



**89th Annual GPA Convention
March 21-24, 2010
Austin, Texas**

Hospitality/Vendor Night Information Packet

Information Includes:

- Company Entertainment Rules
- GPA/GPSA Hospitality Point System
- Calculation of Hospitality Points
- Hospitality Request Form
- Hospitality Listing
- Hospitality Opportunities
- Vendor Night Information
- Vendor Night Request Form **> NEW!!!**
- Description of Suites, including floor plans and pricing

Company Entertainment Rules

Both GPA and GPSA subscribe to long-standing rules that are designed to promote the serious purposes of the GPA Convention and to provide an equitable and competitive atmosphere in which to conduct intercompany business.

The principal rules applicable to Convention entertainment are:

- Hospitality rooms are to remain closed during scheduled Convention functions.
- Company-sponsored outside activities and outings are not to conflict with scheduled Convention functions. **Hospitalities cannot start before 7:30 p.m. Sunday or 5:30 p.m. on Monday.**
- Private parties in excess of 40 persons are not permitted at any time during Convention dates.
- Advertising, including posting of hospitality suite signs in lobbies or hallways, is not permitted; hospitality room numbers may be posted only on the Hospitality bulletin board that will be located near the registration area.
- A "hospitality listing" brochure will be printed and available in the Registration area. To be listed, your company must have submitted a "Hospitality Request Form" to the GPA office.
- Use of public rooms in Convention hotels for hospitality must be scheduled through GPA.

Rule violations and any questions will be addressed by the GPSA Rules Committee.

GPA/GPSA Hospitality Point System

Because there is typically a substantial demand for space during the annual meeting, an objective point system was developed to impartially allocate hotel entertainment space. GPA Staff attempts to address all concerns regarding the assignment of hospitality suites and public space, but this point system, which rewards member companies for GPA/GPSA participation, ensures we can be objective about space assignments.

On an annual basis, GPA staff calculates each member company's points based on the following system:

Calculation of Hospitality Points

- Points are awarded for the number of years of Association membership (either GPA or GPSA) - We award one point for each year, with a maximum of twenty points total.
- Each company that participates as a sponsor of the GPA Cooperative Research Program receives one point for each \$1,000 dollars contributed to the program during the most recent program year. (Please see the attached list to determine if your company is a current sponsor of the program.)
- Ten points are awarded if your company is a member of GPA or GPSA Board of Directors.
- Twenty points are awarded if the company provides an officer to either GPA or GPSA (e.g. president, vice-presidents, treasurer).
- Twenty points are awarded for each committee chair or vice-chair that a company provides for GPA or GPSA.

Fax to: Christine Simpson
(918) 493-3875 or email:
csimpson@gasprocessors.com
Phone: (918) 493-3872
by January 22, 2010

Hospitality Request

Available only at the Hilton Austin
GPA 89th Annual Convention
Austin, TX - March 21-24, 2010

Other types of hospitalities exist (such as ice cream/desert bar, water, etc.), contact Christine Simpson for more information

- ◆ Requests must be made through the GPA office for those requiring space for Hospitality functions.
- ◆ Space will be distributed to those responding by January 2, 2010 using an objective point system (see insert in packet).
- ◆ Requests after January 22, 2010 will be made on a space available basis.
- ◆ **To request hospitality space you must be pre-registered for the convention.**
- ◆ If hospitality confirmation is not received by February 19, 2009, please contact our office.
- ◆ Space will not be allocated until after January 22, 2010.

Name: _____ Company: _____
Phone: _____ Fax: _____ E-mail _____

Payment Information: American Express Visa MasterCard DinersClub

A credit card is required in order to hold hospitality space for a suite only. GPA will not make charges on your card, but the card information is given to the hotel in order to hold your request.

Card Number _____ Expiration Date _____

Name (as it appears on the card) _____

Signature _____

Hospitality participants have two options to consider upon choosing space within the hotel.
The options are "Hospitality Space" (on Convention Floor) on Monday night,
or "Hospitality Suites" (in sleeping section) available on Sunday and Monday night.

Dates/Operating Hours: _____

Hospitality Space Request (space is complimentary) *Do not fill this section out for suites:*

Available Monday night only. Hospitality space are rooms in the hotel that are used for meetings or banquets. They come in a variety of sizes from 20 people to ballroom sizes. If you are considering hospitality space, we will need to know approximately how many people will be in the room at any given time, and approximate square footage required. Setup times will be dependant on room availability.

Square feet (required): _____; and Amount of flow in the room at any given time: Number of people _____

Hospitality Suite Request:

Hospitality suites are located in the sleeping section of the hotel. They are a variety of sizes. Comprehensive information is attached.

- No suite is needed
 Suite is needed (see below):

Room Type Requested (Number 1, 2, 3 in order of Preference).
This is for the night of your hospitality function **only**.

<u>Room Type</u>	<u>per night</u>
____ Capital Suite (1 bedroom)	\$499.00
____ Corner Suite (0 bedroom)	\$399.00
____ Deluxe Parlor (0 bedroom)	\$339.00

Nights you want Suite (not adjoining rooms):

night of <u>March 21</u>	night of <u>March 22</u>	night of <u>March 23</u>	night of <u>March 24</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For Sleeping Purposes (Adjoining Bedrooms only)

List sleeping room requirements (separate from/in addition to hospitality suite).

List all dates sleeping rooms are needed:

1st Adjoining Room

	night of <u>March 21</u>	night of <u>March 22</u>	night of <u>March 23</u>	night of <u>March 24</u>
\$219 Single	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$219 Double	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2nd Adjoining Room

	night of <u>March 21</u>	night of <u>March 22</u>	night of <u>March 23</u>	night of <u>March 24</u>
\$219 Single	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$219 Double	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- This is for room **separate** from suite.

We will develop a "Hospitality Listing" brochure that will be available in the registration area.

Do you want your hospitality to be listed in the "Hospitality Listing" brochure? Yes No



Working with GPA to build a better global light hydrocarbons industry

Vendor Night - GPA Convention

An exciting opportunity.....

- Replaces the Sunday night Public Space Hospitalities (private, suite space hospitalities will continue)
- Utilize GPSA Early Bird Reception for the event, the convention's largest free-time social gathering
 - It will enhance reception (we will have it in a much larger room).
 - Expand the reception to 2 ½ hours (5:30-8:00 p.m.). It is historically 1½ hours, 6:00-7:30 p.m.)
 - GPSA will continue to provide the beverages, but no food.
 - Only pre-registrants and GPSA Entertainment Sponsors can participate in "Vendor Night"
 - A maximum of 15 companies will be chosen. If less than 15 companies apply before January 22 they will all be chosen and we will continue to add companies on a first pay, first serve basis until the available slots are filled.
 - Space assignments will be made randomly.
 - They will be given an assigned area (approx. 10x10 or 12x12, depending on actual room size available) to have an exhibit around the perimeter of the room. Some will choose to have an elaborate setup and some may just have a simple table top setup.
 - Each chosen company will be invoiced for \$1,000 for the right to the space.
 - Each company must work directly with the hotel for any associated costs (just like hospitalities do). Examples are finger foods, deserts or other items to pull the crowd, electrical, signage/banners, setup, cleanup, etc.
 - They can remain open as long as the customers stay (even after the reception officially ends when the bars close at 8:00 p.m.).

Vendor Night Request

Available only at the Hilton Austin Downtown

**GPA 89th Annual Convention
Sunday, March 21, 5:30 p.m. - 8:00 p.m.**

(at the GPSA Early Bird Reception)

We are delighted to host a Vendor Night

- ◆ Limited to entertainment sponsors
- ◆ Requests must be made through the GPA office for those requiring space for Vendor Night.
- ◆ **To request vendor space you must be pre-registered for the convention.**

Selected Vendors will receive:

- ◆ Access to exhibit space around the perimeter of the GPSA Early Bird Reception room
- ◆ Company name advertised in the GPA Convention Program (name only, no company logo)
- ◆ Company name listed in the Convention Hospitality/Vendor Night Brochure

Company: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Coordinator: _____ E-Mail: _____

Phone: _____ Fax: _____

*Vendors' Night Exhibitor's Fee is \$1,000 and is payable in advance (upon GPA confirmation).
Non-entertainment sponsors will be charged an additional \$325*

CREDIT CARD INFORMATION

Type of Credit Card:

American Express Visa MasterCard Diners Club Check Enclosed

Name on Card: _____

Credit Card #: _____ Exp Date: _____

Signature: _____

Fax to:
Christine Simpson
(918) 493-3875
Phone: (918) 493-3872
Email: csimpson@gasprocessors.co
by January 22, 2010

Marketing Opportunities

Although many companies host hospitalities or participate in vendor night to market their company and products, hospitality space is only one option available to gain exposure and expand your market. We encourage you to “think outside of the box” when considering company participation. The below items have been provided at past GPA conventions and will help create business recognition.

Contact Christine Simpson

(csimpson@GPAglobal.org)

Candy/mints/chocolate

Ice cream

Lanyards

Bags

Flashlights

Hats

Pencils

Sporting Clays

Stress Balls

T-shirts

Water (additional hotel charges may apply)

Any giveaway

Contact Piper Penny

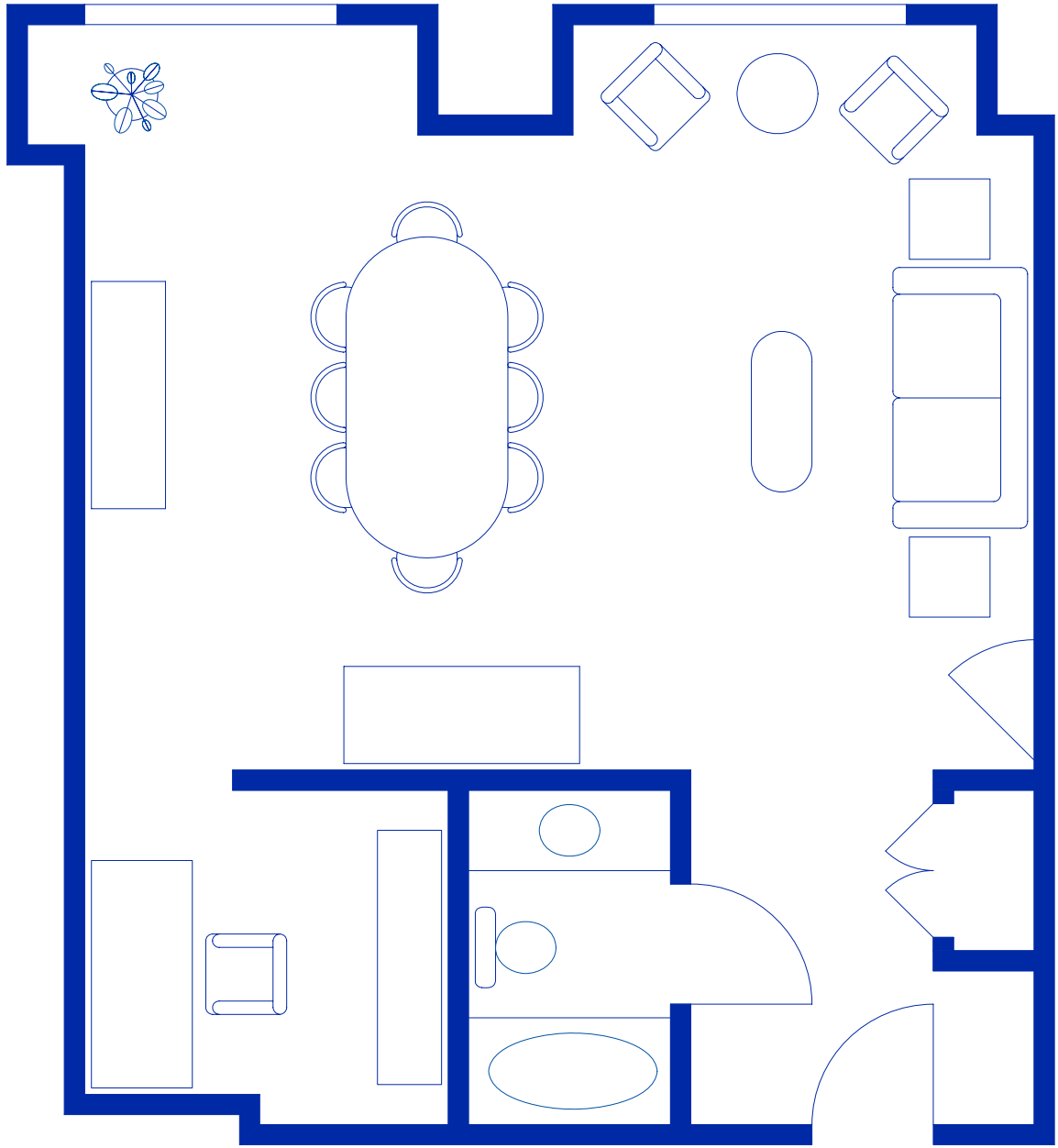
(ppenny@GPAglobal.org)

Coffee

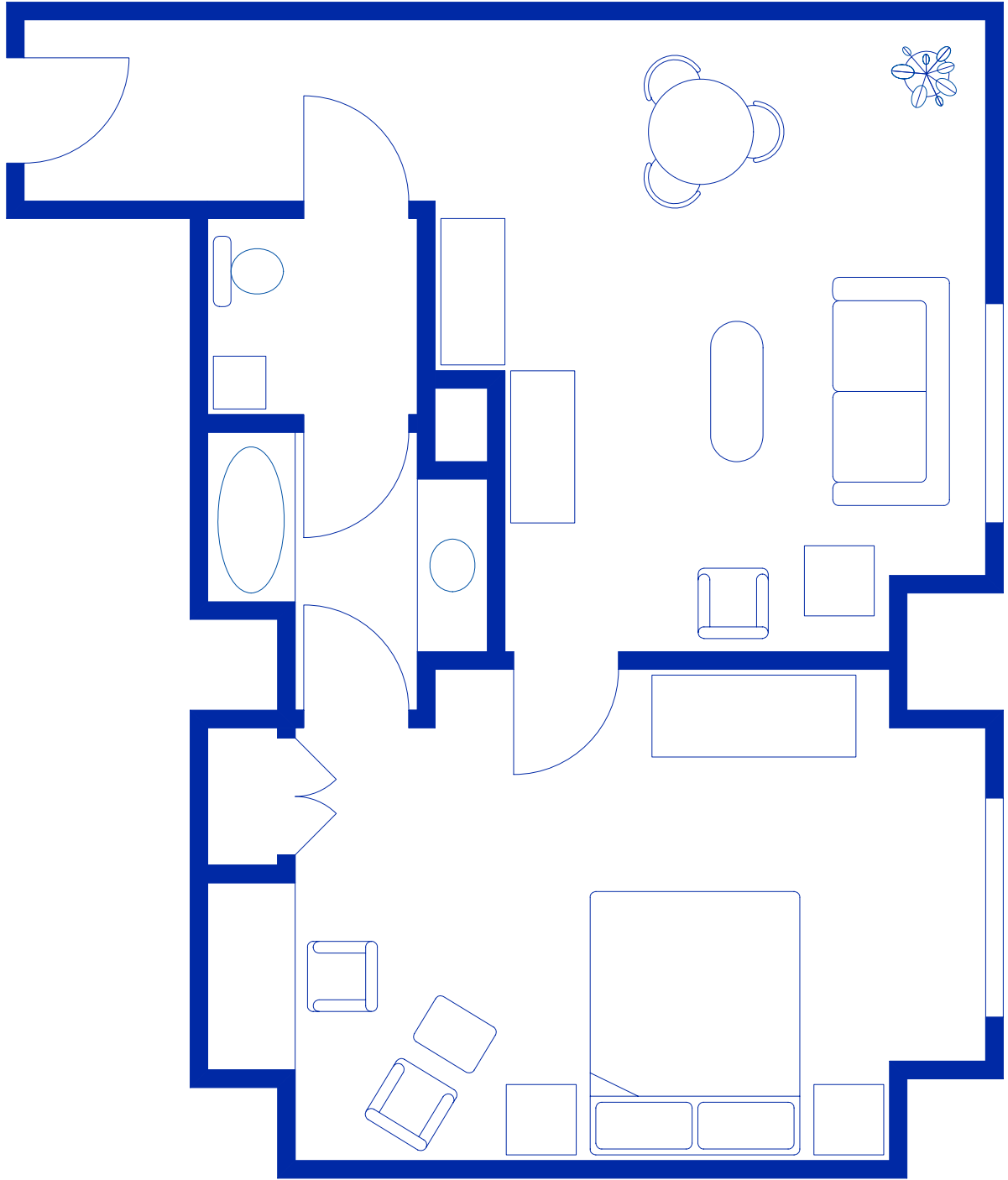
Golf

GPSA Convention Party

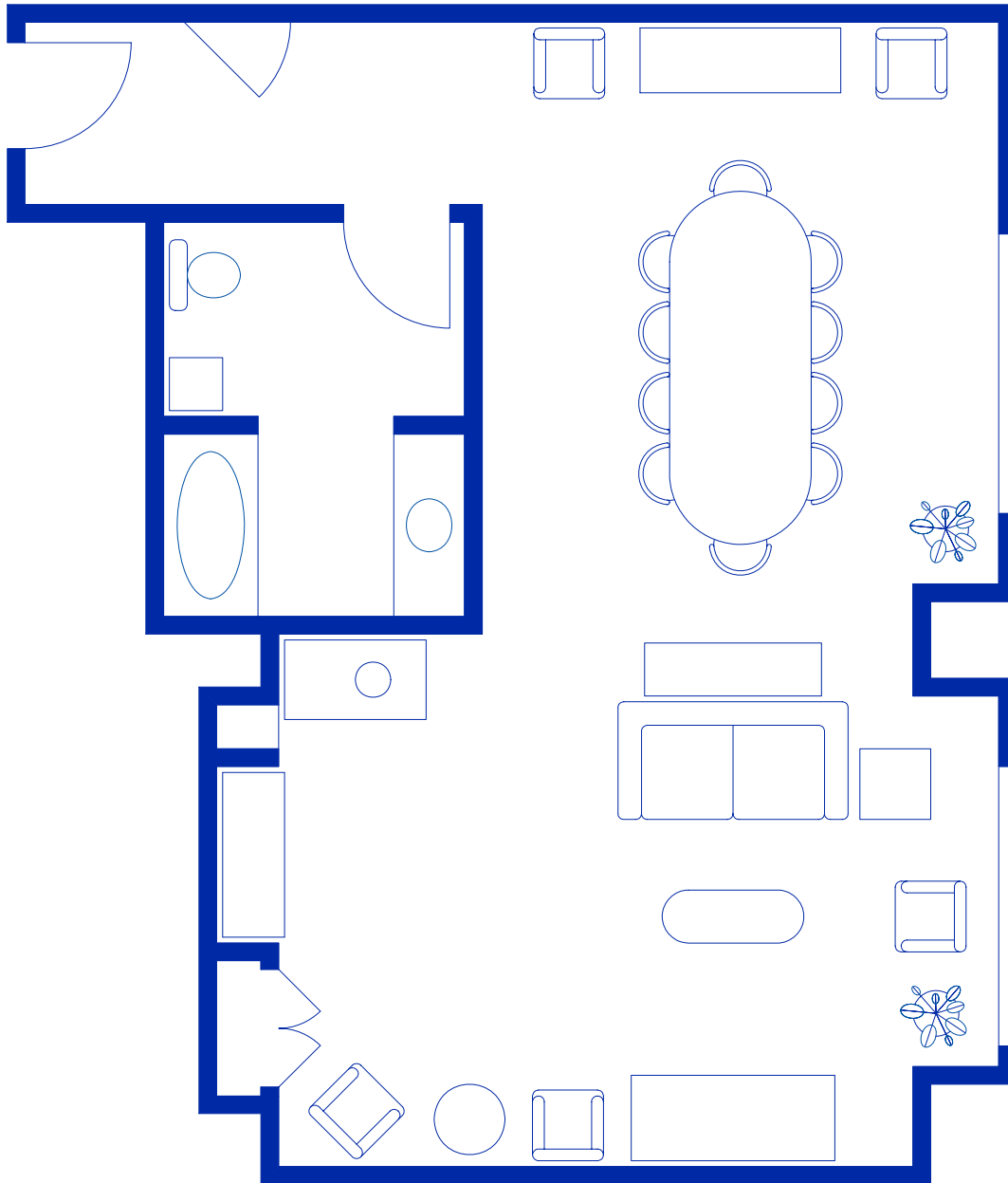
Additionally there will be table space for registered attendees to display their marketing materials on.



Deluxe Parlor
631 square feet



Capital Suite
715 square feet



Corner Suite
739 square feet