

Application Form for Exhibit Space

SPE International Conference and Exhibition on Health, Safety, Security, Environment, and Social Responsibility, 16-18 April 2018, Abu Dhabi, United Arab Emirates

The Exhibition Contract for SPE International Conference and Exhibition on Health, Safety, Security, Environment, and Social Responsibility will become binding once the exhibitor agrees to the policies set herein. The individual signing this agreement guarantees that he/she has the authority to enter into contractual obligations on behalf of their company.



Host Organisation



EXHIBITOR INFORMATION

Primary Contact:

Organisation:

Job Title:

Address:

City:

Postal Code:

Country:

Phone:

Email:

Space Requirements

Space Only Exhibit: _____ sqm at the rate of USD 600 per sqm = USD _____

Basic Shell Scheme Exhibit: _____ sqm at the rate of USD 650 per sqm = USD _____

Walk-In Package Exhibit: _____ sqm at the rate of USD 700 per sqm = USD _____

Amount in words: _____

Booth Location

1st Preference _____ 2nd Preference _____

Space will be allocated on a first come, first served basis.

BILLING ADDRESS FOR INVOICING*

PAYMENT BY BANK TRANSFER

Bank: HSBC Bank Middle East

Branch: Jebel Ali, PO Box 66, Dubai, UAE

SWIFT Code: BBMEAEAD

A/C Name: SPE Middle East DMCC

USD A/C No: AE18020000036217131100

Important: Transfer reference must quote 18HSE and the organisation's name

BY CREDIT CARD

Visa MasterCard American Express

Card Number _____

Name on Card _____

Billing Address _____

Expiry Date _____

Credit Card Security Number (3 or 4 digit) _____

Authorised Signature _____

The UAE government is introducing a 5% VAT on goods and services from 1 January 2018. Once VAT guidelines have been finalised and issued by the government, we will contact you again to issue a VAT inclusive contract/invoice for your signature.

I wish to receive the invoice by Email Post. **Invoice to be addressed to:** _____

SPE Sales Team

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I hereby submit this contract to confirm exhibit space for the SPE International Conference and Exhibition on Health, Safety, Security, Environment, and Social Responsibility and take responsibility of abiding by the policies and procedures, as outlined in the Contract.

Authorised Representative

Date

SPE Internal Use Only

SPE Staff: _____

Signature _____

M.A: _____

Date _____

1. PARTIES

The parties to this contract are SPE Middle East DMCC (hereinafter "SPE") and the named company that has applied for and been accepted as an exhibitor at the SPE International Conference and Exhibition on Health, Safety, Security, Environment, and Social Responsibility to be held in Abu Dhabi, United Arab Emirates (hereinafter "the Exhibitor").

2. CONTRACT

The following provisions, plus any additions and amendments thereto (including Exhibit Regulations and the Exhibitor Services Manual) that may be established by SPE, become binding upon acceptance of this contract between the Exhibitor, its employees and agents, and SPE.

3. CHARACTER

The event is undertaken primarily for the technical education of its attendees. To provide the best possible atmosphere to discuss the technical application of the equipment and services displayed, the Exhibitor agrees as follows:

- a) To exhibit only products that it manufactures, represents, or distributes, which comprise materials, equipment, apparatus, systems, services, and other component products applicable to advancing the engineering and scientific knowledge and development of energy resources.
- b) To display such products or services in a tasteful manner so as to describe and depict the advantages of using such products or services.

4. PAYMENT/CANCELLATION/SPACE REDUCTION/RELOCATION

- a) Exhibit space involvement is payable in 50% on submission of the contract to SPE. The remaining 50% will be paid by 16 December 2017.
- b) Space applications will not be assigned without payment. No exhibitor will be allowed to begin move-in operations until full payment and a duly executed contract have been received by SPE.
- c) After space has been confirmed and accepted, a reduction in space is considered a cancellation and will be governed by the same policies as outlined below. Reduction in space can result in relocation of exhibit space at the discretion of SPE.
- d) Should the Exhibitor submit a cancellation from the exhibition, the following will apply:
 1. If the Exhibitor cancels 120 days prior to the event, 50% of the invoiced amount will be charged as cancellation fee.
 2. If the Exhibitor submits a cancellation within 120 days of the event, 100% of the invoiced amount will be charged as cancellation fee.
- e) No cancellation shall be acknowledged by SPE unless it is received in writing. The date of receipt of the cancellation request will be considered as the official date of cancellation.
- f) SPE has the right to resell, re-assign, or dissolve cancelled exhibitor spaces.
- g) No-show ruling: If the Exhibitor fails to utilise the exhibit space at the time of build-up/move-in as stipulated in the Exhibitor Services Manual, SPE reserves the right to consider the space cancelled. Approval of late build-up/move-in requests are at the discretion of SPE. Should SPE not be notified in writing of late requests, SPE shall consider the space cancelled and has the right to act as per Clause 4f.
- h) In no event shall either of the parties be liable to the other such party hereunder for any indirect or consequential losses suffered including, but not limited to, loss of profits, loss of revenue, loss of business, or business interruption.
- i) The exhibition rates should not be subject to any local or withholding taxes, invoice is to be paid in full.

5. EXHIBIT SPACE ASSIGNMENTS

- a) Exhibit space is assigned on a first-come, first-served basis. SPE shall assign the exhibit space for the period of the Exhibition only.
- b) Upon official space assignment, the exhibitor will receive a booth Confirmation Notice. Space assigned will be deemed acceptable by the exhibitor unless reflected in writing to SPE.
- c) SPE reserves the right to change the floor plan at any time and without notice. SPE may also move exhibitor to another location prior to or during the Event, if such change is deemed to be in the overall best interest of the exhibition by SPE in its sole discretion.

6. SUBLETTING SPACE

The Exhibitor shall not assign, sublet, or apportion the whole or any part of the allotted space or exhibit therein, nor permit any other person or party to exhibit therein any other goods, apparatus, etc. not manufactured or distributed by the Exhibitor in the regular course of business, except upon prior written consent from SPE.

7. ITEMS INCLUDED IN THE COST OF THE EXHIBIT SPACE

The standard booth package includes

- Nightly vacuuming of the exhibit booth.
- Listing on the event website.
- Listing in the onsite conference programme.
- 15% discount on full-page advertising rates in the conference programme.
- Two (2) complimentary exhibitor passes per 9 sqm of exhibit space, with admittance to the exhibition, luncheons, coffee breaks, opening and closing ceremony.
- 50 free invitations to extend to suppliers, customers, and clients to the exhibition only.

8. CHANGE OF FLOOR PLAN OR SPACE ASSIGNMENT

SPE reserves the right to change the floor plan design without notice. SPE may also move the Exhibitor to another location prior to or during the show, if such change is deemed to be in the best interest of the exhibition by SPE.

9. INSURANCE

The Exhibitor, at its own expense, must take out insurance for fire, property, public liability and theft. The insurance must cover the full period of occupancy of the premises by the Exhibitor and its agents and employees.

10. EXHIBITOR SERVICES MANUAL

Approximately two (2) months before the exhibition, SPE will send an Exhibitor Services Manual to the Exhibitor's primary contact as listed on the Exhibitor Application Form. Only fully paid exhibitors will receive this manual. The Exhibitor Services Manual will include information relating to participation at the exhibition, including additional exhibitor rules and regulations, official contractor forms, registration forms, exhibitor display rules, additional furniture order forms, etc.

11. AMENDMENTS

All matters and questions not specifically covered by the articles in this contract or in the official Exhibit Regulations shall be subject to the decision of SPE. These matters may be amended at any time by SPE in the overall best interest of the exhibition and notice thereof shall be binding on the exhibitors equally with the foregoing in this contract.

Signed and approved on behalf of:

Organisation: _____

Full Name: _____

Date: _____

AUTHORISED SIGNATORY

COMPANY STAMP