this form and submit along with the Exhibitor 2012 Summary/Payment Form to: Wickey Elmo. Fax: 704-753-9988 and mail with check (to arrive by March 10) to: CTOTF, 6224 Howey Bottoms Rd., Indian Trail, NC 28079-7529—NO COVER SHEET IS NEEDED!

<i>Sponsorships</i>	<i>Indicate Day (Mon-Thurs) Or Qty</i>	<i>\$ Total</i>	<i>Ad rates for Champs & Super Champs</i> Price USD ea.
<input type="checkbox"/> Breakfast <input type="checkbox"/> Buffet <input type="checkbox"/> Plated	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 1/4 Page \$475.00 <input type="text"/>
<input type="checkbox"/> Lunch— <input type="checkbox"/> Buffet <input type="checkbox"/> Plated	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 1/2 Page \$875.00 <input type="text"/>
<input type="checkbox"/> PM Break—	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Full Page \$1,250.00 <input type="text"/>
<input type="checkbox"/> Beverage Service —	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Inside Front or Back Cover \$2,500.00 <input type="text"/>
<input type="checkbox"/> CTOTF Shirts for Chairmen (\$50 each)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Outside Back Cover \$3,500.00 <input type="text"/>
<input type="checkbox"/> Other: _____	<input type="text"/>	<input type="text"/>	Ad Subtotal: <input type="text"/>
Sponsorship Subtotal: <input type="text"/>			

Transfer Subtotals to appropriate space on Form 2

<i>Booth Representatives :</i> <i>(Name as to appear on Badge)</i>		<i>Choose Booth Area (s) #:</i>
1.	No Charge	First Choice <input style="width:100%;" type="text"/>
2.	No Charge	Second Choice _____
3.	\$125.00 or 2nd Booth	Third Choice _____
4.	\$125.00 or 2nd Booth	
5.	\$125.00 or 3rd Booth	
6.	\$125.00 or 3rd Booth	
Additional Reps \$ Subtotal		

Sign up the following reps for the CCJ/CTOTF Best Practices Awards Luncheon—Cost \$75.00 each

Sign up the following reps for CT-Tech Tuesday Evening Session (\$75.00 each):

Sign up the following reps for CT Tech Wednesday Evening Session (\$75.00 each):

Comments/Special Requests:

- We need a free standard electrical connection
- We are having a raffle at our booth. Item to be raffled: _____ (information needed for announcement in the meeting book)

Email your latest product description (35 words or less) for the meeting book and final rep list by March 10, 2012 to wickey.elmo@ctotf.org

Company Name:



Exhibitor Spring 2012 Summary/Payment Form

Please complete **both** forms.

Fax (without additional cover sheet) to:
Wickey Elmo at
704-753-9988

And

Mail with payment to arrive **BY 3/10/11** to:

CTOTF
6224 Howey Bottoms
Road, Indian Trail, NC
28079-7529

Checks should be made payable to:

CTOTF / Goose Creek Systems, Inc.

And Reference: **CTOTF - Spring 12**

(Fed Tax ID 56-1950065)

Confirmation Invoices will be emailed within FIVE business days

By submitting this form Exhibitor acknowledges that it understands and will comply with the restrictions and caveats outlined in this Invitation and on the website www.ctotf.org

****Copies of meeting book available only to advertisers.**

Item	Amt./Descrip.	Total \$
Number of Booth(s) (Indicate Booth Number Choices on Form 1)	_____ @ \$1,650.00*	
Ad	Size: _____ Page	
Beverage Tickets	_____ @\$7.00 each*	
Additional Reps	Monday _____ @\$125.00 each* (over 2 in booth)	
Monday Best Practices Awards Luncheon: _____ @ \$75.00 each Tuesday CT-Tech: _____ @ \$75.00 Wednesday CT-Tech: _____ @ \$75.00		
Sponsorships _____ Fill In Subtotal from Form 1:		
Additional Meeting Books**	_____ @\$125.00	
Grand Total \$ (U.S.) Due:		

Technical Contact Name:		Admin Contact Name	
Company:			
Address:		City/State/Zip:	
Phone:		Cell:	
Fax:			
Email:			

Method of Payment:

Check—***Preferred***
P.O Number: _____

Visa

MasterCard

Amount to Charge: \$ _____ (US)

No exhibitor will be admitted without prior payment. Cancellations will not be accepted nor any refund made after **March 1, 2012**

Payments by Wire Transfer may incur an additional \$50.00 fee.

For further information contact Wickey Elmo at 704-753-5377 or at WickElmo@CTOTF.org

Email invoice to: _____

Credit Card # _____

Name on Credit Card _____

Signature _____

Email address and Phone number of credit card holder if different from above

Exp. date on card _____

CVV2 Number—last 3 digits on back of card _____

Zip Code on billing address _____

Form 2 of 2—Both forms to be submitted

CTOTF Spring 2012 Available Sponsorships:

Full Sponsorship allows for 3 reps to attend function.

Arrangements may be made for additional reps if necessary.

Half Sponsorship allows for 1 rep to attend function.

Breakfasts: Full breakfast buffets: \$3,700.00

Plated: \$2,700.00

Omelet Station add-on: \$1,350.00 (Considered a half sponsorship)

Monday through Thursday Breakfasts are available for sponsoring

Half Sponsor would be half of above prices.

Lunches:

Monday - Not available for individual sponsorship:

Best Practices Awards Luncheon—Tickets are \$50.00 each

Tuesday Lunch—Not available

Wednesday and Thursday: \$4,000.00 each

All Day Beverage Service: \$1,750.00 (no rep attendance) Monday not available

Half Day Beverage Service: \$875.00 (no rep attendance)

PM Breaks:

~~Monday - \$1,800.00 (traditionally, Ice Cream Sundaes) (Half would be \$900.00)~~

~~Tuesday - Thursday = \$2,150.00 each (half would be \$1,075.00 each)~~

Shirts for Chairs and Vice Chairs: \$200.00 increments. (28 increments available)

Ad Rates:

~~Outside Back Cover: \$3,500.00~~

~~Inside Back Cover: \$2,500.00~~

~~Inside Front Cover: \$2,500.00~~

Full Page: \$1,250.00 ea

$\frac{1}{2}$ Page: \$875.00 ea

$\frac{1}{4}$ Page: \$475.00 ea

Questions/suggestions: Contact Wickey Elmo at 704-753-5377

or email wickey.elmo@ctotf.org or wickelmo@carolina.rr.com

