



2009 SPACE ASSIGNMENTS

Annual Technical Conference and Exhibition

9-13 March 2009

PROCEDURES

- All exhibit space assignments are based on the SPE Priority Number System.
- To qualify for the initial exhibit space assignment process, contracts with required deposits of 25% of the total cost of exhibit space must be received by the deadline stipulated by SPE.
- **Priority number deadline for space assignments is 23 January 2009.**
- Contracts will **NOT** be processed nor exhibit space assigned unless the required deposit and contract are received by **23 January 2009**.
 - 2009 Contracts will **NOT** be processed if your organization has an outstanding balance from ATCE 2008.
- Space assignments will begin at 0800 CST on Monday, **9 March 2009**, in the SPE offices in Richardson, Texas. Exhibitors are not required to be present in person during space assignments. Space assignments will be made between the hours of 0800 and 1700 CST. We anticipate the initial space assignments to last through Friday, **13 March 2009**.
- If you will not be available during the time of the space assignment process, it is your responsibility to designate someone to act on your behalf should SPE need to contact you regarding your booth placement. Please complete the attached Designated Contact Form and fax to +1.972.952.9397 or +1.972.952.9435, to the attention of SPE Meetings & Exhibits Department. Forms must be received at SPE by 1700 CDT, Monday, **2 March 2009**.
- Please refrain from contacting SPE via telephone during this process. All SPE Management and Exhibits staff will be involved in assigning spaces. An SPE representative will contact you, if needed, when your priority number is called.
- When your priority number is called, your contract and accompanying information will be reviewed for requested booth locations. If the required deposit has not been received by SPE, your number will be skipped and exhibit space will not be confirmed until payment is received and based upon space availability at that time.
- Your space will be confirmed based on the order of your Preferred Booth Locations as indicated on your contract and space availability at the time of your placement.

- If none of your 5 Preferred Booth Locations are available at the time of your assignment, a SPE representative will telephone you or your designated contact to discuss available locations.
- If SPE is unable to make contact with you or your designated contact, SPE will make its best judgement in assigning your space based upon the information provided and space availability at the time of placement.
- All exhibitors will receive a Booth Confirmation Notice by email from spe.events@spe.org during the initial space assignment process and subsequent assignments indicating assigned booth number, dimensions and total square footage.
- Exhibitors who were unable to be contacted during the initial space assignment process and whose space was assigned by SPE retain the right to request a relocation of their assigned space within seven (7) days of receipt of their Booth Confirmation Notice. Exhibitors may request to receive a Booth Relocation Request Form from SPE by contacting the SPE Meetings & Exhibits Department at +1.972.952.9393.
 - Submitting a Booth Relocation Request Form does not guarantee that you will be reassigned space. All requests will be based upon space availability at the time of receipt of request.
 - If a Booth Relocation Request Form is not received, SPE will assume your assigned space is acceptable to your organization and you will be invoiced accordingly.
 - Upon receipt of a Booth Relocation Request within the seven (7) days parameter, a SPE Representative will contact you to discuss alternate locations based upon space availability at that particular time.

Once the initial space assignments are complete, should an exhibitor wish to relocate, a request must be made in writing. Upon receipt of a Booth Relocation Request Form, your request will be placed on the waiting list and tracked based upon the date and time of receipt. As space becomes available, a SPE Representative will contact you to discuss alternate locations. No verbal requests will be considered.

REMEMBER...
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**Complete and Return your Designated Contact Form
 by 2 March 2009!**

We thank you for your continued support of SPE!