



EXHIBITORS QUICK FACTS AND GENERAL INFORMATION

BOOTH EQUIPMENT

Each pre-furnished booth will be set with a Tiziano stand package which includes: carpet, 1 round table, 2 chairs, 1 reception counter, 4 100W spotlights, 1 1300W socket, plus additional features outlined in accompanying page. Please note that electrical for lighting or outlets is not included in this package and must be ordered separately.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by 19 July 2010. Please note that after this date there will be a surcharge and some services could not be guaranteed.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to <http://www.spe.org/atce/2010/pages/exhibitors/index.php>

Thursday	16 September 2010	8:00 - 22:00
Friday	17 September 2010	8:00 - 22:00
Saturday	18 September 2010	8:00 - 22:00
Sunday	19 September 2010	8:00 - 14:00

All exhibits must be fully installed by 19 September at 14:00.

EXHIBIT HOURS

Monday	20 September 2010	9:00 - 18:30
Tuesday	21 September 2010	9:00 - 18:30
Wednesday	22 September 2010	9:00 - 18:30



EXHIBITOR MOVE-OUT

For more information and helpful hints on post show procedures and move-out, please go to <http://www.spe.org/atce/2010/pages/exhibitors/index.php>

Wednesday	22 September 2010	19:00 – 23:00
Thursday	23 September 2010	8:00 – 23:00
Friday	24 September 2010	8:00 – 20:00

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Friday 24 September 2010 at 20:00.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Friday 24 September 2010 at 8:00. Otim will begin re-routing freight at 13:00 p.m. on Friday 24 September 2010.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance.

Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.



SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
2010 SPE Annual Technical Conference & Exhibition
C/O OTIM SPA GLT SPA Cooperativa L'Ariete
Via Baldanzese 198
50041 Calenzano
Tf 0574-071944
Fx 0574-072418

OTIM will accept crated, boxed or skidded material beginning Monday, 23 August 2010 at the above address. Material arriving after Thursday, 14 September 2010 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
2010 SPE Annual Technical
Conference & Exhibition
C/o OTIM Fortezza da Basso
Viale Filippo Strozzi 1
50129 Firenze
For exhibitor:.....
Hall number.....
Stand number

OTIM will receive shipments at the exhibit facility beginning Monday, 13 September 2010. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Please note: All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the exhibitor.