




Montana ENERGY 2012

Connecting Business Creating Jobs

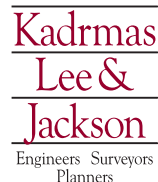
Montana's Leading Energy
Conference & Trade Show

April 3-4, 2012

Trade Show Prospectus

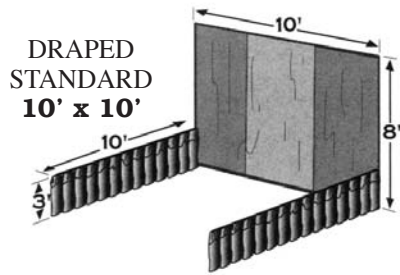
*MetraPark Expo Center
308 6th Avenue North
Billings, MT*

www.montanaenergy.net



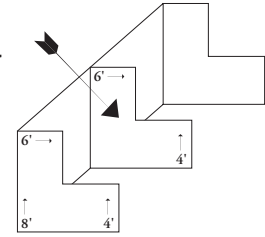
HOW TO RESERVE SPACE

Simply return the enclosed exhibit space application form indicating the location(s) you prefer with alternate choices.



DRAPED DISPLAY BOOTHS

**OPEN VIEWING
PREFERRED
SET-UP**



You may extend the sides of your exhibit six feet from the back wall (and eight feet high if needed). The remainder of the side space must conform to the four foot height as shown. All booths are draped. Back drape is 8 ft. high, side drapes are 3 ft. high. Electricity is available from the facility 110 volt power or 220 volt (limited resource) may be ordered at cost. Please see "Special Services" on the space application. Additional PROPS ...carpet, lights, signs, chairs and tables...may be contracted at your expense with the official show decorator; www.kjconventions.com/energy K & J Convention Decorators phone (406) 442-3238

EXHIBITOR RENTAL RATES

Type of Booth	Size	Rate
Single	10' x 10'	\$650.00
Corner	10' x 10'	\$799.00

EXHIBITOR MOVE-IN

Monday, April 2nd, 2012 from 8:00 a.m. to 8:00 p.m.

*(Move-in by assigned times; based on your location within the facility
You will be notified of your set-up time on or before March 19th)*

EXHIBITOR MOVE-OUT

(No tear down before 6:30 p.m.)

Walk Out Only - Wednesday, April 4th, 2012 from 6:30 p.m. to 9:30 p.m.

Large Equipment - Thursday, April 5th, 2012 from 8:00 a.m. to Noon.

Dates: April 3rd & 4th, 2012
Place: The Expo Center, Metra Park, Billings, MT
Hours: Daily 9:00 a.m. to 6:00 p.m.

E-mail: mtenergy2012@gmail.com

METRAPARK EXPO CENTER - BILLINGS, MT



Building Floor Plan

Small Bay

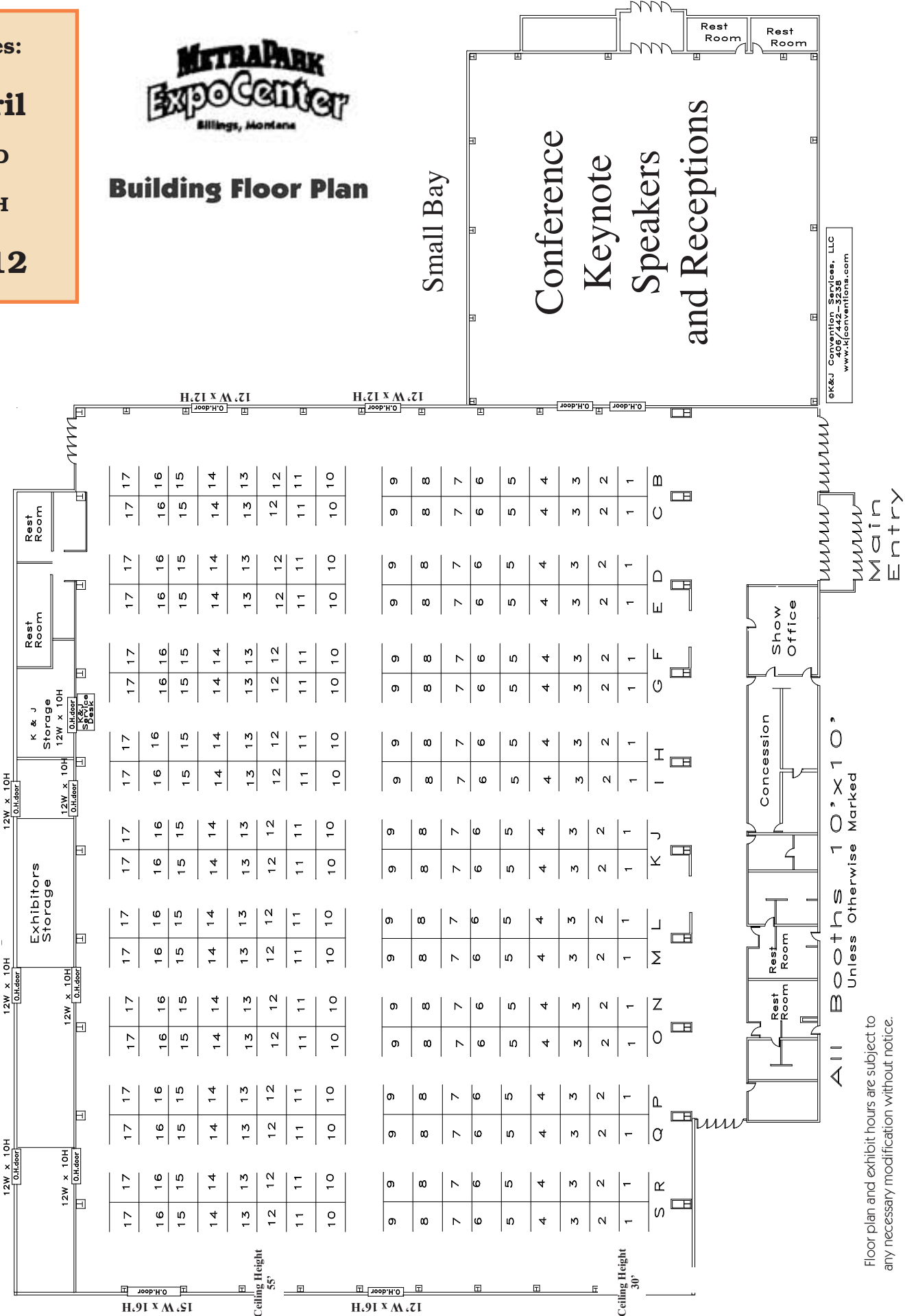
Conference
Keynote
Speakers
and Receptions

©K&J Conventions Services, LLC
406.714.3258
www.kjconventions.com

Dates:
April
3RD
&
4TH
2012



Large Bay



All Booths 10' x 10'
Unless Otherwise Marked

Floor plan and exhibit hours are subject to any necessary modification without notice.

Montana Energy 2012 Conference

In order to maintain the integrity of the *Montana Energy 2012 Conference* and provide the energy industry quality exhibits of diverse categories and substance, exhibitors must meet one or more of the following criteria.

Products or Services used:

- In research, development or construction phase of energy resources
- In on-site supply and support
- In transportation process

Each exhibiting business must have a minimum of one exhibit space. Sub-leasing is not permitted.

Promotion (i.e. – signage, business cards, photos, products) of businesses, product or individuals not represented in the current conference is not permitted.

Solicitations and/or distribution of materials within the facility and the parking areas by non-exhibitors are not permitted. Within the facility, aisles are public domain; exhibitors may promote within their exhibit space only.

Religious, political, environmental, health, arts and crafts content are not permitted. Show management retains right of refusal.

Raffle sales are not permitted. Prize drawings must be completed and awarded at the close of each conference.

Each exhibitor has until September 10th annually to exercise first right of refusal. After which time current renewal exhibitors have the right to enlarge their existing exhibit space or relocate prior to accepting new exhibitors. New exhibitors must meet the above criteria categories and are provided on a first come, first serve basis.

If the conference has not sold out 30 days prior to event dates with exhibitors from the above criteria, it will make exhibit space available from a "waiting list" compiled annually on a first come, first serve basis. Exhibitors on the waiting list which are related products and services may exercise the privilege to participate on a one-time only basis and must re-apply annually. Montana Contractors Association (MCA) and Montana Petroleum Association (MPA) members have first preference from the "waiting list".

Montana Energy 2012 Conference Mission Statement

To provide value, at the same time meeting the expectations of both exhibitors and attendees while maintaining integrity.

TERMS AND CONDITIONS

1. Space: The contracted space must be used solely by the exhibitor whose name appears on the contract. No portion may be sublet or assigned. Each exhibitor must be in place by **9:00 A.M., on opening day of the show**. All booths must be manned during the show hours and removal of goods prior to show closing is strictly prohibited.
2. REASSIGNMENT: Management shall have the right and privilege of moving an exhibitor to another location in order to conform to all City, State and Federal laws and regulations and the general display requirements and guidelines of management.
3. All contract agreements shall expire with the closing of the show. Merchandise and goods must be completely moved from the premises by noon the day following, close of show. No labor union jurisdictions apply.
4. All exhibitors must comply with the City of Billings ordinances and regulations, and with Fire Marshal instructions of Yellowstone county for additional information call (406) 657-8423. Combustible exhibit and display materials must be flameproofed. Explosive materials are not allowed on the premises. All motorized equipment may **not** be operated on the premises during show hours. Gas tanks must be approximately 1/4 full and tank openings must have a secure cap and be taped to prevent fumes from escaping. Battery cables must be disconnected and taped to prevent contact.
5. The facility will sweep and clean the aisles, but exhibitors must, at their own expense, keep their spaces cleaned and their exhibits in good order. Removal of packaging from the building to dumpster is each exhibitors responsibility.
6. Direct sales are encouraged. Demonstrations within assigned space are permitted; with the understanding that sound levels **must not** interfere with neighboring exhibitors.
7. Drawings are permitted. Sorry ... **no raffles**. Prizes must be awarded by close of the show. Winners name(s), address and phones reported to show manager will be verified.
8. LICENSES: The Lessee shall procure at its own cost and expense any necessary licenses and official permits necessary for the purpose of displaying and exhibiting merchandise at Show.
9. Exhibit Content and Manner of Use: the Montana Energy 2012 committee reserves the right to make decisions relative to show content and reserves the right to reject exhibitory which it deems detrimental or not specifically appropriate to the Show. Restrictions - Management reserves the right to require removal of all items of merchandise or service not described on the Space Application, and to restrict or remove exhibits that have been falsely entered, violate this agreement or are deemed by management in its sole discretion as unsuitable or objectionable. Exhibits deemed unsuitable or objectionable must be removed if the conditions are not immediately corrected after one verbal warning. Unsuitable and objection exhibits include, but are not limited to, noise, public address systems, obstructed sightliness, persons, animals, birds, things, conduct, printed matter, odors, food, or anything objectionable to management, the facility or the general public. The exhibits removed under this paragraph shall not receive a refund.
10. AISLES: The aisles, passageways and overhead spaces remain under the control of the Management, and no signs, decorations, banners, advertising matter or exhibits, will be permitted in those areas except by permission of the Management. All exhibits and personnel must remain within the confines of their own spaces and no Exhibitor will be permitted to erect sign or display above 10'
11. DISPLAYS: No signs, partitions, apparatus, shelving, etc., may extend more than ten feet above the floor along the rear of an exhibit.
12. DELIVERY: All shipments must be PREPAID.
13. EXHIBIT HOURS: Management shall determine and publicize the exhibit hours the show will be open to the public each day.
14. All money, deposits and payments are non-refundable. A 50% deposit is required to hold each space, and the balance is due no later than 90 days prior to show. Previous years exhibitors have a deadline of 30 days after the 1st mailing to maintain the same booths they had during the previous year(s) show. If exhibitor fails to make payment when due, this agreement may be cancelled by management without notice. No exhibit will be permitted until booth fee is paid in full. **FORFEITURE UPON DEFAULT:** In the case of failure of Lessee to make any of the payments, or any part thereof, or to perform or observe all of the conditions, covenants, and restrictions herein set forth, this contract shall, at the options of the Lessor, be extinguished, and Lessee shall forfeit all payments made on this agreement, and such payments shall, with or without notice or demand of any kind, be retained by Lessor as partial satisfaction of all damages sustained. Late fee(s) will be access when appropriate. Should suit be commenced or an attorney employed to enforce the terms of this agreement, Lessee agrees to pay such additional sum as the court may adjudge reasonable as attorney's fees in said suit, and Lessee agrees to pay Lessor's costs.
15. CANCELLATION OF CONTRACT: If this agreement is cancelled by exhibitor for any reason, or by management because of exhibitor's default or violation of this agreement, monies paid to management by exhibitor shall be retained as follows: If written cancellation occurs 120 days or more before the start of the show, management shall retain the required deposit as noted on this agreement and return the balance to exhibitor. If cancellation occurs within 90 days of the show, the entire amount paid to date by exhibitor shall be retained by management. The retained monies shall be liquidated damages for the direct and indirect costs incurred by management for organizing, setting up and providing space for exhibitor, and losses and additional expenses caused by exhibitor's withdrawal including resale of the space. **ANY CANCELLATION MUST BE IN WRITING.** In the event the Exhibitor's check is returned by a bank due to insufficient funds, a \$50.00 administrative fee will be charged.
16. Eventualities: management shall not be liable for any damages or expenses incurred by exhibitors in the event the show is delayed, interrupted or not held as scheduled. If for any reason beyond the control of the management, for "cause or causes" the show is not held, management may retain as much of the amount paid by exhibitors as is necessary to defray expenses already incurred by the management. The "cause or causes" listed will include, but not limited to, such items as: fire, lightning, flood, casualty, explosion, weather, epidemic, earthquake, acts of public enemies, acts of terrorism, riots or civil disturbances, strike, lockout, boycott, or other acts of God.
17. Liability: neither the Montana Contractors' Association (MCA), the members, officers, directors, and the manager of the Show, nor any member of the show committee, will be responsible for any injury, loss, or damage that may occur to the exhibitor, or to the exhibitor's employee or property from any cause whatsoever, prior, during or following the period covered by the exhibit contract. The exhibitor, on signing contract, expressly releases the above-mentioned Association, individuals, committee, and management from any and all claims for such loss, damage, or injury. Security will patrol booths at night, giving ordinary care. If insurance is desired, it must be placed by exhibitor at their own expense. It is recommended that each exhibitor have Public Liability Insurance to protect against claims arising from the operation of their exhibit. You are encouraged to take small portable items with you overnight.
18. Each exhibitor is responsible for any damage he/she or his/her employees may cause to the premises of the or products of K & J Convention Decorators.
19. DISPUTES BETWEEN EXHIBITORS: Management shall have no responsibility for settling any dispute between exhibitors and exhibitors expressly release management from any liability for any disputes between exhibitors, including, but not limited to, violations of unfair trades practice laws or patent or copyright laws by any exhibitor.
20. Amendments: the management shall have full power to interpret and so make or amend these rules. Wherever these rules do not cover, the MCA reserves the right to make such rulings as may appear to be in the best interest of the Show, and the exhibitor agrees to accept and abide by such rulings.
21. Parking: Public paved parking spaces are on the East side of the facility. **Exhibitor parking will be on the South East side of the building.** Parking regulations will be enforced pursuant to government parking regulations.
22. Set-up and Tear-down: Exact times for set-up will be assigned according to booth location. A forklift is available at a hourly charge. Set-up date is Monday, from 9:00 a.m. - 9:00 p.m. at which time the large 18'x16' over head doors at the West side of the facility will remain open. **(NOTE: The large overhead door will be locked on event days) only walk-in entry will be available. All exhibitors must be in place by 9 am on opening day of the show!**
23. Normal building security is provided during show dates but management will not be held liable for any loss.
24. EXHIBITOR MANUAL: The exhibitor's manual, as established in writing for all exhibitors by management, is part of this agreement.

All exhibits will remain in place until show closing.



April 3-4, 2012 Space Application "Timed for Sales Results"

This agreement is made on (date) _____ by and between the Montana Contractors' Association (MCA) is a non-transferable contract to lease exhibit space with: (PRINT CLEARLY)

Business Name _____ E-Mail: _____
 Contact Person _____ Title: _____ Telephone (____) _____
 Address _____ Fax (____) _____
 City _____ State _____ Zip _____ Cell phone (____) _____

All Must Complete: Exhibitor agrees to use the space for the following brand(s) and listed purposes (This info. used for advertising purposes) description:

Exhibit Space(s) Request:

SPECIAL SERVICES (check all that apply) *see description under booth provisions

Total number of Booth Spaces Requested: _____

- _____ *Forklift at your expense; minimum \$50 - Prepaid Voucher Required during set-up
- _____ *Power source of 110 volts (equal to 2 standard electrical plug-ins) \$35.00 each
- _____ *Power source 220 volts at your expense \$120. Limited quantities-must be prepaid.
- _____ *Water needed. (you must provide at least 250 ft. of hose)
- _____ *Wireless Internet \$125.00 deadline 3/19/12

Booth Location Preferences:

Row	Booth#
1st Choice(s) _____	_____
2nd Choice(s) _____	_____
3rd Choice(s) _____	_____

If electrician required rate is \$35 per hour
 Natural Gas is not available. Propane must meet Billings Fire Dept. Code.
 Overnight Security provided.

Total Amount due for Exhibit Space(s): _____ x \$ _____ = \$ _____
of booths cost per space
 SPECIAL SERVICES (see above right) + \$ _____

Payment due within 7 business days

Member in good standing with: MCA, MPA, BSED
(circle)

Submit Total Payment: \$ _____

Terms:
 I/we have read, understand, and agree to the Show Terms and Conditions contained in this prospectus, and agree to abide by the rules and regulations within the Exhibitor Manual as set forth by the MCA and agree to hold harmless the MCA and its members, officers, director, agents, respective tenants, and manager of the Montana Energy 2012 from any claims, liability, or damage to person or personal property as a result of entering into this agreement for the Montana Energy 2012.

Authorized & Signed by: _____ Exhibitor Signature

_____ print: Full name Evening phone (____) _____
 Date _____ Email: _____

MAKE CHECKS PAYABLE TO: MCA
 WE ACCEPT CHECKS OR CREDIT CARDS, 4% Convenience Fee may apply

CREDIT CARD INFO Full Payment only - Print Clearly

VISA/MC# _____ SECURITY# _____
 Card Exp. Date ____ / ____ Zip Code on Account _____

OFFICE USE ONLY:

Date rec'd _____
 Amt. rec'd _____
 Pay. Form: _____
 Check# _____
 Credit Card _____
 Bal. due _____
 Booth Row(s): _____
 Booth #'s _____

Please SIGN AND RETURN to: MCA, P.O. Box 4519, Helena, MT 59604-4519
 501-C6 Not for Profit Tax ID #81-0169454

OUR INSURANCE REQUIRES AN APPLICATION FROM EACH EVERY EXHIBITOR

Sign the agreement, keeping a photocopy for your records, and mail or fax with your payment. FAX:406-449-3199



PRSRT STD
U. S. POSTAGE
PAID
GREAT FALLS,
MONTANA
PERMIT NO. 151

MONTANA'S LEADING ENERGY CONFERENCE AND TRADE SHOW

MCA
P.O. Box 4519
Helena, MT 59604-4519

MONTANA ENERGY 2012

Connecting Business – Creating Jobs

Montana Energy 2012 is the largest avenue to discuss Montana's energy potential. We invite you to take advantage of the opportunity to generate ideas and connect with businesses. The two-day comprehensive conference and tradeshow includes energy industry representatives, suppliers of goods and services, contractors, local government officials and economic development professionals. The event provides an all-encompassing discussion of Montana's energy potential.

Montana Energy 2012 is designed to:

- Connect businesses to build a strong energy future for Montana
- Identify energy opportunities to capitalize on Montana's energy resources
- Discuss economic impacts and growth environment for Montana's energy development
- Discover employment opportunities to fuel the future of energy

Reserve booth space to become part of this exciting event!



April 3 & 4, 2012

www.montanaenergy.net
E-mail: mtenergy2012@gmail.com

Phone: 406-899-2099
Fax: 406-449-3199

P.O. Box 4519 • Helena, MT 59604