

2007 SPE ANNUAL CONFERENCE AND EXHIBITION

SPONSORSHIP POLICIES

SPE has instituted the following policies for sponsorship opportunities with the SPE Annual Technical Conference and Exhibition. The Sponsor agrees that these policies are considered binding and agrees to adhere to these policies in order to secure a sponsorship.

SPE SPONSORSHIP GUIDELINES

- All copy must be submitted and approved by SPE prior to implementation.
- All sponsorships are subject to the right of renewal of the previous year's sponsor.
- SPE will contact each previous year's sponsor to advise the right of renewal and the deadline they must submit their Sponsorship Contract and deposit in order to renew their sponsorship.
- Should the previous year's sponsor not meet the deadline or should they elect not to renew their sponsorship, SPE will then consider this sponsorship available to all SPE exhibitors.
- **It is the responsibility of the sponsor to adhere to the logo specifications information, because it specifically relates to submittal of company logos to be used in promotion of sponsorship.**

SPE SPONSORSHIP PAYMENT POLICY

- SPE requires a fifty percent (50%) deposit on all sponsorships. This deposit must be submitted with the signed Sponsorship Contract in order to secure sponsorship.
- Upon receipt of a signed Sponsorship Contract and required deposit, SPE will send the sponsor a confirmation notice. No confirmation will be sent and no sponsorship will be acknowledged or promoted, either in print or on the SPE official website, until the sponsor has submitted the Sponsorship Contract required deposit.
- The remaining fifty percent (50%) of all SPE sponsorships is due thirty (30) days prior to the event. If a participant has contracted a sponsorship within thirty (30) days of the event, full payment is required with submittal of Sponsorship Contract in order to confirm the sponsorship.
- Payment is accepted in US dollars only. SPE accepts most credit cards, checks, money orders and wire transfers.
- Should a sponsor elect to cancel it's confirmed sponsorship, the sponsor is not entitled to a refund of monies paid to SPE.

2007 SPONSORSHIP DEADLINES

- In order for sponsorship to be promoted in the ATCE Conference *Proceedings* CD, sponsorship contracts, 50% deposit and company logo must be received **prior to 10 September 2007.**
- In order for sponsorship to be promoted in the ATCE Conference Program, sponsorship contracts, 50% deposit and company logo must be received **prior to 25 September 2007.**
- If sponsor does not meet the above published deadlines, SPE cannot guarantee promotion of sponsorship.
- Send logos to Mary Jane Touchstone at mtouchstone@spe.org.

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SPONSORSHIP BENEFITS

All participating sponsors will receive:

- Company logo and link on the Conference *Proceedings* sponsor page**
- Company logo listed in the Conference Program***
- Company logo listed on the slide presentation between technical sessions
- Company logo and link on the ATCE Website
- Event signage
- Sponsor logo and link in the Student and/or Young Professionals eUpdate

PETROBOWL RECEPTION

- Logo on Student Activities page on the ATCE website
- Sponsorship mentioned in the SPE Student eUpdate
- Two, full-attendee conference registrations
- Company logo listed on slides promoting the reception during the PetroBowl

STUDENT CHAPTER OFFICERS' LUNCH

- Table in lunch room for promotional materials

STUDENT WELCOME BREAKFAST

- Company name on breakfast tickets
- Sponsorship mentioned in the SPE Student eUpdate
- One, full-attendee conference registration

YP TUESDAY EVENING RECEPTION

- Company name on reception tickets
- 10 tickets to the reception
- Three minute speaking opportunity (topic/content to be approved by SPE)
- Recognition before the door prize drawings

YP TUESDAY PROGRAM LUNCH & COFFEE

- Company name on lunch tickets
- Five tickets for lunch
- Three slide presentation projected during the coffee break (SPE to approve) – due by 15 October
- List of program attendees (name and address only)

YOUNG PROFESSIONALS NETCENTRAL

- Splash/start up page on computer in room
- Logo on sign outside room
- Table in room for promotional materials

**Must meet 10 September deadline to be included in the Conference *Proceedings* CD.

***Must meet 25 September deadline to be included in the Conference Program.