

## EXHIBIT SPACE RESERVATION CONTRACT

International Oil & Gas Conference and Exhibition in China (IOGCEC)  
8-10 June 2010 • Beijing International Convention Centre • Beijing, China

Please return this form to:  
Society of Petroleum Engineers

### SPE Asia Pacific (Kuala Lumpur) Office

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E-mail: [spekl@spe.org](mailto:spekl@spe.org) Website: [www.spe.org](http://www.spe.org)  
Date: \_\_\_\_\_

**THIS AGREEMENT**, Between the SOCIETY OF PETROLEUM ENGINEERS (SPE), and \_\_\_\_\_  
\_\_\_\_\_ herein called the Exhibitor, is for exhibit space at the  
**INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION in CHINA (IOGCEC)** to be held **8-10 June 2010** at the Beijing International  
Convention Centre, Beijing, China.

**WITNESSETH:** That SPE in consideration of the mutual covenants herein set forth, and the faithful performance thereby of the Exhibitor,  
hereby grants the Exhibitor the right to use the following space:

My exhibit space requirements are:

- Stand package @ US\$650 per square metre (minimum space 9 square metres) My 1st Preference : Stand# \_\_\_\_\_  
Dimensions : Depth \_\_\_\_ x Frontage \_\_\_\_ = \_\_\_\_ Total Square Metres
- Space only @ US\$575 per square metre (minimum space 27 square metres) My 2nd Preference : Stand# \_\_\_\_\_  
Dimensions : Depth \_\_\_\_ x Frontage \_\_\_\_ = \_\_\_\_ Total Square Metres

**PROVISIONS:** SPE shall be responsible for loss, injury or damages sustained by Exhibitor or Exhibitor's Personnel (i.e., Exhibitor's agents,  
servants, subcontractors, invitees, guests or employees) only to the extent such loss, injury, or damages are solely caused by the negligence  
or willful misconduct by SPE or its agents or employees, and not otherwise. UNDER NO CIRCUMSTANCES SHALL SPE BE RESPONSIBLE  
FOR CONSEQUENTIAL DAMAGES OF ANY NATURE WHATSOEVER.

The Exhibitor hereby agrees to defend, indemnify, and hold harmless SPE and its agents and employees, with respect to any claims,  
suits, damages, liabilities, losses, expenses, and costs (including reasonable attorney's fees), which SPE and its agents or employees may  
suffer or be subject to, and which are in any way connected with the Agreement or the presence by the Exhibitor or Exhibitor's Personnel at  
the Exhibition; provided, however, that the Exhibitor's duty to indemnify and hold harmless shall not extend to such claims, suits, damages,  
liabilities, losses, expenses, and costs (inclusion any of the foregoing resulting from SPE's own negligence), including reasonable attorney's  
fees, as are solely caused by the negligence or willful misconduct of SPE or its agents or employees.

The Exhibitor hereby acknowledges receipt of the official SPE Exhibit Regulations attached hereto and made a part hereof and agrees  
to abide by all conditions contained in the Regulations and any amendments to the Regulations. The Exhibitor further agrees that Exhibitor's  
contractual arrangements with or obligations to the third parties in regard to the exhibit space shall be expressly subordinated to SPE's  
Regulations and the rights of SPE to control the exhibit space and to control entry into the Exhibition.

In addition to its other rights concerning control and regulation of the Exhibition premises, SPE reserves the right to locate (or relocate)  
an exhibit or modify the floor plan. At the termination of the Exhibition, the Exhibitor shall at once surrender the exhibit space to SPE in as  
good repair and condition as at the commencement of the Exhibitor's use of the exhibit space, reasonable wear and tear expected.

### CANCELLATION POLICY : PLEASE SEE ITEM III OF THE SPE EXHIBIT REGULATIONS

Please list your organisation's name in the space below exactly as you desire it to be listed in the official programme to be distributed at  
the conference.

Company Name: \_\_\_\_\_

If your exhibit stand is composed of corporate divisions, and you wish the divisions (not product lines) listed in the official programme,  
please list the name of the parent corporation in the blank above and identify the divisions: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_  
(street) (city) (state/country) (zip/postal code)

Telephone: \_\_\_\_\_ Facsimile : \_\_\_\_\_  
(area code) (extension)

E-mail: \_\_\_\_\_

Describe products and/or services your company provides the oil and gas industry and what you plan to exhibit:

\_\_\_\_\_

## SPE EXHIBIT REGULATIONS

International Oil & Gas Conference and Exhibition in China (IOGCEC)  
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### I CHARACTER OF EXHIBIT

The International Oil & Gas Conference and Exhibition in China (IOGCEC) is undertaken primarily for the technical education of participants. To provide the best possible atmosphere to discuss the technical application of the equipment and services displayed, each exhibitor agrees as follows:

1. To exhibit only products of his own manufacture comprising materials, equipment, apparatus, systems, services, and other component products applicable to advancing the engineering and scientific knowledge and development/ refining of energy and environmental resources.
2. To exhibit such products or services in a tasteful manner so as to describe and depict the advantages of using such products or services. In deference to fellow exhibitors and to the professional people who constitute the exhibit audience, exhibitors are specifically prohibited from employing any carnival-type attraction, animal or human, or from operating such noise-creating devices as bells, horns, or megaphones. Costumed personnel must be appropriately clad and must remain within the exhibitors stand space except when necessarily arriving and leaving the booth or exhibit area.  
NOTE: BALLOONS AND STICKERS ARE PROHIBITED IN THE EXHIBITION AREAS.
3. If an exhibitor fails to exhibit in his stand during the above-mentioned exhibition, his contract will be considered null and void. The stand space can be re-allotted, and the exhibitor forfeits any claim to monies paid.

Exhibit space must be manned by a representative during all times when the Exhibition is officially open. Exhibit space must be maintained in a neat and orderly manner throughout the Exhibition, and no dismantling may begin before the official closing time (when the exhibition is officially open).

SPE reserves the right to prohibit any exhibit or part thereof that in their opinion violates this agreement or that is in other ways not suitable to and in keeping with the technical educational character and spirit of the Exhibition.

### II EXHIBIT SPACE COSTS AND PAYMENT

- Stand package @ US\$650.00 per square metre (minimum 9 square metres).
- Space only @ US\$575.00 per square metre (minimum 27 square metres).
- For standard contract, a deposit in the amount of fifty percent of the total cost of exhibit space reserved must accompany the exhibit space reservation contract or upon receipt of invoice. The remaining fifty percent is due on or before 1 March 2010.
- Exhibitor will pay any extra costs incurred should the exhibitor make any changes to initial contract agreement.

SPE reserves the right to cancel any stand space(s) for which an invoice remains unpaid 30 days after invoicing. **No exhibitor will be allowed to begin move-in operations until full payment and a duly executed space reservation contract have been received.**

### III CANCELLATION and SPACE REDUCTION POLICY

<u>Date of Cancellation/Reduction</u>	<u>% of Total Exhibit Space Fee Incurred as Service Charge</u>
On or before 1 February 2010	25%
After 1 February 2010	100%

Change from Stand Package to Space only – **NO REFUND**

All charges will be imposed uniformly and will apply whether or not space is resold.

### IV SUBLETTING SPACE

**No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted to him, nor 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 his business except upon prior written consent of SPE.**

### V EXHIBITOR SERVICES

To ensure the continuation of a smooth installation, dismantling, and operation during the Exhibition, Official Contractors will be appointed. Exhibitors are urged to obtain required labour and services from SPE Official Contractors.

For a complete list of official contractors and available services, refer to the Exhibitor Services Manual.

### VI STAND-FITTING CONTRACTOR

The official Stand Contractor is:  
Beijing International Convention Centre (BICC)  
No.8 Beichendong Road, Bei Si Huan  
Chao Yang District, 100101 Beijing, China  
Phone : 86.10.8497.2318  
Fax : 86.10.8497.2308  
Email : [sales@bicc.com.cn](mailto:sales@bicc.com.cn)  
Attn : Peng Jun or Wu Tongqing

BICC is erecting the shell scheme stands. Any exhibitor who requires additional stand-fitting should contact the stand-fitting contractor directly.

### VII INSTALLATION/ DISMANTLING SCHEDULE

Installation of stands may begin at 0900 hours, Sunday, 6 June 2010. **ALL EXHIBITS MUST BE INSTALLED BY 1600 hours, Monday, 7 June 2010.** SPE reserves the right to prohibit move-in after that time and to have a display not yet erected completed by the show contractor at the exhibitor's expense.

Dismantling schedule will begin at 1600 hours, Thursday, 10 June 2010 and to be completed by 1500 hours, Friday, 11 June 2010.

### VIII EXHIBITOR REGISTRATION

Exhibitors will be provided with the Exhibitors Services Manual containing the advance registration, and accommodation information at a later date.

### IX FIRE REGULATIONS

The regulations of the Beijing International Convention Centre must be followed, and all exhibits care be subject to fire department inspection.

### X INSURANCE

Exhibitors are reminded of the need to consult their insurance companies or brokers to cover themselves fully against all risks at the event. Particular attention is drawn to the need for all risks, abandonment insurance, stand fixtures and fittings insurance, and public liability insurance.

**GENERAL CONDITIONS** The organisers shall be responsible for the control of the exhibit areas. Exhibitors are responsible for the supervision of their stands. The decision of the organisers is final and decisive on any questions not covered in the foregoing terms and conditions.

Exhibitors must comply in all respects with the requirements of every appropriate authority, with the terms of agreement by which the organisers may occupy the premises, and the policies of insurance effected by the organisers of the event.