



**Publication Cubicle/Table Contract**  
**2017 SPE/ICoTA Coiled Tubing and Well Intervention Conference and Exhibition**  
**21 — 22 March 2017**



**George R. Brown Convention Center \* Houston, Texas USA**

**General Conditions**

- The name(s) of the publications will appear as written on this contract in all printed materials and signs relating to the terms of this purchase.
- SPE/ICoTA will only place those publications listed on this contract in the publication area at the 2017 Coiled Tubing and Well Intervention Conference and Exhibition.
- Only trade journals or magazines are eligible. Newsletters, brochures, or other promotional materials are not permitted. Any other publications shipped will be disposed of without notification or cause.
- The quantity of publications shipped is at the discretion of the publisher. SPE will not pay for shipping of publications to the event or to the publisher after the event.
- Any issues regarding the display of the publication(s) should be addressed **on-site** with SPE management during the conference.
- One publication cubicle is valued at \$ 500.00 (USD)
- This rental agreement pertains only to the **2017 SPE/ICoTA Coiled Tubing & Well Intervention Conference** and does not imply or constitute any endorsement or partnership between the publisher and SPE/ICoTA.

**SPE Payment Policy**

- SPE requires 100% payment be submitted with the signed Contract in order to secure a space.
- Upon receipt of the signed contract and payment, SPE will email an invoice to the publication. A cubicle will not be guaranteed until company has submitted the Contract and required payment.
- If a cancellation occurs 90 days before event, a 20% penalty shall be incurred.
- If a cancellation occurs 60-89 days before event, a 30% penalty shall be incurred.
- If a cancellation occurs 30-59 days before event, a 50% penalty shall be incurred.
- If a company cancels within 30 days of the conference, a 75% penalty shall be incurred.
- Payment is accepted in US dollars only. SPE accepts credit cards, checks, money orders, and wire transfers.

**Shipping Information**

- The publisher will ship/ deliver publications to:  
**2017 SPE/ICoTA Coiled Tubing & Well Intervention Conference**  
**- Publication Cubicle Materials**

c/o Freeman Decorating  
9258 Park South View, Suite 100  
Houston, TX 77051

Shipping materials should arrive no earlier than 17 February at the above address and no later than 14 March 2017. Shipments received at the warehouse after 14 March 2017 will be received with an additional after deadline charge. Hours for receiving are 8:00 a.m. – 3:30 p.m. (CST)

Show Site Shipping Address:

**2017 SPE/ICoTA Coiled Tubing & Well Intervention Conference**  
C/O FREEMAN

SPE Show Management – Chris Torsy, CMP  
George R. Brown Convention Center  
1001 Avenida De Las Americas, Hall E  
Houston, Texas 77010

Freeman will receive shipments at the exhibit facility beginning Sunday, 19 March 2017 @ 12 p.m.  
Shipments arriving before this date are subject to refusal and are at risk for being misplaced.

If additional shipping labels are required, (i.e., custom slips), please ensure these labels are designated for the PUBLICATION AREA. If show site shipments are not shipped c/o Chris Torsy, CMP - SPE Show Management, we cannot guarantee proper disbursement.

Each carton of materials should weigh 50 pounds or less; however, larger cartons containing smaller cartons will be accepted. Exceptions will be made for tabloids, which may be bundled.

PLEASE NOTE, SHIPMENT DATES ARE FOR PUBLISHING MATERIALS ONLY AND NOT FOR FREIGHT SHIPMENTS.

Best Regards,  
Lori Duke, SPE Exhibits Administrator



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This is a fillable form that needs to be completed electronically and submitted via email.  
 Complete the form. | Add a digital signature. | Save the file. | Submit completed form to [Sales@spe.org](mailto:Sales@spe.org).

<b>*** Section 1: Publication name(s) exactly as it (they) will appear in print and in on-site signage ***</b>
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<b>Section 2: Publication will purchase</b>
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	Quantity	Rate (USD)	Total
Publication cubicle/display in the registration area (or other high traffic area) of the conference		\$ 500.00	
<b>TOTAL VALUE PURCHASED</b>			

*I have reviewed the rental agreement, understand its terms, and can fulfill these commitments as stated.*

**\*\*\* Publisher Name:**

Contact: (print)		Signature:	
Position:		Date:	
Mailing Address:		Telephone:	
		Email:	

*Payment is due upon ordering. Please remit full amount with this form.*

Address:	<b>Payment Option 1 (Check):</b> Along with this form, send check payable to: The Society of Petroleum Engineers c/o Sales Department 222 Palisades Creek Drive Richardson, Texas 75080 USA	<b>Payment Option 2 or 3 (Credit Card / Wires):</b> To pay by credit card <b>once invoice is received</b> , log into your account using your case sensitive company password to make a payment: <a href="http://exhibits.spe.org/ctwi2017/public/e_Login.aspx?FromPage=e_MyAccount">http://exhibits.spe.org/ctwi2017/public/e_Login.aspx?FromPage=e_MyAccount</a>  For wire transfers please contact Lori Duke @ <a href="mailto:lduke@spe.org">lduke@spe.org</a>
	Telephone: +1.972.952.9393	Email: <a href="mailto:sales@spe.org">sales@spe.org</a>

<b>SPE Internal Use</b>			
<b>2017 CTWI</b>			
Contract Received:		Full Payment Received:	
SPE Representative:		Date:	