



Co-Organisers:



Society of Petroleum Engineers
国际石油工程师学会



Chinese Petroleum Society (CPS)
中国石油学会

International Oil & Gas Conference and Exhibition in China

8-10 June 2010 • Beijing, China

**OPPORTUNITIES AND CHALLENGES
IN A VOLATILE ENVIRONMENT**

Official Sponsors:



EXHIBITOR SERVICES MANUAL

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**SPE INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)
8-10 JUNE 2010 • BEIJING, CHINA**

CONTACT LIST

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<p>SHELL SCHEME DISPLAY CONTRACTOR / ELECTRICAL</p>	<p>Beijing International Convention Center (BICC) No. 8 Beichendong Road, Chaoyang District Beijing 100101, China Tel:+86.10.8497.2318; Fax: +86.10.8497.2308</p> <p>Mr. Wu Tongqing, Sales Manager Cell: +86.1390.101.5340 E-mail: wutq@public3.bta.net.cn or wutqvip@yahoo.com</p> <p>Ms. Wang Yan, Project Coordinator Tel: +86.10.8499.2605; Fax: +86.10.8499.2605 Cell: +86.135.01110.426 E-mail: cn_wangyan@126.com</p>
<p>OFFICIAL HOTELS</p>	<ol style="list-style-type: none"> 1. Intercontinental Beijing Beichen 8, Beichen West Road, Chaoyang District Beijing 100105, China Tel: 86.10.8437.1188 • Fax: 86.10.8437.1308 Email: reservations@icbjb.com Website: www.intercontinental.com/bjbeichen 2. Crowne Plaza Park View Wuzhou Beijing No. 8 North Si Huan Zhong Road, Chaoyang District Beijing 100101, China Tel: +86.10.6481.7142; Fax: +86.10.6499.3180 Email: reservation@cpparkviewbj.com Website: www.crowneplaza.com 3. Beijing North Star Continental Grand 8, Beichen East Road Chaoyang District, Beijing 100101 Tel: 86.10.8498.5588 • Fax: 86.10.8498.0106 Email: bcgh@bcghotel.com Website: www.bcghotel.com
<p>FREIGHT FORWARDING/ TRANSPORT MATERIALS HANDLING</p>	<p>R.E. Rogers (M) Sdn. Bhd. No. 7, Jalan Warden U1/76 Taman Perindustrian Batu Tiga 40000 Shah Alam Selangor D.E. Malaysia</p> <p>Mr. Chris Smith / Mr. Ahmad Rizal, E-mail: chris@rerkul.com.my / rizal@rerkul.com.my Tel: +60.3.5510.8611 Fax: +60.3.5510.6296</p>

**SPE INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)
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IMPORTANT DATE & TIME

Registration – Exhibitor (Lobby, Level 1)

		<u>Time</u>
Sunday	6 June 2010	0900 – 1700 hours
Monday	7 June 2010	0900 – 1700 hours
Tuesday	8 June 2010	0730 – 1600 hours
Wednesday	9 June 2010	0730 – 1730 hours
Thursday	10 June 2010	0730 – 1730 hours

Contractor – Move In/ Stand Build-Up

Saturday	5 June 2010	1100 – 1700 hours
Sunday	6 June 2010	0900 – 1700 hours
Monday	7 June 2010	0900 – 1500 hours

Exhibitor – Move In/Stand Decoration

Sunday	6 June 2010	0900 – 1700 hours
Monday	7 June 2010	0900 – 1600 hours

**ALL EXHIBITS INSTALLATION MUST BE COMPLETED BY
1600 HOURS, MONDAY, 7 JUNE 2010.
THIS WILL BE ENFORCED AND NO EXCEPTIONS WILL BE ALLOWED**

Exhibition

Tuesday, 8 June 2010
Wednesday, 9 June 2010
Thursday, 10 June 2010

Exhibitor Access

0900 – 1745 hours
0830 – 1745 hours
0830 – 1800 hours

Delegate/Visitor Access

1000 – 1600 hours
0900 – 1730 hours
0900 – 1730 hours

Conference Opening Ceremony

Tuesday, 8 June 2010

Time

0900 – 1000 hours

Conference

Tuesday, 8 June 2010
Wednesday, 9 June 2010
Thursday, 10 June 2010

Time

0900 – 1600 hours
0830 – 1730 hours
0830 – 1730 hours

Exhibitor – Move Out/ Dismantling

Thursday, 10 June 2010

Time

1730 – 1900 hours

***(PACKING CASES AND MATERIALS TO BE RETURNED TO EXHIBITORS – ONLY HAND CARRIED
ITEMS ALLOWED TO BE REMOVED)***

Friday, 11 June 2010

0900 – 1500 hours

(PACKING AND REMOVAL OF MATERIALS AND DISMANTLING OF EXHIBITS BEGINS)

EXHIBITS MOVE OUT MUST BE COMPLETED BY 1500 HOURS, FRIDAY, 11 JUNE 2010

SPE reserves the right to alter the hours

IMPORTANT MESSAGE

To make sure your exhibiting experience at IOGCEC is successful, we encourage you to read this copy of Exhibitor Services Manual information, in its entirety, and share it with your staff. Should you have any questions regarding any part of your exhibit, please do not hesitate to contact Ms. Jenny Chong, SPE Senior Manager, Operations, at e-mail: jchong@spe.org, or Annie Lim, SPE Event Coordinator at email: alim@spe.org, telephone: +60.3.2288.1233 (Kuala Lumpur, Malaysia) or facsimile at +60.3.2282.1220

STAND SERVICE INSTRUCTIONS

The Project Service Group of the Beijing International Convention Center (BICC) is the official decorating contractor and will be supplying the shell scheme stand packages, furniture, electricity, water, signage and cleaning of the exhibits. They are a full service stand contractor and can provide purpose built custom stands and graphics. Please refer to the stand instruction and service included in the Exhibitor Services Manual.

Exhibitors may use their own contractor and are responsible for advising SPE of their hired Exhibitor-Appointed Contractors' company name and contact information by submitting the **Work Authorisation Request Form** no later than **1 March 2010**. Only authorised contractor(s) are allowed to work within the Beijing International Convention Center. Authorisation for contractors is ONLY available from SPE. Exhibitors building custom designed stands must submit a structural/dimensional drawing of the stand layout/design to the SPE Office in Asia Pacific (Kuala Lumpur) for approval by **1 April 2010**.

In addition, your contractor must submit proof of financial responsibility (workman's and third party liability insurance). **Approval of a non-official stand contractor by the venue requires the payment of construction management fee of RMB50.00 (approximately US\$7.35) per square metre. Contractor Permit will be required at RMB20.00 (approximately US\$2.95) per person.** All approved contractor personnel must apply for contractor permit and pay to the Beijing International Convention Center. The contractor permits allow access to your exhibit stands during build-up, installation, exhibition dates, and dismantling. **Non-official stand contractors are also required to pay a refundable deposit in the amount of RMB5,000.00 (approximately US\$735.00) to Beijing International Convention Center by 24 May 2010.** The deposit will be forfeited if the non-official contractor does not adhere strictly to the exhibit regulations. No installation will be allowed if payment is not received. SPE personnel will contact the non-official stand contractors to handle the services with Beijing International Convention Center (BICC), as mentioned-above.

Exhibitors are responsible and liable for their contractor's observance of all rules and regulations, and will be responsible for all labour charges, utility charges, and other costs incurred during the set-up, maintenance or dismantling of its exhibition stand and equipment.

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WEIGHT AND HEIGHT RESTRICTIONS

Exhibit Hall 1

- The floor in Hall 1 is cement tiles and the ceiling height is 3.60 metres.
- The floor loading is 800 kg per square metre.
- The height limit for custom and purpose built stands is **3.30 metres**.
- The freight entrance is 3.9 metres wide and 2.4 in metres height.

Exhibit Hall 2

- The floor in Hall 2 is covered with marble tiles and the ceiling height is 3.80 metres. If you plan to exhibit a heavy piece of equipment in Hall 2, plywood sub-flooring is required and there will be an additional charge. Please inform your stand contractor or discuss your requirement directly with BICC.
- The floor loading is 800 kg per square metre.
- The height limit for custom and purpose built stands is **3.5 metres**.
- The freight entrance is 2.9 metres wide and 4 metres in height.

ELECTRICAL SERVICE

Electricity provided is 220V, 50 cycle, 13amp circuits. **The mains will be switched on 30 minutes before opening and 15 minutes after closing, each day.** If you have power requirements other than the service noted, or require continuous service, this can be arranged with sufficient advance notice. Any additional charge will be passed on to the exhibitor.

Most service requests are possible if the materials are at hand. That is why it is extremely important to give the contractor(s) involved as much advance notice as possible.

Electricity, plumbing and telephone services are available for exhibitors so desiring.

Custom and Purpose Built Stands

220V, 15amp circuits – Additional charge of RMB1,500 (approximately USD220.00)
380V, 15amp circuits – Additional charge of RMB2,200 (approximately USD323.00)

CATALOGUES & PUBLICITY MATERIALS

Please note that all exhibitors should prepare an envelope/small package (indicating the stand number and name of company on the envelope) containing two (2) samples of each give-away item, as well as any video cassettes and slides, to be provided to R.E. Rogers (M) Sdn. Bhd. no later by **Tuesday, 1 June 2010**. Beijing Expo Exhibition Services Co. Ltd. will arrange and present the materials to Customs Officers for inspection, censorship and approval. Exhibitors should not distribute any of these items prior to customs inspection.

If Taiwan or Hong Kong is to be mentioned in the promotional materials, exhibitors should avoid using any expression form which one would misinterpret that Taiwan or Hong Kong is in a position equivalent to a country.

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GENERAL INFORMATION

EXHIBITION VENUE

The exhibition venue for the International Oil & Gas Conference and Exhibition in China (IOGCEC) is the Beijing International Convention Centre (BICC). This facility is located near the magnificent Beijing National Stadium (The Bird's Nest), the venue for the 2008 Olympics Opening and Closing Ceremony and is within easy reach of Beijing's major travel and sports facilities and scenic spots.

The BICC is 11 km from the Beijing Railway Station. The Capital International Airport is 20 km to the east, while the Summer Palace is only 12 km to the west. To its north are two of the world-famous attractions-the Great Wall and the Ming Tombs.

CLIMATE

June in Beijing is very dry with little rain and very humid. The temperature in summer can peak at 40 degrees centigrade and the heat can persist through the night. Wearing light clothing is advisable.

CURRENCY

The national monetary unit is RenMinBi (RMB). US\$1.00 is approximately RMB6.80. Foreign currency can be exchanged at the airport, local banks and hotels.

INSURANCE

Exhibitors and delegates are advised to purchase their own personal accidental and property insurance

ON-SITE REGISTRATION

Delegates may register on-site at the Conference Registration Desk, Main Lobby, Beijing International Convention Centre, during the following registration hours:

Sunday, 6 June	0900-1700 hours	: Conference Delegates & Exhibitors
Monday, 7 June	0900-1700 hours	: Conference Delegates & Exhibitors
Tuesday, 8 June	0730-1600 hours	: Conference Delegates, Exhibitors & Visitors
Wednesday, 9 June	0730-1730 hours	: Conference Delegates, Exhibitors & Visitors
Thursday, 10 June	0730-1730 hours	: Conference Delegates, Exhibitors & Visitors

CONFERENCE PROCEEDINGS

Advance registration guarantees one (1) CD-ROM *Proceedings* which is available for collection at the Conference Registration Desk. Additional *Proceedings* may be pre-ordered on the Advance Registration Form or purchased during registration hours at the conference for USD150 member and USD200 non-member. Participants are encouraged to order the *Proceedings* in advance, as **on-site availability is limited**.

VOLTAGE

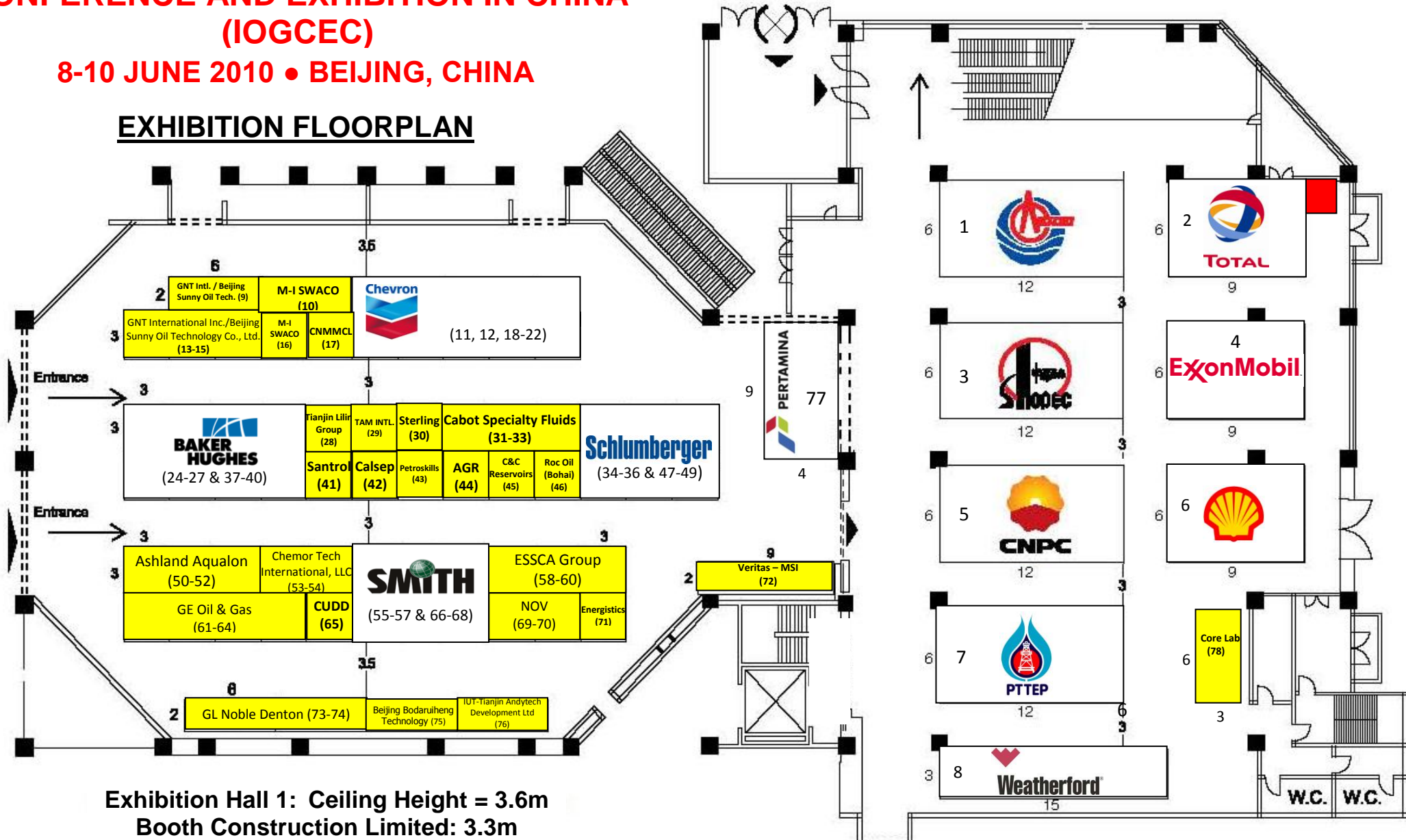
Electric current in China is 220 volts, 50 cycles, 13 amp circuits. Chinese wall sockets accommodate appliances with two round prongs, or three flat prongs. Adapters and converters may be available at the hotel service desk. However it is best to bring your own. Not all adapter kits contain the appropriate adapter for Chinese wall sockets, but they can usually be purchased at the local departmental store.

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(Revised 22 April 2010)

EXHIBITION FLOORPLAN



Exhibition Hall 1: Ceiling Height = 3.6m
Booth Construction Limited: 3.3m

Exhibition Hall 2: Ceiling Height = 3.8m
Booth Construction Limited: 3.5m

SPE EXHIBIT REGULATIONS

SPE has prepared these exhibit regulations in order to provide a well-balanced, well-regulated, attractive and successful event. No exceptions to these regulations will be permitted. SPE reserves the right to enforce strict compliance with these Exhibit Regulations.

CHARACTER OF EXHIBIT

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

- To exhibit only products, which it manufactures, represents or distributes, which are comprised of materials, equipment, apparatus, systems, services and other component products applicable to advancing the engineering and scientific knowledge and development of onshore and offshore resources and the environment.
- No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, 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 business except upon prior written consent SPE
- All exhibits must be manned by at least one company representative during the official Show hours specified by SPE. Exhibit space must be maintained in a neat and orderly manner throughout the exhibition, and no dismantling may begin before the official closing hour on the final day of the exhibition. SPE reserves the right to have the exhibit installed at the expense of the exhibitor if work has not commenced or installation completed by the specified SPE deadline in the SPE Exhibit Regulations.
- To refrain from the performance of any act that affects a sale of any of the products or services being displayed or that constitutes a necessary step in effecting such sale. The prohibited acts shall include, but are not limited to:
 - a) the actual sale of products in return for cash, check or other legal tender received at the exhibit; and
 - b) the execution of contracts or other documents that effect a sale of products or services, whether or not accompanied by receipt of a deposit thereon, for delivery of performance following the Exhibition.

Exhibitors may secure names and addresses of persons expressing an interest in the products or services being displayed for the purpose of contacting such person after the Exhibition.

- 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. Sound or music within a booth is permitted, but must be controlled to a reasonable level, and must not be projected outside the confines of the exhibit booth. Exhibitors are responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in the exhibitor's booth or display. Costumed personnel must be appropriately clad and must remain within the exhibitor's booth space except when necessarily arriving and leaving the booth or exhibition area.
- Arrangements for all food and beverages must be purchased through the Beijing International Convention Center (BICC). Beverages include juices, soft drinks, coffee, bottled water, etc. Exhibitors found in violation of this ruling are subject to corkage fees established by the BICC and/or may lose their right to participate in future SPE exhibitions.
- Samples, souvenirs and advertising material may be distributed by the exhibitor only from within their booth. Balloons (including helium) and stickers are prohibited in the Convention Center. (Handouts with gummed backing that adhere or cause adhesion are considered stickers.)

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- Equipment must be arranged so that show visitors do not stand in the aisle while examining equipment or watching demonstrations. Strolling entertainment or moving advertisements outside of an exhibitor's exhibit space is prohibited. Demonstration areas should not be placed on the aisle line of the exhibit. Normal aisle traffic cannot be blocked at any time.
- SPE is sensitive to the time, effort and cost related to the success of the conference by exhibitors, and therefore, expressly forbids the solicitation of goods and services, distribution of literature, promotional items or souvenirs by anyone other than registered exhibitors. Exhibitors witnessing this type of situation should notify the SPE Exhibition Floor Manager immediately.
- **Exhibitors hosting off-site hospitality functions are prohibited from holding those activities during official Show hours or official show events as described below:**

Official Show Hours: **Tuesday, 8 June** – 0900 – 1600 hours
 Wednesday, 9 June – 0830 – 1730 hours
 Thursday, 10 June – 0830 – 1730 hours

Official Show Event: **Tuesday, 8 June:** Welcome Dinner/ Cultural Evening from 1800 to 2030 hours;

Only exhibitors in good standing are permitted to host a hospitality function in an official Show hotel. (All requests for a hospitality suite or public function space must be made through SPE). If an exhibitor should cancel or not occupy the exhibit space during official Show hours, SPE reserves the right to notify the hotel to cancel any hospitality space and/or hotel guest rooms under that company's name. Exhibitor shall remain liable for the payments made to the hotel. Any exhibiting firm's division or subsidiary not contracting for space in the Show, but conducting any function in direct competition with the official Show hours, or at any time during the official Show days, will forfeit the rights of the exhibiting firm to obtain hospitality suites and/or function space over the official Show days the next event and will forfeit all Priority Number. Exhibitors must also complete the '**Special Event Notification Form**' available in the Exhibitor Services Manual and return completed form to SPE.

- Exhibitor shall abide by and observe all federal, state and local laws, codes, ordinances, rules and regulations, and all rules and regulations of the Convention Center (including any union labor work rules).
- **The use of roller skates, roller blades and/or motorized or manually operated scooters (including segways) are strictly prohibited in the convention center at all times.**
- Each Exhibitor understands and agrees that the Exhibit Regulations are an integral and binding part of the Application/Contract for Exhibit Space.

HANGING SIGNS & GRAPHICS GUIDELINES

- **NO Hanging signs and graphics are permitted in peninsula, split island, walk thru or standard booths.**
- All hanging signs and graphics must be located at least 1m from the perimeter boundary of the booth. Any lighting associated with a hanging sign must be integral to the sign and no spotlighting is allowed.
- All sides of hanging signs and graphics must be covered or finished in such a manner as not to detract from those booths behind it. All hanging signs and graphics, regardless of size, should be constructed of lightweight flameproof materials.
- Any signage extending higher than the external booth wall and visible to those viewing booths in the aisles behind it must remain stationary with the rear of the sign covered and/or finished in such a manner as not to detract from those booths behind it. All materials must be contained within the contracted booth space.
- The BICC regulations state that no signs will be allowed to hang from any electrical fixtures, raceways, water/gas/air/fire protection piping, supports or hangers. Permanent BICC graphics, signs or displays may not be blocked in any manner.

EXHIBIT BOOTH DISPLAY REGULATIONS

- Any portion of a display that extends above or beyond that of the booth adjoining to the rear or side must be finished with paint or drape at the exhibitor's expense. Any portion of your booth facing an aisle must be finished.
- The penetration of floors, walls, ceilings, or trim will not be permitted; neither may any holes be drilled in any portion of the Convention Center. Displays must be freestanding and not rely on any part of the Exhibit Hall other than the floor for support.
- If a booth design includes special lighting, all lighting, fixtures, or trusses should remain within the boundaries of the exhibit space. Special effects lighting must not project onto other exhibits or show aisles and should be directed to the inner confines of the exhibit space. All special lighting effects should be in good taste and not interfere with neighbouring exhibitors or otherwise distract from the professional atmosphere of IOGCEC. All special lighting fixtures must be constructed of non-combustible or effectively treated with an approved fire retardant chemical.
- The use of carpeting or other professional floor covering is required by each exhibitor. These floor coverings must not be sealed to the floors in such a manner as to damage the floor or be so installed as to be a hazard to public safety or as to endanger the public. Exhibitors are responsible for the final condition of the floor in their space. The edges of raised flooring may be inclined, providing the slope is gradual and gentle. Exhibitors are urged to simplify access for disabled persons by providing a ramp of at least 1m wide set in place at right angles to the aisle.
- No exhibitor shall in any manner obstruct an exit, aisle, restroom or easement at any time. In all cases, exits and fire connections must be clearly identifiable. The Fire Marshal shall have the final ruling on this matter.
- Polythene sheets are to be laid on the floor before commencing any work, especially painting, carpeting etc.
- Designated "NO FREIGHT" aisles must be maintained clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the Exhibit Hall and to expedite freight and empty crate moving.
- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Exhibitors should refer to local building codes that regulate temporary structures.
- Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.
- Drip pans and scrap buckets should be provided for operating machinery to prevent lubricants, paints, etc., from staining the floor causing a slippage hazard.
- Paint must be removed nightly and all cans must be tightly closed to prevent their contents from staining the floor, causing a slippage hazard, and tracking of paint, etc., over other exhibitor's carpet.
- Column or wall outlets may not be used in the Convention Center for direct connection by anyone other than employees of the Official Electrical Contractor.
- Exhibit displays are subject to inspection by SPE and may require modification to meet safety standards. SPE reserves the right to remove any exhibit, at the exhibitor's expense, if the display does not meet the specifications set forth in the Exhibit Regulations.

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- **BOOTH DRAPING (MASKING):** SPE Show policy requires covering (finished and/or draping) on each side of the booth, including in line and corner locations, if materials are stored behind the display or if grid work and/or electrical cords are exposed to public viewing. Exposed parts of displays (including backs) must be completely finished so that they are not objectionable to other exhibitors, delegates or SPE Management and are in keeping with the professional appearance on the exhibition floor. Any booth draping (masking) required for either or both sides (or back) of a booth will be ordered from the official contractor at the expense of the exhibitor.
- **NOISE LEVELS:** Mechanical reproduction of sound or music relating to an exhibit, or noise generated by production demonstrations shall be kept at a sufficiently low volume so as not to project beyond the confines of the exhibitor's booth and should not disrupt the activities of the neighbouring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than the aisles. SPE reserves the right to impose limitation on noise levels and any method of operation, which becomes objectionable.
- **DISTRIBUTION OF PUBLICATIONS:** Publications/brochures may only be distributed from your booth. No distribution is permitted from the aisles of the Exhibition Hall, the registration area, or anywhere in the Convention Center. Publication Cubicles may be rented by companies for their industry related publications. Brochures other than those assigned to the company renting the cubicle will be removed and destroyed.
- **SECURITY:** SPE will provide appropriate security in order to ensure the safety of its attendees and exhibitors. SPE assumes no responsibility for loss, damage or theft incurred to any exhibit or property of the exhibitor. Unauthorised persons will not be permitted to enter or remain the Exhibit Hall after closing hours; however, certain authorised persons may have access to the Exhibit Hall at any time.
- **INSURANCE:** Insurance for fire, public liability and theft must be taken out by each exhibitor at its own expense. The insurance is to cover the full period of occupancy of the premises by the exhibitor, its agents and employees.
- **CLEANING AND DISPOSAL OF USED/EXCESS MATERIALS:** Each exhibitor must keep its exhibit area clean and properly dispose of all refuse. All used or leftover materials resulting from delivery, installation and removal activities of the exhibitor shall be disposed of at the exhibitor's expense. Exhibitors are liable for any damage they cause (or third party authorised by them) to the walls, floors, columns, doors, windows, etc., during the installation, operating and dismantling of their exhibits.
- **STORAGE:** Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem or look unsightly.
- **INSTALLATION AND DISMANTLING SCHEDULES**
 - Exhibits must comply with the published installation and dismantling schedules and procedures as outlined in the Exhibitor Services Manual. Requests for alterations to these schedules must be submitted to SPE in writing no later than 1 April 2010.
 - Should an exhibitor begin to dismantle or pack part of the exhibit before the official close of the show, the exhibitor may be denied participation in future events. Exhibitors should contact their Floor Manager in the event further discussion is needed.
- **FREIGHT HANDLING**
 - RE Rogers (M) Sdn. Bhd. is the official freight forwarder and will be responsible for the customs clearance, move-in, and removal of exhibits. To enable the timely delivery of your exhibits, customs-cleared to the exhibition site, Exhibitors are urged to thoroughly read all pages of the R.E. Rogers packet included herein. Exhibitors or their appointed agent should contact your nearest R.E. Rogers office if you require additional information.

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- **BOOTH INSPECTION DEADLINE (NO-SHOW RULING)**
 - The installation of all exhibits must be completed by 1600 hours on Monday, 7 June 2010. No installation will be allowed after 1600 hours.
 - Exhibitors must submit written requests for installations that will not begin until after 1200 hours on Monday, 7 June 2010, for SPE Show Management approval. Approval of late installation requests is at the discretion of SPE.
 - Should an exhibit space remain vacant after 1200 hours on Monday, 7 June 2010, and arrangements for exhibit services (carpet, electricity, freight delivery, etc.) have been ordered and verified, SPE will assume the exhibitor will be late, but will arrive.
 - Should an exhibit space remain vacant after 1200 hours on Monday, Monday, 7 June 2010, with no arrangements for exhibit services ordered, and SPE has not been notified of a late installation, SPE will make this area into a carpeted lounge or otherwise reassigned by SPE. Should an exhibitor arrive after the following steps have been taken, the exhibitor will be responsible for costs incurred by SPE. SPE also reserves the right to resell the cancelled space and the contract will become null and void. There will be no refunds due to an exhibitor who fails to utilise their contracted space and the exhibitor will remain responsible for any outstanding balances due.

FIRE REGULATIONS

The regulations of the China Fire Department must be followed, and all exhibits may be subject to the Fire Department's inspection.

- All decorative materials including drapes, signs, banners, acoustical treatments, table coverings, etc., must be non-combustible or effectively treated with an approved fire retardant chemical.
- All canopies, ceilings, or other overhead construction for booths or exhibits must be of non-combustible materials.
- Display and/or operation of any heavy equipment must be subject to the floor loading limits of the exhibit area.
- Any special effects, decorations, displays, or operating equipment of any kind of questionable nature must be approved before being installed.
- The use of any flammable liquids, gases or solids and the use of compressed gases are not permitted.
- The exhibiting of motorised vehicles or other equipment involving the use of flammable liquids shall be subject to specific regulations. Gas tanks must not contain more than ¼ tank of fuel and must be sealed, locked, and all battery cables must be disconnected. Ignition keys must be removed and at display location.
- Heat-producing appliances employing open flames, high heat, lighting effects, etc., as part of an exhibit shall not be operated unless special approval has been obtained.
- All operating electrical, plumbing and heating devices shall be installed in compliance with the requirements of the City Municipal Code. The required permits shall be obtained before such installations are made, and all installations shall meet with the approval of the inspecting authority.
- Fire hose reels and cabinets must be readily accessible and cannot be obstructed in any manner whatsoever.

EXHIBITOR SERVICES

Official Service Contractors

To ensure the continuation of a smooth installation, dismantling and operation during the Exhibition, Official Contractors have been appointed. Although full-time employees of exhibitor-appointed contractors, other than the Official Contractors, may be authorised to gain access to exhibition areas, exhibitors are urged to obtain required labor and services from SPE Official Contractors. Complete details of official contractors are provided within the Exhibitor Services Manual.

Exhibitor-Appointed Contractors

An Exhibitor-Appointed Contractor is any person or company other than the designated "official" or "exclusive" contractors that provides a service (supervision, display installation and dismantling, advertising agencies, models, florists, photographers, aquarium supply firms, computer firms, audiovisual firms, etc.) and requires access to the exhibit hall any time during installation or dismantling or show dates. Exhibitors are responsible for advising SPE of the names, addresses, and contacts for these Exhibitor-Appointed Contractors by submitting the **Work Authorisation Request Form** included in the Exhibitor Services Manual no later than **1 April 2010**.

All Exhibitor-Appointed Contractors must meet the following criteria:

1. All EAC's (not exhibiting companies) will be required to submit certificates of insurance for Commercial General Liability Insurance, Business Automobile Liability Insurance and Worker's Compensation Insurance.
 - Commercial General Liability coverage must provide \$1,000,000 Combined Single Limit each Occurrence and \$1,000,000 General Aggregate and \$1,000,000 Products/Completed Operations Aggregate. Commercial General Liability must include Product/Completed Operations and Broad Form Commercial General Liability with *NO EXCLUSIONS*.
 - Business Automobile Liability must include all owned, non-owned and hired vehicles with limits of \$1,000,000 Combined Single Limit Bodily Injury and Property Damage Liability.
 - The Worker's Compensation and Employers' Liability Insurance must provide a minimum limit of \$1,000,000 each Accident; \$1,000,000 Disease - Policy Limit; \$1,000,000 Disease - each Employee and meet the Statutory Requirements established by the State of Texas.
 - Umbrella Liability is acceptable to meet above minimum requirements.
 - Alert your insurance carrier that the "Certificate Holder" is the "Society of Petroleum Engineers", P.O. Box 833836, Richardson, TX 75083, U.S.A., Telephone: +1.972.952.9393.
2. All EAC's must provide the name(s) of their key on-site personnel. SPE will prepare a name badge for the EAC's key on-site personnel, which will be available for pick-up at the registration counter, which allows the same access as an exhibitor badge. All other EAC personnel (non key on-site personnel) must wear a badge provided by SPE, which allows access only during installation and dismantling.
3. Failure to meet the above steps will jeopardise the EAC's ability to obtain work authorisation from SPE.
4. Comply with the following rules and regulations:
 - All EAC's are required to comply with all SPE, facility and union rules and regulations as detailed in the Exhibitor Services Manual.
 - EAC's will be denied access to the exhibit floor without current proof of insurance coverage in all of the above-mentioned categories.
 - Any EAC found working on the show floor without SPE Management authorisation will be escorted from the premises and not allowed to return to the floor.

COPYRIGHT REGULATIONS

Exhibiting companies shall not display, perform, or otherwise reproduce any Copyrighted Work of another without the express written consent of the copyright owner. The term "Copyrighted Work" includes literary works, musical compositions and performances, phonographs, audiotapes, videotapes, motion pictures, photographs, graphics, and all other works for which U.S. Copyright Law affords protection. More specifically, Exhibitor shall not display, perform, or otherwise reproduce, or cause to permit to be displayed, performed, or otherwise reproduced, any copyrighted musical composition or performance of another at the Exhibition without the copyright owner's express written consent. This includes the reproduction of any radio or television broadcasts, audiotapes, videotapes, and/or motion pictures that include, in whole or in part, the music composition(s) of any other party.

GOOD NEIGHBOUR POLICY

Any exhibitor using audio or video content in their booth for the purpose of demonstrating equipment or services agrees that such content shall be appropriate for a general audience, and agrees to refrain from using content that may be considered offensive to such an audience. In the event of a complaint from any person regarding the content or noise level by an exhibitor, SPE will investigate the complaint. Should SPE determine the content to be offensive or in excess of appropriate noise levels, exhibitor agrees to cease using such content or noise making device. Repeated violations of this policy can, at SPE's discretion, result in expulsion from the show and/or loss of earned priority points.

PHOTOGRAPHY REGULATIONS

Photography and/or videography of any exhibit booth design and/or equipment is prohibited unless approval has been obtained from the exhibitor. The exhibitor reserves the right to report any violation to SPE Show Management.

MARKET RESEARCH AND SURVEYS

Any Exhibitor wishing to contact market research or surveys during the Conference must adhere to the following procedures. Surveys and questionnaires must be submitted for approval to the SPE Exhibits Manager no later than sixty (60) days prior to the event.

All surveys/questionnaires must be conducted within the confines of the exhibitor's booth. At no time may exhibit personnel leave their booth to encourage participation or to survey/question attendees.

Market research companies must identify the names of the clients for whom they are conducting research. Survey documents and any publication or results may not include the name of the Conference or make any reference to the event which might cause respondents or readers to believe that SPE is endorsing, approving, or involved with the research. Exhibitors who violate these guidelines may jeopardize future participation in SPE events.

AGE RESTRICTIONS TO EXHIBIT HALL

No one under the age of 18 is permitted in the Exhibit Hall during move-in or move-out.

No one under the age of 15 is permitted in the Exhibit Hall during official show hours.

AFTER HOURS WORK PERMITS

SPE recognizes that, in critical situations, it may be necessary for an exhibitor to work beyond the published installation and dismantle scheduled hours. Authorisation to work late will be based on the type of work to be done, and the number of people needing access to the Convention Center. Exhibitors should obtain approval from SPE. For authorisation to work late, you must be able to demonstrate that construction of your exhibit cannot be completed during scheduled hours. For safety and security reasons, work late authorisations will be granted only when conditions impact a company's ability to complete construction of their exhibit by 1600 hours on Monday, 7 June 2010.

**SPE INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)
8-10 JUNE 2010 • BEIJING, CHINA**

PARKING

Any vehicle parked in designated no parking zones or designated fire lanes will be towed to a location designated by the Convention Center at the owner's expense.

SMOKING POLICY

The Convention Center is a non-smoking facility. Smoking is prohibited in all areas except in designated smoking areas.

AMENDMENTS

Any and all matters and questions not specifically covered by these exhibit regulations shall be subject to the decision of SPE and may be amended at any time by SPE in the interest of the exhibition and notice thereof shall be binding on the exhibitors equally with the foregoing in these exhibit regulations.

Inquiries regarding the SPE Exhibit Regulations should be directed to:

**Society of Petroleum Engineers (SPE)
SPE-Asia Pacific (M) Sdn. Bhd.
Suite 23-02, Level 23, Centrepont South
Mid Valley City, Lingkaran Syed Putra
59200 Kuala Lumpur, Malaysia**

Telephone: +60.3.2288.1233

Facsimile: +60.3.2282.1220

E-mail: spekl@spe.org

**For complete information on the 2010 SPE International Oil & Gas
Conference and Exhibition in China (IOGCEC),
please visit our website at www.spe.org**

**SPE INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)
8-10 JUNE 2010 • BEIJING, CHINA**

The Beijing International Convention Center (BICC) is appointed by the Society of Petroleum Engineers (SPE) as the decorating contractor responsible for building exhibition booths and supplying furniture and electrical appliances.

Beijing International Convention Center

Project Service Group

Contact person: Ms. Wang Yan, Project Coordinator

Tel: +86.10.8499.2605; Fax: +86.10.8499.2605

Cell: +86.135.01110.426

E-mail: cn_wangyan@126.com

I. STANDARD SHELL SCHEME BOOTH

The following items are provided for each standard booth (3m x 3m):

Fascia Board	The company name with max. 24 English alphabets and max. 12 Chinese characters with booth number on the 370mm height overhead fascia board
Walls	Three (3) panels (sided walls) made of white unsaturated polyester resin supported by white aluminum materials. For corner booths, it will be two (2) panels (sided walls) with two fascia boards.
Carpet	Blue Needle punch carpet covering the entire floor area of the booth.
Furniture	a) one (1) reception desk b) two (2) white folding chairs c) one (1) wastebasket
Illumination	Two (2) 40W spotlights installed behind the fascia board of each booth
Power	One (1) 5A/220V single-phase three-hole socket

Multiple Booth: Booth longer than 6m will have no dividing walls.

II. SELF-BUILT STANDS

Exhibitors with self-built stands should contact the official stand contractor, Beijing International Convention Center, to discuss their requirements, and advise SPE Asia Pacific Office (Kuala Lumpur) of their contractor's name and contact.

A structural/dimensional drawing of the proposed booth must be submitted to the SPE Asia Pacific Office (Kuala Lumpur) for approval by **1 April 2010**. Only authorised contractor(s) are allowed to work within the Beijing International Convention Center. Authorisation for contractors is **ONLY** available from SPE.

Exhibitors are responsible and liable for any such contractor's observance of all rules and regulations, and will be responsible for all labour charges, utility charges, or other costs incurred in the set-up, maintenance or dismantling of its exhibition stand and equipment.

**SPE INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)
8-10 JUNE 2010 • BEIJING, CHINA**

III. FURNITURE AND ELECTRICAL APPLIANCES ADDED AS REQUIRED

In addition to items provided in the basic Standard Shell Scheme Booth, additional furniture and electrical items are available for rental from Beijing International Convention Center.

Please complete the Order Form, included herein, to order additional furniture or electrical needs. Please send the form to the Project Service Group of Beijing International Convention Center no later than **15 May 2010.**

IV. SPECIAL REQUIREMENTS

Besides the rental items available, the Project Service Group of Beijing International Convention Center are pleased to provide special designs and graphic or custom made display aids, counters, etc. BICC can also construct or produce based on exhibitor's custom exhibit design and specific needs.

ORDER FORM

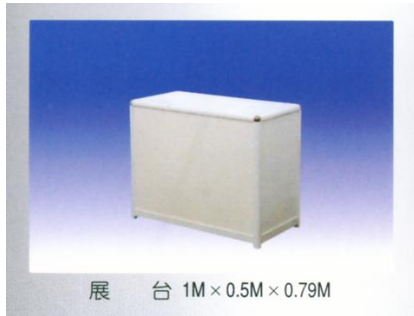
DEADLINE: 15 MAY 2010

FURNITURE AND AUDIO-VISUAL EQUIPMENT ORDER FORM

- 1) Photos of the furniture are shown on the back of this form.
- 2) If you have additional requirements not listed below, please contact BICC for a quotation.

<u>Items</u>	<u>Price (RMB)</u>	<u>Specifications</u>	<u>Quantity</u>	<u>TOTAL (RMB)</u>
Information Counter	80/unit	1M x 0.5M x 0.79M		
Glass Showcase Cabinet	300/unit	1.02M x 0.52M x 1M		
Multi-Functional Table	80/unit	1.4M x 0.6M x 0.75M		
Meeting Table (2 chairs included)	200/unit	0.65M x 0.65M x 0.74M (square)		
		0.8M x 0.74M (round)		
Folding Door	200/unit	1M x 1.85M		
Folding Chair	30/unit			
Sofa Chair	50/unit			
Sofa	100/unit			
Bar Stool	120/unit			
Advertisement Board	300/unit	1.4M x 2.45M / 1.1M x 1.7M (Red/Green)		
Rug/Carpet	30/sqm	Please refer to the colour selection sheet		
Flat Shelf	50/unit	1Mx0.3M		
Portable Display Board	80/unit	2.4Mx0.98M		
Long Arm Spotlight	80/unit	60W		
TV Set	500/unit	29 inch		
TV Set + Video Recorder/ VCD player	600/set			
DVD player	300/unit			
Refrigerator	300/unit	200 liters		
Brochure Rack	300/unit	Self Standing		
Coat Rack	300/unit	Self Standing		
TOTAL				

**SPE INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)
8-10 JUNE 2010 • BEIJING, CHINA**



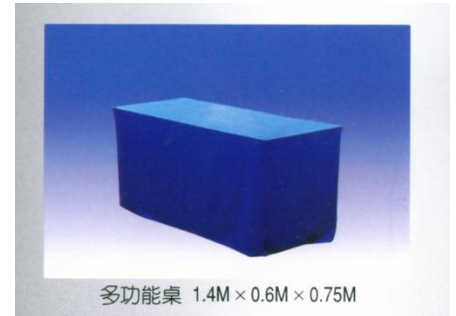
展 台 1M × 0.5M × 0.79M

**Information Counter
1M x 0.5M x 0.79M**



玻璃展柜 1.02M × 0.52M × 1M

**Glass Showcase Cabinet
1.02M x 0.52M x 1M**



多功能桌 1.4M × 0.6M × 0.75M

**Multi-Functional Table
1.4M x 0.6M x 0.75M**



洽谈桌 0.65M × 0.65M × 0.7M 椅子

**Meeting Table
0.65M x 0.65M x 0.74M (square)
Folding Chairs**



洽谈桌 0.8M × 0.74M 椅子

**Meeting Table
0.8M x 0.74M (round)
Chairs**



沙 发 椅

Sofa Chair



沙 发

Sofa



吧 椅

Bar Stool



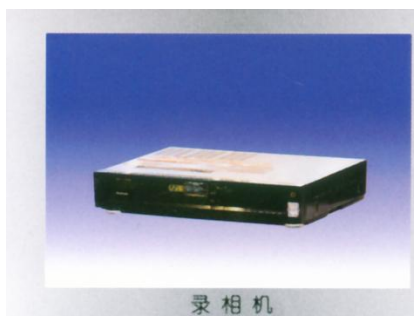
长臂射灯 60W

Long Arm Spotlight



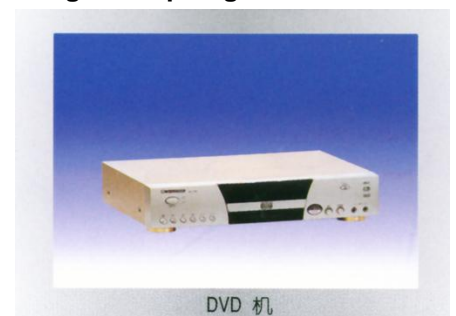
电视机 29寸

TV Set



录 相 机

**TV Set + Video Recorder/VCD
Player**



DVD 机

DVD Player

CARPET TILE COLOURS



AUDIO-VISUAL EQUIPMENT

Items	Price (RMB)	Number of Day / Date Required	Quantity	Total (RMB)
42" Plasma with Speakers	1,200/unit/day			
19" Monitor and CPU	800/unit/day			
17" Monitor and CPU	600/unit/day			
Projector 10000 lumens	8,000/unit/day			
Projector 4100 lumens	4,000/unit/day			
Screen 3m x 2m	1,000/unit/day			
Screen 6m x 4m	3,000/unit/day			
Screen 12m x 3m	4,000/unit/day			
Notebook PC	600/unit/day			
TOTAL				

TELECOMMUNICATION AND ELECTRICAL AMENITIES

<u>Items</u>	<u>Price (RMB)</u>	<u>Specifications</u>	<u>Quantity</u>	<u>TOTAL (RMB)</u>
Telephone	1,000/line	Price includes installation and usage for LOCAL calls only.		
	3,000/line	Price includes installation and deposit for usage for long distance calls. Any surplus of usage will then be charged accordingly.		
ISDN Line	2,000/line	Price includes installation and usage for LOCAL calls only. Any long distance calls made will be charged accordingly.		
Broadband	1,000/day	Price includes installation and usage of 128K broadband facility.		
	1,500/day	Price includes installation and usage of 256K broadband facility.		
Power Outlet	1,500/unit	15A, 220V – Single Phase		
	2,200/unit	15A, 380V		
Temporary Power Supply	200/unit			
Water Supply & Drainage	1000/unit	About 15mm/20mm diameter inlet & 50mm outlet pipe		
TOTAL				

SUBTOTAL RMB _____

**SPE INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)
8-10 JUNE 2010 • BEIJING, CHINA**

Notes:

- 1) Multi-phase sockets are not allowed.
- 2) All sockets used for displaying products only and exclude power consumption.
- 3) Connection for lighting purpose from power outlet is prohibited.
- 4) The above order will be cancelled if payment is not made to Beijing International Convention Center prior to the start of the exhibition.

PAYMENT

- 1) All orders must be accompanied with full payment either:
 - a. By Cash
 - b. By Telegraphic Transfer to our bank account:
Beneficial Bank: China Merchants Bank, Beijing Branch, Ya Yuncun Sub-Branch
Account Name: Beijing Jinghai Tonglian International Hi-tech Conference and Exhibition Co., Ltd.
Account Number: 0784822310001
Reference: 2010IOGCEC – International Oil & Gas Conference and Exhibition in China
- 2) Orders without remittance will not be entertained.
- 3) **Late order: 30% surcharge will be charged for any late orders received after the deadline.
 50% surcharge will be charged for any late orders received on-site.**
- 4) The prices stated are for the duration of the exhibition period, and subject to change without prior notice, unless otherwise stated,

Please refer to the booth plan and special requirement as stated in the Service Manual.

Exhibitor: _____ **Booth Number:** _____

Contact Person: _____

Address: _____

Tel: _____ **Fax:** _____

E-mail: _____

Signature: _____

Please return this form to
Beijing International Convention Center
Project Service Group
Attn: Ms. Wang Yan
Tel: +86.10.8499.2605; Fax: +86.10.8499.2605
Cell: +86.135.01110.426
E-mail: cn_wangyan@126.com

**SPE INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)
8-10 JUNE 2010 • BEIJING, CHINA**

Beverage Service Form

Please send the completed form with the payment information to:

Exhibition services
Beijing International Convention Center
No.8 Beichen Dong Road, Chaoyang District, Beijing P. R. China 100101
Tel: 86.10.8499.2605
Fax : 86.10.8499.2605
Email: iogcec@yeah.net

DEADLINE: 15 MAY 2010

No	Beverages	Price(RMB)	Unit
1	Bottled Mineral Water(330ml)	120 .00	Carton (24 Bottle)
2	Water Dispenser + 5 Units of bottled Mineral Water	250.00	A Machine + 5 Units
3	Bottle Water Refill – 5 Gallon	50.00	Per Bottle
4	Vacuum Bottled Coffee(600ml)+100 cups	1200.00	Per Bottle
5	Cola/Fenta(330ml)	192.00	Carton (24 bottle)

All Alcoholic Beverages are not available in the venue.

Venue/hall: _____ Booth No: _____
Contact Person: _____
Company Name: _____
Tel: _____ Fax: _____
Email: _____ Mobile: _____

Date	Delivery Time	Items	Price(RMB)	Qty	Total (RMB)
Subtotal					
Order and payment received 15 days prior the Event is subject to a 20% surcharge					
Price are valid until 20 May 2010 and are subject to 5% government tax and 10% service charge					
Total					

(Please contact Beijing International Convention Centre directly if you would like to request for items not listed on this form)

**SPE INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)
8-10 JUNE 2010 • BEIJING, CHINA**

Booth Catering Service Form

Please send the completed form with the payment information to:

DEADLINE: 15 MAY 2010

Exhibition services
Beijing International Convention Center
No.8 Beichen Dong Road, Chaoyang District, Beijing P. R. China 100101
Tel:(8610) 84992605
Fax :(8610)84992605
Email: iogcec@yeah.net

No	Beverages	Price(RMB)	Unit
6	Box Lunch(Rice + 1 Meat dish + 1 Vegetarian Dish)	35 .00	
7	Box Lunch(Rice + 1 Meat dish + 2 Vegetarian Dishes)	40.00	
No	Western Food	Price(RMB)	Unit
8	Western Food Combo(Sandwich/ Fried Rice with Beef)	60.00	
No	Sweet Item	Price(RMB)	Unit
9	Dessert(Mousse/Cake/Cheese)	15.00	

All Alcoholic Beverages are not available in the venue.

Venue/hall: _____ Booth No: _____
 Contact Person: _____
 Company Name: _____
 Tel: _____ Fax: _____
 Email: _____ Mobile: _____

Date	Delivery Time	Items	Price(RMB)	Qty	Total (RMB)
Subtotal					
Order and payment received 15 days prior the Event is subject to a 20% surcharge					
Price are valid until 20 May 2010 and are subject to 5% government tax and 10% service charge					
Total					

(Please contact Beijing International Convention Centre directly if you would like to request for items not listed on this form)

Booth Catering Service Form

DEADLINE: 15 MAY 2010

Rules and Regulations

- The Beijing International Convention Center has exclusive food and beverage distribution rights within the venue.
- Any outside food items brought into its premises for sale and consumption is strictly prohibited.
- Food orders placed made are not refundable.

Conditions

- Crockery and cutlery are available. The exhibitor is responsible and will be charged for any loss or damaged crockery and cutlery.
- Power connection shall be arranged for any order(s) of hot food. Please arrange with the appointed booth constructor prior to build-up.

Order Deadline

- Full payment must be received by the Centre 15 days prior to the Event. After which the order(s) becomes null and void, and your order shall officially be deemed cancelled automatically.
- Payment made after the deadline is subject to a 20% surcharge.

Payment Policy

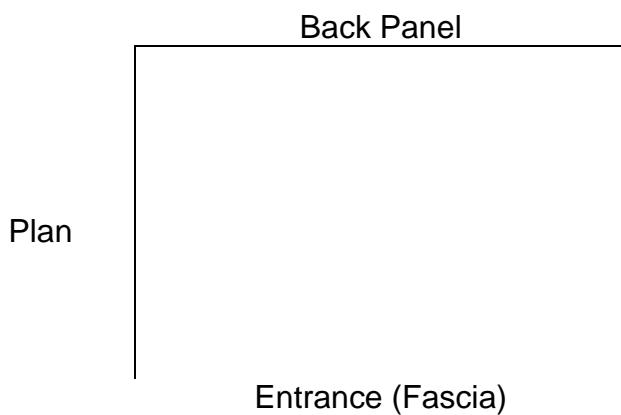
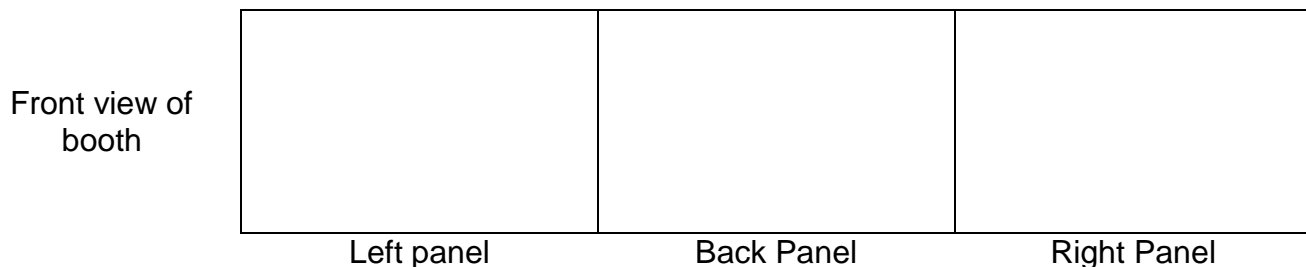
- All orders will be processed once payment and completed form(s) have been received. An invoice will be provided on-site once payment has been received. Credit card will be required to cover any on-site incidentals.
- All prices are subject to a 5% government tax and a 10% service tax.
- Please mark billing instruction:

Cash Cheque Credit Card Bank Draft

We, the undersigned, hereby agree and accept the foregoing	For official use only (BICC)
Name:	Date Received:
Signature:	
Date:	
Company Stamp:	

BOOTH PLAN

Please specify in the following diagram where furniture and electrical items will be placed in the booths.



Standard Shell Scheme Stand

Conditions:

Installation of furniture and electrical items are subject to the following:

- 1) Exhibitors must compensate for any damaged articles
- 2) Exhibitors are required to bring their own adapters which are compatible with their equipment, to connect to the water supply system and drainage as well as the compressed air system.
- 3) Exhibitors are required to bring their own special regulating units if they require very specific water temperature and water pressure.
- 4) Exhibitors are advised to bring their own stabilisers if their exhibition requires highly sensitive equipments, to cater for voltage fluctuation.
- 5) Any complaints with regards to rented items must be made **PRIOR TO 12:00 p.m. on Monday, 7 June 2010**. Any complaints received after this will not be entertained.
- 6) Exhibitors are not permitted to fix their fluorescent light and spot lights. Installation of special lamps or lights must be done by the contractors appointed by the Beijing International Convention Center.
- 7) Exhibitors must indicate the positions where the furniture or electrical items on the above diagram. If this is not complied with, the items will be placed at their standard position at BICC's discretion. Labour fees will be charged accordingly to rearrange the items.

Please return this form to:

Beijing International Convention Center

Project Service Group

Contact person: Ms. Wang Yan

Tel: +86.10.8499.2605; Fax: +86.10.8499.2605

Cell: +86.135.01110.426

E-mail: cn_wangyan@126.com

WORK AUTHORISATION REQUEST FORM

THIS FORM MUST BE COMPLETED BY EXHIBITING COMPANY PERSONNEL AND RETURNED TO SPE NO LATER THAN 1 MARCH 2010

Exhibitors using the SPE official contractor – Beijing International Convention Center (BICC) or an Exhibitor-Appointed-Contractor (EAC) to install or dismantle their exhibit booth must return this form. An EAC is any person or company, other than the designated “official” or “exclusive” contractors listed in the Exhibitor Services Manual that is hired to provide a service and requires access to your exhibit any time during installation, exhibition dates and/or dismantling. Exhibitors are responsible for advising SPE management by submitting this form.

Please check applicable box:

- We have requested labor through the SPE official labor contractor - BICC.

- We will use an Exhibitor-Appointed Contractor in accordance with the 2010 IOGCEC Exhibit Regulations. The exhibiting company is responsible for the actions of their Exhibitor-Appointed Contractor(s) for any violations or damages that may occur.

Please Print:

Exhibitor-Appointed Contractor Company Name _____

Company Contact _____

Address _____

City _____ State _____ Country _____

Zip/Postal Code _____

Telephone _____ Facsimile _____

E-mail address _____

Describe in detail the service(s) the above exhibitor-appointed contractor will provide for your company.

PLEASE PHOTOCOPY THIS FORM FOR ANY ADDITIONAL EXHIBITOR-APPOINTED-CONTRACTORS

Exhibitor _____ Stand _____

Requested By _____
(Please print) Signature

Telephone _____ E-mail _____ Date _____

Submit by 1 April 2010 to:
Annie Lim, SPE Event Coordinator
E-mail: alim@spe.org ; Facsimile: +60.3.2282.1220

SPECIAL EVENT NOTIFICATION FORM

For security purposes, IOGCEC Exhibitors who plan on holding special events within your exhibit space during the official show hours or hospitality events after the official show hours must notify SPE in advance.

Company: _____ **Booth#:** _____

On-site Contact Person: _____ **Tel:** _____

Email: _____

Is your event available to the media? **YES** **NO**

Date of event: _____ **Time of event:** _____

Venue of Event (if not within exhibit space): _____

Expected Attendance: _____

Nature of Event: _____

Other Information: _____

Please complete and return to Annie Lim, SPE Event Coordinator by 14 May 2010 to :
alim@spe.org or fax to +60.3.2282.1220

EXHIBITOR OWNED EQUIPMENT DECLARATION FORM

(To be used on-site only)

Company: _____

Address: _____

Tel: _____ Fax: _____

Booth No. _____ Date : _____

Item No.	Description	Quantity	Purpose	Duration	For Official Use Only
1.					
2.					
3.					
4.					
5.					

I/We hereby declare that the equipment(s) as described above is/are part of the packing list of items for this event. We understand and agree to abide by the terms and conditions stated herein.

TERMS AND CONDITIONS

EXHIBIT MANAGEMENT reserves the right:-

- i) To inspect and test all equipment.
- ii) To refuse utilisation of equipment(s) if found faulty or not complying to local standards.
- iii) A copy of this form must be prepared for all Exhibitor owned equipment brought into the exhibit area. Failure to do so may result in equipment being held by exhibition management/security until satisfactory proof of origin is established or close of exhibition.

Name: _____ Signature: _____

Designation: _____ Date: _____

For Official Use:

Checked by: _____ Signature: _____

Date/ Time: _____ Remarks: _____

STAND PERSONNEL / EXHIBITOR REGISTRATION FORM

All Exhibitors are entitled to two complimentary exhibitor registrations per 9 square metres of exhibit space purchased. A complimentary exhibitor registration includes the following:

- Access to the Exhibition
- Coffee/Tea Breaks

If you require registration for additional stand personnel, please also complete the Exhibitor Registration Form and complete the paid exhibitor section of the form. Paid Exhibitor registration includes the following:

- Access to the Exhibition
- Coffee /Tea Breaks

HOUSING AND VISA INFORMATION

HOTEL ACCOMMODATION

Hotel rooms can be reserved at either the **InterContinental Beijing Beichen, Crowne Plaza Park View Wuzhou Beijing Hotel and Beijing North Star Continental Grand**, where a room block with “special rate” is being held for 2010 IOGCEC conference delegates. Please send the completed Hotel Booking Form to the hotel directly by fax or mail to ensure your hotel accommodation during the conference, by **4 May 2010**. Travel distance from airport to conference hotels is approximately 25-30 minutes. Transportation can be arranged by hotel with charge.

AIRPORT TRANSPORTATION

The Beijing International Airport is located 30-minute drive from the Beijing International Convention Centre and 25-30 minutes drive from the conference hotels. Limousine transfer can also be arranged by the hotels (USD74 net per way per car for InterContinental Beijing Beichen and USD59 net per way per car for Crowne Plaza Park View Wuzhou Beijing and Beijing North Star Continental Grand). Maximum 3 persons per vehicle. Rates indicated are to be used as a guideline only, and are subject to change without notice.

IMMIGRATION/VISA

IOGCEC Delegates traveling to China must be in possession of a passport valid for at least six (6) months on arrival, and must hold a visa issued by the appropriate Chinese officials prior to departure from your home country. Please check with your travel agent or the China Embassy on regulations relating to visa before your departure. **You must have an entry visa stamped in your passport for entry to China. You CANNOT enter with the letter of invitation or apply for a visa on site.**

Official invitations to apply for Chinese visas are available from the China International Conference Center for Science & Technology (CICCST). **To obtain an invitation, please return the Request for China Visa Invitation Form to SPE Asia Pacific Office (Kuala Lumpur), by 18 May 2010.**

Upon receipt of the invitation, complete an official Visa Application Form, which can be obtained from the China Embassy/Consulate or your travel agency.

To apply for a visa, you may:

1. Take the invitation and application, together with your passport and photo(s) to the Chinese Embassy/Consulate nearest to you, or
2. Contact your travel agency for visa assistance.

Every visitor to China has to fill out the health declaration form and relevant travellers' declaration forms, to be handed to the officer at the immigration check point.



**Booking Deadline:
Tuesday,
4 May 2010**

**INTERNATIONAL OIL & GAS
CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)**

8-10 JUNE 2010 • BEIJING INTERNATIONAL CONVENTION CENTRE • BEIJING, CHINA

HOTEL BOOKING FORM

Please select the hotel of your choice and reservations can be made by fax, mail or online to the hotel directly. All reservations must be received by 4 May 2010 to be guaranteed. Requests will be accepted after this date, but special hotel rate and accommodation cannot be guaranteed.

Registrant's Name : _____
Last (Surname) First (Forename)

Partner's Name : _____
Last (Surname) First (Forename)

Company : _____

Address : _____
Street Address or P.O. Box Number City

State/Province Country Zip/Post Code

Telephone Facsimile E-mail

Arrival : _____
Date Time Airline/Flight No.

Airport Transfer : Yes No

Departure : _____
Date Time Airline/Flight No.

Airport Transfer : Yes No

Credit Card : _____
Cardholder's Name

Number/Expiry Date Signature

American Express MasterCard Visa Other: Please Specify _____

Hotel Accommodation : Please provide your preferred hotel accommodation choice. Accommodation is subject to availability and is not guaranteed.

Choice of Hotel	Room Type	Rate per night in CNY

Guest's Preference (Please tick preference) :

- Smoking Non Smoking Any dietary preference? If yes, kindly state _____
 Near the lift Away from lift Any allergies? If yes, kindly state _____
 King bed Twin bed

Terms and Conditions :

- Official check-in time is 1400 hours and check-out time is 1200 hours. Room rates are inclusive of 15% service charge and government tax.
- Room rates are inclusive up to two (2) buffet breakfasts.
- **All room rates are quoted in Chinese Yuan (CNY) by the hotels. The room rates in USD are calculated as per the exchange rate of USD1 = CNY6.8. Please note that this is an indicative rate and is subject to change to the prevailing rate.**
- All accounts must be settled on departure unless prior arrangements are made in writing with the hotel.
- All reservations must be received by 4 May 2010 to be guaranteed. No booking can be accepted without credit card details or one-night deposit.
- Requests for early check-in are subject to availability. Full-day surcharge will be applicable for a guaranteed check-in before 1200 hours.
- Full rate is chargeable for late check-out after 1800 hours. A half day room rate is chargeable for the late check-out after 1400 hours and before 1800 hours.
- **Please refer to Hotel Information for specific terms and conditions.**



**INTERNATIONAL OIL & GAS
CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)**

8-10 JUNE 2010 • BEIJING INTERNATIONAL CONVENTION CENTRE • BEIJING, CHINA

HOTEL INFORMATION

All registrants are encouraged to book their hotel accommodation as early as possible.

Please choose your preferred hotel and return the Hotel Booking Form to the hotel directly. Please note that the deadline for hotel bookings is **Tuesday, 4 May 2010**, after which rooms and rates will be subject to availability.

Travel time from airport to the hotels is approximately 25-30 minutes. Transportation can be arranged by hotels.

InterContinental Beijing Beichen

InterContinental Beijing Beichen, a premier 5 star hotel, is situated next to the Olympic National Stadium – Bird's Nest and Water Cube. It is approximately 5-10 minutes drive by car from the Beijing International Convention Centre (BICC) and scheduled shuttle buses are available to and from BICC.

Address: 8, Beichen West Road
Chaoyang District, Beijing 100105
Tel: 86.10.8437.1188 • Fax: 86.10.8437.1308
Email: reservations@icbjb.com
Website: www.intercontinental.com/bibeichen
Online booking: [Click here](#)

Club Benefits (for suites only):
personalised private check in/out • 2-hour complimentary use of meeting room • daily pressing of 3 pieces of clothing • complimentary food & beverage services (buffet breakfast, afternoon tea & evening cocktails) • complimentary rental of DVDs and CDs

Room Type

	Single/Double	
	(CNY)	(USD)
Deluxe Room	1,300	191
Deluxe Room with View	1,450	213
Studio Suite with View	2,250	331
Premier Suite with View	3,500	515

The above room rates are inclusive of breakfast and service charge/government tax.

Ground Transportation

CNY 500 (approx. USD 74) net per one way

- Early departure will be charged for the duration as originally reserved.
- Any cancellation received after 4 May 2010 prior to guest arrival or no show on day of arrival, will be resulted in a late cancellation charge equivalent to full duration of stay as originally reserved. Cancellation should be communicated to hotel in writing.

Crowne Plaza Park View Wuzhou Beijing

Crowne Plaza Park View Wuzhou Beijing, a 5 star hotel, is located adjacent to the Beijing International Convention Centre.

Address: 8 North Si Huan Zhong Road
Chaoyang District, Beijing 100101
Tel: 86.10.6481.7142 • Fax: 86.10.6499.3180
Email: reservation@cpparkviewbj.com
Website: www.crowneplaza.com
Online booking: [Click here](#)

Club Benefits (for club rooms and suites only):
personalised private check in/out • complimentary broadband internet access • 1-hour complimentary use of meeting room per day • CNY 100 laundry credit daily (non-accumulated) • free local calls • 6 complimentary soft drinks from minibar daily • complimentary food & beverage services (continental or buffet breakfast & evening cocktails) • late check-out until 1500 hours

Room Type

	Single/Double	
	(CNY)	(USD)
Superior Room	1,080	159
Deluxe Room	1,280	188
Club Superior Room	1,480	218
Club Deluxe Room	1,680	247
Business Suite	1,780	262
Deluxe Suite	1,880	276

The above room rates are inclusive of breakfast and service charge/government tax.

Ground Transportation

CNY 400 (approx. USD 59) net per one way

- Early departure will be charged for the duration as originally reserved.
- Any cancellation received within 11 days prior to guest arrival or no show on day of arrival, will be resulted in a late cancellation charge equivalent to one full day room rate.

Beijing North Star Continental Grand

Beijing North Star Continental Grand, a 4 star hotel, is located next to the Beijing International Convention Centre.

Address: 8, Beichen East Road
Chaoyang District, Beijing 100101
Tel: 86.10.8498.5588 • Fax: 86.10.8497.0106
Email: bcgh@bcghotel.com
Website: <http://www.bcghotel.com/english/jiudian/jdjs.html>

Room Type

	Single/Double	
	(CNY)	(USD)
Standard Room	630	93
Suite Room	950	140

The above room rates are inclusive of breakfast and service charge/government tax.

Ground Transportation

CNY 400 (approx. USD 59) net per one way



INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)



8-10 JUNE 2010 • BEIJING, CHINA

REQUEST FOR CHINA VISA INVITATION FORM

DEADLINE:
18 May 2010

*All Particulars Must be Completed
Please type or print.*

Family Name:	
Given Name:	Middle Name:
Sex:	
Date/Place of Birth:	
Nationality:	
Passport No.:	
Expiration Date:	
Date of Arrival:	
Date of Departure:	
Company Name:	
Occupation/Profession:	
Address:	
Tel No.:	
Fax No.:	
E-mail:	
Desired Place to get visa*: <i>* At which Chinese Embassy/Consulate will the applicant apply for the visa.</i>	

Accompanying Partner/Spouse/Kid(s):

Family Name:	
Given Name:	Middle Name:
Sex:	Occupation/Profession
Date/Place of Birth:	
Nationality:	
Passport No.:	
Expiration Date:	
Date of Arrival:	
Date of Departure:	
Occupation:	

E-mail or Fax to : Society of Petroleum Engineers
SPE-Asia Pacific (M) Sdn. Bhd.
Kuala Lumpur, Malaysia
Attn: Mr. Ken Fu
Fax No. : 60.3.2284.9220
E-mail: spekl@spe.org

Note: All travellers to China must be in possession of passports valid for at least six months on arrival, delegates must hold a visa issued by the local Chinese officials prior to departure from their home countries. Official invitations to apply for Chinese visas for this event are available from the China International Conference Center for Science & Technology (CICCST) through the Society of Petroleum Engineers (SPE). Upon receipt of the China Visa Invitation Letter from CICCST, you can bring the invitation together with your passport and a completed official visa application form to the Chinese Embassy/Consulate, to apply for the visa.

**SPE INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)
8-10 JUNE 2010 • BEIJING, CHINA
ADVERTISING OPPORTUNITY**

This is an Advertising Contract for advertisement space for the 2010 International Oil & Gas Conference and Exhibition in China (IOGCEC) scheduled 8-10 June 2010 in Beijing, China which will become a binding contract if the advertiser satisfies and agrees to the Advertising Policies as set forth in this contract. The individual signing this agreement warrants that he/she has the authority to bind contractually the organisation contracting for advertisement space.

Company Name: _____

Contact: _____

Title: _____

Address: _____

Email: _____

Advertisement Category	Price	Quantity	Total
I. On-site Conference Programme			
Request Deadline: 1 April 2010		Materials Deadline: 30 April 2010	
Full Page (21cm wide x 29.7cm deep)	US\$2,500.00		
Half Page (21cm wide x 14.8cm deep)	US\$1,500.00		

**add 0.3cm on all sides for bleed*

All advertisements are based on 4C full colour

Advertising Total: USD _____ **Total Paid with Contract:** _____

Method of Payment Wire Transfer – Payment details will be provided in an invoice
 AMEX MasterCard Visa Diner's Club

Credit Card No.: _____ CVV Code: _____
 (CVV code is the 3 digit code on back of VISA/ Mastercards and the 4 digit code on the front of American Express)

Expiry Date: _____

Cardholder Name: _____

Authorised Charge: USD _____ Signature: _____

To place your advertising space request, submit this completed form to:
Annie Lim, SPE Event Coordinator
 SPE-Asia Pacific (M) Sdn. Bhd.
 Suite 23-02. Level 23, Centrepoint South, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur, Malaysia
 Tel: +60.3.2288.1233 • Fax: +60.3.2282.1220 • E-mail: alim@spe.org

**SPE INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)
8-10 JUNE 2010 • BEIJING, CHINA**

ADVERTISING SPECIFICATION SHEET

Materials Submission Deadline
On-Site Conference Programme 30 April 2010

The following is required for an advertisement being placed:

Digital Requirements

1. Quark Xpress for Macintosh with fonts attached. Artwork in CD, along with a hardcopy,
OR
2. Adobe Illustrator File (.ai file) or Adobe Photoshop File. Artwork in CD, along with a hardcopy.

LOGOS FOR PRINT MATERIALS

Logos for print materials must be supplied as high-resolution (600 dpi or greater) as an eps or tif file. A colour proof (for colour logos) or a black and white laser (for black and white logos) must accompany the disc. **DO NOT** send logos that are embedded in word processing documents (doc, wpd, etc.) or PowerPoint files.

NOTE: If printing requires Pantones, please provide the Pantone codes.

MATERIALS TO BE SENT TO:

Annie Lim

SPE Event Coordinator
SPE-Asia Pacific (M) Sdn. Bhd.
Suite 23-02, Level 23, Centrepoint South
Mid Valley City, Lingkaran Syed Putra
59200 Kuala Lumpur, Malaysia
Tel: 60.3.2288.1233
Fax: 60.3.2282.1220
E-mail: alim@spe.org

NOTE: Materials via courier to SPE is preferred.

**SPE INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)
8-10 JUNE 2010 • BEIJING, CHINA**

ADVERTISING POLICIES

The following policies are instituted for advertising with the International Oil & Gas Conference and Exhibition in China (IOGCEC). The Advertiser agrees that these policies are considered binding and agrees to adhere to these policies in order to secure advertising space.

SPE ADVERTISING POLICY

- SPE accepts advertising (print and electronic) for goods and services that, in the publisher's judgment, address the technical or professional interests of its readers. SPE reserves the right to refuse to publish any advertising it considers to be unacceptable. SPE's decision is final.
- Advertising is accepted by SPE with the understanding that the advertiser is ultimately responsible and liable for full payment to SPE of any outstanding charges for advertising space.
- In accepting advertising, SPE provides no guarantees that such advertising will result in revenues for the advertiser.
- Advertisement positioning is at the discretion of SPE and based on a first come first served basis.
- The final decision on advertising format and terminology rests with SPE and is provided on the Advertising and Logo Specifications Sheet.
- No artwork will be returned unless requested.

SPE ADVERTISING PAYMENT POLICY

- SPE requires full payment to be submitted with the signed Advertising Contract in order to secure advertising space.
- Upon receipt of a signed Advertising Contract and the required full payment, SPE will send the advertiser a Confirmation Notice for Advertising Space. No confirmation will be sent and no advertisement will be published until the advertiser has submitted the Advertising Contract and full payment.
- Payment is accepted in US dollars only. Payment can be made via credit card or wire transfers.
- Should an advertiser elect to cancel its confirmed advertisement, the advertiser is not entitled to a refund of monies paid to SPE.

It is the advertiser's responsibility to adhere to the guidelines and procedures as outlined on the Advertising and Logo Specifications, which are a part of this contract. If an advertiser does not meet the above published deadlines, SPE cannot guarantee advertising space.

**SPE INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)
8-10 JUNE 2010 • BEIJING, CHINA**

2010 IOGCEC ONSITE CONFERENCE SHOW DAILY NEWSPAPER

The 9th edition of the **International Oil & Gas Conference and Exhibition in China** (IOGCEC), will be held **8-10 June, 2010** at the Beijing International Convention Center in Beijing, China, and provides a unique opportunity to advertise to the dynamic petroleum industry in one of most active oil and gas markets in the world.

The 2010 IOGCEC Show Daily Newspaper will be comprised of **12 pages of conference highlights**, from the Opening Ceremony, Executive Plenary and Panel Sessions, and Topical Luncheons to the Young Professionals Workshop, Education Week, senior executive interviews and technical articles on emerging technologies. It will be distributed to over 3,000 delegates. The publication's content will be in **English and Chinese**, providing a multilingual audience for companies wishing to promote their company profiles and information.

Attached please find the Advertising Contract and relevant information for your company to consider advertising.

For further inquiries or to **reserve advertising space** in the 2010 IOGCEC Onsite Show Daily Newspaper, please contact:

Petri Marttinen
SPE Event Manager
Tel: +60.3.2288.1233
Fax: +60.3.2282.1200
E-mail: pmarttinen@spe.org

ADVERTISING POLICIES

The following policies are instituted for advertising with the IOGCEC. The Advertiser agrees that these policies are considered binding and agrees to adhere to these policies in order to secure advertising space.

IOGCEC ADVERTISING POLICY

- IOGCEC accepts advertising material for goods and services that, in the publisher's judgment, address the technical or professional interests of its readers. IOGCEC reserves the right to refuse to publish any advertising it considers to be unacceptable. Publisher's decision is final.
- Advertising is accepted by IOGCEC with the understanding that the advertiser is ultimately responsible and liable for full payment to IOGCEC of any outstanding charges for advertising space.
- In accepting advertising, IOGCEC provides no guarantees that such advertising will result in revenues for the advertiser.
- The final decision on advertising format and terminology rests with IOGCEC and is provided on the Advertising and Logo Specifications Sheet.
- Advertisement placement is based on a first come first served basis.

IOGCEC ADVERTISING PAYMENT POLICY

- IOGCEC requires full payment to be submitted with the signed Advertising Contract in order to secure advertising space.
- Upon receipt of a signed Advertising Contract and required full payment, IOGCEC will send the advertiser a Confirmation Notice for Advertising Space. No confirmation will be sent and no advertisement will be published until the advertiser has submitted the Advertising Contract and full payment.
- Payment is accepted in US dollars only. IOGCEC accepts most credit cards and wire transfers.
- Should an advertiser elect to cancel its confirmed advertisement, the advertiser is not entitled to a refund of monies paid to IOGCEC.

2010 IOGCEC PRINT ADVERTISING DEADLINES

To secure advertising space in the 2010 IOGCEC Onsite Conference Show Daily:

- **Advertising Contracts and payment must be received by 15 April 2010.**
- **Advertising materials must be received by 15 May 2010 or earlier. There will be no grace period.**

It is the advertiser's responsibility to adhere to the guidelines and procedures as outlined on the Advertising and Logo Specifications, which are a part of this contract. If an advertiser does not meet the above published deadlines, IOGCEC cannot guarantee advertising space.

ADVERTISING SPECIFICATION SHEET

Contract Submission Deadline

15 April 2010

The following is required for an advertisement in the 2010 IOGCEC Conference Show Daily Newspaper:

Size

Advertisement Type	Page Specification
A4 Vertical	297mm x 210mm
A4 Horizontal	210mm x 297mm
A5 Vertical	210mm x 148mm
A5 Horizontal	148mm x 210mm
A6 Strip	52.32mm x 297mm

Bleed, if required, must be designed into the advertisement size, i.e., sizes offered are absolute dimensions.

Material Requirements

All advertising material should be submitted as digitally formatted files either in **JPEG** or **PDF** and must be formatted to correct size in **300 dpi**. An incorrectly formatted file will be placed in the size specified in the contract. The publisher will not accept any liability for incorrectly formatted images.

DO NOT submit images that are embedded in word processing documents, or PowerPoint. Any other format than that specified (JPEG or PDF) will not be accepted.

Advertisements in 4C at 300 dpi small enough to send by e-mail (i.e., less than 4Mb) may be sent. If the file is bigger than this please submit on a non-returnable CD. Please identify the CD by writing the advertiser's name on the top side of the disk not just on the casing.

MATERIALS TO BE SENT TO:

Petri Marttinen

SPE Event Manager
SPE-Asia Pacific (M) Sdn. Bhd.
Suite 23-02, Level 23, Centrepoint South
Mid Valley City, Lingkaran Syed Putra
59200 Kuala Lumpur, Malaysia
Tel: +60.3.2288.1233
Fax: +60.3.2282.1220
Mob: +60.12.383.2520
E-mail: pmarttinen@spe.org

NOTE: It would be best to send the materials via courier



**INTERNATIONAL OIL & GAS CONFERENCE AND
EXHIBITION 2010
BEIJING INTERNATIONAL CONVENTION CENTRE
BEIJING, P.R. CHINA
8-10 JUNE 2010**

SHIPPING INFORMATION INSTRUCTIONS & TARIFF

R.E. ROGERS (MALAYSIA) SDN BHD
NO. 7 JALAN WARDEN U1/76
TAMAN PERINDUSTRIAN BATU 3
40000 SHAH ALAM, SELANGOR
MALAYSIA
Tel : (603) 5510 8611
Fax : (603) 5510 6296 / 2208
E-mail : rogersmalaysia@rerkul.com.my
chris@rerkul.com.my / rizal@rerkul.com.my

INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION 2010
BEIJING INTERNATIONAL CONVENTION CENTRE
BEIJING, P.R. CHINA
8-10 JUNE 2010

**SPE INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)
8-10 JUNE 2010 • BEIJING, CHINA**

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**SPE INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)
8-10 JUNE 2010 • BEIJING, CHINA**

1. GUIDELINES ON FREIGHT FORWARDING ARRANGEMENTS

We are pleased to advise that R.E. Rogers (Malaysia) Sdn Bhd. has been appointed by the organiser as the official forwarder for **International Oil & Gas Conference and Exhibition 2010**. Exhibitors and their agents are therefore requested to consult with us over any matter concerning the forwarding of exhibits to Beijing.

R.E. Rogers (M) Sdn. Bhd.
No. 7, Jalan Warden U1/76
Taman Perindustrian Batu Tiga
40000 Shah Alam
Selangor D.E.
Malaysia
CTC: chris@rerkul.com.my / amirul@rerkul.com.my
TEL: 603 5510 8611
FAX: 603 5510 6296 / 2208

Beijing Expo Exhibition Services Co Ltd
Room 800, Huateng Building
No. 302 Jinsong 3 District
Chaoyang District, Beijing 100021, China
Ctc : Mr. Johnny Lam / Ms. Karen Zhang
Tel : 86-10-8773 0545
Fax : 86-10-8773 0640
E-mail : johnny@rogersbjg.com /
karen@rogersbjg.com

To ensure the smooth handling of exhibits please read our guidelines carefully, as failure to comply with the forwarding regulations is likely to cause delays and additional expenses.

2. CONSIGNEE

All cargo must be shipped prepaid and **consigned** as follows:-

DIRECT SHIPMENTS TO BEIJING

Seafreight

Sinotrans Beijing Company
Exhibition Freight Department
China Intl Exhibition Centre
No. 6 Beisanhuan Dong Road
Chaoyang District
Beijing, P.O. Box 100027, P.R. China
Tel : 86-10-6467 1713
c/o International Oil & Gas Conference and
Exhibition 2010

Airfreight

Sinotrans Northern Airfreight Forwarding Co. (2W)
No. 6, Bei Sanhuan Dong Road
Beijing 100028, P.R. China

NOTIFY: Sinotrans Northern Airfreight Forwarding Co. (2W)
Tel: 86-10-6467 1713
c/o International Oil & Gas Conference and
Exhibition 2010

3. CARGO DEADLINES

* Exhibits in Hong Kong

- for forwarding to Beijing by Sea	-	07-10 May 2010
- for forwarding to Beijing by Air	-	22-25 May 2010

* Exhibits from abroad to Beijing direct

- By Seafreight to Xingang Port (Full containers & LCL)	-	18-20 May 2010
- By Airfreight to Beijing Airport	-	25-27 May 2010

Cargo arriving after our deadlines will incur a 30% late arrival surcharge. Cargo arriving earlier than specified will be charged storage fees, as detailed in our handling tariff.

**SPE INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)
8-10 JUNE 2010 • BEIJING, CHINA**

4. IMPORTANT SCHEDULE NOTES

If there is a second carrier for transshipment via Hong Kong, Japan or Korea, the memo bills of lading issued by the second carrier must also be sent to us.

For full container-load cargo, it is essential

- ❖ to specify in the B/L service code at destination is CY/CY, and
- ❖ that exhibitors must inform the shipping line that the container is to be onforward to exhibition site and will only be returned to container depot after exhibition opens. If exhibitors intend to keep the container at the fairground for return shipment, they have to liaise with the shipping line at the port of loading to rent the container for return shipment, and send the relevant documents to us before the exhibition opens, showing that the container is allowed to be kept at the fairground.

At the close of the show re-export customs formalities and cargo reservations will take at least two weeks before your cargo will be able to leave China. An expedited export service is possible, however, this must be requested at least two weeks in advance and may be subject to higher handling rates. If required please fax us a copy of your list of exhibits form, the full destination address and number of cases, weight & volume.

5. EXHIBITION DOCUMENTS

List of Exhibits Form - This form is approved by the Chinese Customs Authorities and as such is the only invoice format accepted for exhibition cargo. Every exhibitor must submit this form to us without exception. Please do not use your own agents or company letterhead on any packing lists as this is not acceptable.


A detailed and accurate description of exhibits, including major components and serial numbers must be declared on the list, (particularly in the case of televisions, computers and high-tech equipment). Catalogue, display materials, gifts and foodstuffs must also be specified with exact quantities and values.

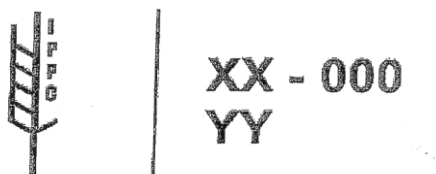
Please complete this document in English and send them to R.E. Rogers Malaysia, to arrive no later than 10 days prior to the arrival of your goods in Hong Kong or China. The cost of translating invoices into Chinese will be billed to you together with the freight and handling charges.

6. FUMIGATION REQUIREMENTS

With effect from 1 January 2006, fumigation must be arranged in the country of origin prior to shipment to China for **ALL WOOD PACKING MATERIAL (WPM)**. This includes wooden block cases/crates, wooden pallets, wooden frames, wooden drums, chocks & stow-wood, cross-ties and so on.

To ensure the WPM is properly treated either by Heat Treatment (HT) or Methyl Bromide (MB), the following information **MUST** be marked or stamped on the outside packing (as per the following sample).

1. IPPC Logo ()
2. ISO country code (XX)
3. Unique number assigned to the company (which carries out the fumigation procedure) by the national plant protection organization (000)
4. Fumigation method either HT -Heat Treatment or MB - Methyl Bromide (YY)



To support the treatment, exhibitors must also produce their own declaration on their company letterhead for customs clearance purposes. This must be attached the original master air waybill (for airfreight consignments) and enclosed along with the original bill of lading and couriered to our local office (for seafreight shipments).

The original declaration letter must be made out as follows:-

To:

Name of exhibitor
Stand Number
Name of exhibition
c/o Rogers Worldwide

Our exhibition materials for the above event, comprising xxxxx (insert the total number of packages utilizing wooden packing) cases, have been fumigated at xxxxxxx (name of origin port) and carry the following IPPC logo and markings xxxxxxx (state the exact Registered Fumigation Number i.e. XX-000 YY).

Authorised Signature

Endorsed by company chop (stamp).

Date.

WOOD PACKING MATERIALS WITHOUT ACCEPTABLE CERTIFICATES OR MARKINGS WILL BE DESTROYED OR REJECTED FOR COMPULSORY RE-EXPORT WITHOUT ENTRY INTO CHINA.

For cargo with non-wood packing materials, the cargo owner must provide a non-wood packing declaration, on company letter-head, signed with authorized signature and endorsed by company chop. The original declaration letter must be attached to the original Master Airway Bill or couriered to our local office in China for Customs clearance purposes. Should you require clarification of these restrictions please contact us directly.

7. SHIPPING NOTIFICATION & PREADVICE

The following deadlines for documents and shipping preadvice must be strictly observed and Rogers Worldwide will not be responsible for any consequences or delays resulting to the late supply of same.

A) Shipping Preadvice

By email & fax to: R.E. Rogers Malaysia (rizal@rerkul.com.my)
Fax: 603 5510 6296 / 2208

By fax to : Sinotrans Beijing - Attn: Mr. Li Lian Zhi
Fax: 86-10-6467 7828

Once shipments have been made by Sea or Air, please advise R.E. Rogers Malaysia by email / fax with the following details. Please fax a copy of the B/L or AWB and each page of your Chinese invoice/packing list. We also need;

Number of packages, volume & weight, date of departure and arrival; and

For Seafreight - Name of vessel, ocean B/L number, (and second carrier details if any).

For Airfreight - Flight number, MAWB number.

Deadline for shipping advice:

Sea freight - 7 days prior to arrival of vessel.

Airfreight - 48 hours prior to arrival of flight.

B) Document Distribution - Seafreight

* Exhibits despatched direct to China

Please courier one set of original B/L's to Sinotrans in Beijing no later than three days before vessel is due to arrive. (A separate original must also be couriered to R.E. Rogers Malaysia).

8. HAND CARRIED EXHIBITS

We do not recommend that you hand carry exhibits into China. However, if you cannot avoid using this method and your samples are detained by customs please hand over the detention receipt and List of Exhibits (duly filled) to R.E. Rogers' staff at the fairground and we will arrange the collection of your goods from the airport. Exhibitors arriving late with hand-carried exhibits must be made aware that the Customs formalities and pick up procedures may take one or two days.

Exhibitors may also encounter problems when they hand-carry exhibits out of the exhibition halls since Customs prefer these exhibits to be returned as a shipment.

If Customs at the airport allow exhibitors to take the hand-carried items to the exhibition centre, exhibitors should register the exhibits with the organizer's Chinese counterpart. Exhibitors with exhibits borrowed from local organizations should also register details of these items with organizer's Chinese counterpart. Without proper registration, exhibitors will have problems taking their exhibits out of the hall after the show.

9. CATALOGUES & PUBLICITY MATERIALS – CENSORSHIP

It is stipulated by the Ministry of Foreign Economic Relations and Trade of China that:

“advertising materials and technical information materials including films, lantern slides, recording tapes, video tapes, records, photos, maps, illustrations, directions and other publicity materials shall be allowed for display or use at the exhibition only after exhibitors’ have presented these materials to Customs Officers for inspection and approval.”

Therefore, all exhibitors should prepare an envelope/small package containing 2 samples of each give-away item for our collection on-site three days before opening! Exhibitors should not distribute these items prior to customs inspection.

Please give us your video cassettes and slides on-site at least three full days prior to opening and we will arrange customs censorship in time for the first day of the exhibition. When Taiwan or Hong Kong is mentioned in the promotional materials, exhibitors should avoid using any expression from which one would misinterpret that Taiwan or Hong Kong is in a position equivalent to a country.

Please note that for give-away items, duties may be levied when the quantity is substantial and/or a high value is declared.

10. HAZARDOUS OR DANGEROUS CARGO

Will be subject to a 50% increase against official tariffs and please note that we are unable to arrange return of any hazardous or dangerous cargo!

All kinds of batteries are now considered as dangerous cargo by air and shipping lines in Hong Kong and bookings will not be accepted for batteries unless we are able to provide the carrier with the "material safety data sheet" and recognized laboratory test report from the manufacturer. No guarantee of acceptance of your cargo can be given by the airline/shipping line even if we have furnished them the requisite documentation.

In order to avoid any problems we would strongly suggest that you to remove any batteries contained in your products prior to shipping. Please visit the IATA (International Air Transport Association) website for dangerous cargo regulations for more details.

<http://www.iata.org/search.htm?q=battery&sc=all>

11. INSURANCE

As the official tariff is computed on a volume/weight basis and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor to arrange a comprehensive marine insurance policy covering transport to the exhibition, during the exhibition, and the return of exhibits to domicile, including the period the exhibits are handled by us, and also ensure that transport insurance is arranged for any exhibits sold locally.

It is advisable to insure the exhibits through a company of which the People’s Insurance Company of China is the agent in China. Exhibitors should also bring a copy of the insurance policy to China as it will be required in case we need to file a claim for damage/ loss on your behalf or arrange a local survey report.

12. HEAVY & OVERSIZED EXHIBITS

This applies to any single exhibit in excess of 1000 kg and 5.00 cbm, that requires the use of a forklift or mobile crane for installation.

Exhibitors with heavy or oversized exhibits must be on site at least two days before opening to direct the operation of unpacking and positioning. If a mobile crane or forklift is required for installation of equipment, exhibitors should send their handling requirements to us in advance. A detailed layout should also be provided to better assist our on-site operations. If exhibitors with oversized cargo do not arrive on-site in good time and the organiser requests us to unpack and position exhibits unsupervised, we shall handle this operation at the exhibitor's risk. **PLEASE BE SURE TO ARRIVE EARLY!**

Cases for heavy exhibits should be constructed where the sides are joined by bolts rather than by nails or screws. This will prevent the case from being damaged during unpacking and will save considerable time, especially during the exhibition breakdown. Please mark the front side of the case clearly to ensure correct positioning and indicate all lifting points, together with the centre of gravity. We will not provide any packing materials for return exhibits, so exhibitors should ensure that they have adequate and appropriate packing materials for repacking at the close of the exhibition.

13. PACKING

Exhibitors shall be responsible for the consequences of improper packing.

i. Protection against Damage and Rain

As the exhibits are repeatedly loaded and unloaded during transportation; shocking/bumping will sometimes be inevitable. Exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and rain, since our Chinese partner will not assume any responsibility for the damage, especially when the return exhibits are to be packed with used packing materials (the case as well as aluminium foil, plastic covers etc very often would have been damaged already during unpacking).

ii. The Case

The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for repacking, (for sale or return movement after the exhibition). Packing in cartons is not considered suitable for repeated handling, especially for valuable or delicate equipment.

iii. Maximum Dimensions, Weight and Floor-Loading Capacity

Due to the restrictions of inland transportation and of the exhibition venue itself, difficulty will be encountered if exhibitors do not follow the limitations stated in the organisers manual. If you have an individual piece in excess of 1500 kg, please contact us with its packed and unpacked weight and dimensions and will check with the Hall Management to confirm display and exhibit location.

Due to the restriction of container transport, the maximum allowable width and height of an exhibit in transit via Hong Kong will be 220 cms.

Exhibitors shall be responsible for all consequences if they send to the show any exhibits with dimensions and weight that exceed the limits mentioned above.

14. MARKING

The following marking must be painted on two opposite sides of each case.

International Oil & Gas Conference and Exhibition 2010, 8-10 June 2010, BEIJING, P.R. China

c/o Rogers Worldwide (HK) Ltd

Nett Weight	kg	Exhibitor
Gross Weight	kg	Stand No.
Dimensions L x W x H (cms)		

15. CUSTOMS CLEARANCE

We will handle the Customs formalities on your behalf, however, on some occasions the presence of exhibitors will be required. As Customs require the official forwarder to be responsible for the control of all exhibits, exhibitors should not allow their exhibits to be taken away from the show ground without the prior agreement of Customs, via Rogers Worldwide.

16. UNPACKING/REPACKING ON-SITE

We will assist you in physical unpacking and installation of exhibits, however exhibitors must supervise and be responsible for these operations. For this purpose, a representative of the company must be available on-site during the move-in period. If exhibitors arrive on-site late, or, instruct us to arrange unpacking or repacking unsupervised on their behalf, we shall handle these operations only at the exhibitors risk.

Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment. When exhibits are repacked with used packing materials, the packing may use no longer suitable to protect the equipment against damage/moisture, compared with the original. Exhibitors must therefore bear the responsibility for any consequences arising therefrom.

17. SOLD EXHIBITS

All sold exhibits will be repacked at the close of show and removed to a customs bonded warehouse until the necessary domestic customs formalities have been finalised. From the time your exhibits are placed in bonded storage Rogers Worldwide will not be able to assist in the handover protocol of sold commodities. Your buyer will be responsible for the presentation of the necessary documents to customs so that temporary status can be converted to a permanent customs entry.

There are only a small number of Chinese companies that are granted with import/export licences, therefore it is advisable that exhibitors check whether or not their potential buyer is allowed to trade with them directly. If not, the Chinese buyer must use a licensed broker to be his trading agent. Your buyer should already be aware of the import requirements however they may check with the exhibition centre customs to clarify the correct procedures on-site.

- * Buyers interest in foreign products.
- * Sample testing and technical data study.
- * Price acceptable.
- * Application of import permit.
- * Acceptance of contract terms and approval number.
- * Payment and delivery terms.

Exhibitors are encouraged to send their product profile & price list to potential buyers in advance of show date to give the Chinese companies enough lead time to prepare the necessary import paperwork. A three month bonded storage period, pending sale, is the maximum term permitted before customs insist any remaining items are re-exported out of China.

18. EXHIBITION CLOSING PROCEDURES

The following documents will be distributed to exhibitors before closing.

- * a copy of the List of Exhibits previously submitted to customs;
- * a Disposal of Exhibits

We will start to return empty cases to stands on the closing day after all visitors have left, and will assist exhibitors with repacking and undergoing Customs formalities. In order to ensure the closing of the exhibition can proceed smoothly, those exhibitors with heavy and oversized exhibits may be required to repack their exhibits on the next day. Our on-site representative will inform exhibitors of the exact arrangements during the exhibition.

Exhibitors are requested to declare on their List of Exhibits form the following information.

- sold;
- to bonded warehouse;
- to be returned (port of destination/mode of transport)
- consumed;
- abandoned.

Please fill out and return the Instructions for Disposal of Exhibits together with the List of Exhibits to us at least 3 hours before closing. If exhibitors fail to give explicit instructions no Customs formalities can be carried out, and their exhibits will be left to Customs disposal, all charges being for the exhibitors' account.

Please pay special attention to the following Customs' regulations:

- declaration of the contents in each package must be correct;
- items other than those declared exhibits (e.g. personal effects, souvenirs bought in China) are absolutely not allowed to be returned together with exhibits.

Violations of these regulations will result in confiscation and heavy fines imposed by the Chinese Customs.

Please do not leave the exhibition halls before handing over your packed cargo and instructions to our staff. Once these documents have been processed with Customs and the relevant transport departments, changes will not be accepted. The return of all exhibits will be arranged when Customs formalities have been finalised and exhibits handed over to Chinese carriers for re-export. **BEWARE**, the demand for transport facilities is great and exhibitors should not expect their cargo to physically depart from Chinese Ports within two to three weeks of closing. If an expedited export service is required this must be requested at least one month in advance and full instructions/revised documentation should be sent to us at the same time.

19. PAYMENT TERMS & CONDITIONS OF BUSINESS

Companies using R.E. Rogers Malaysia or its appointed agents will be invoiced by them for all services. Companies shipping other than by our offices or agents are advised that full payment must be received by us as follows:

Inward : Upon uplift of goods, prior to delivery to stand.
Outward : Upon presentation of invoice/prior to return of exhibits to sender.

All payment must be made without any deduction or deferment on account of any claim, counterclaim or off-set, and remitting bank charges are to be borne by the remitter.

Personal or foreign cheques are not acceptable. Payment can be made by Telegraphic Transfer to our account as follows:-

**HSBC Bank Malaysia Berhad
MAIN OFFICE
2, LEBUH AMPANG
50100 KUALA LUMPUR
MALAYSIA**

SWIFT CODE: HBMBMYKL

A/C NO: 301 – 193207 – 725 (U.S. DOLLARS)
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PAYABLE TO: R.E. ROGERS (MALAYSIA) SDN. BHD.

All work is undertaken at owners risk and otherwise in accordance with our terms & conditions of trading, (see reverse of front page). Insurance is not included!

SERVICES & RATES FOR HANDLING OF EXHIBITS

1. Basic Service Charge

<i>Basic Service Charge</i>	US\$ 200.00 per exhibitor per consignment
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2. Freight Arriving Hong Kong

From arrival Hong Kong to delivered Rogers Worldwide godown including 7 days free storage.

Basic Handling Rates	
By Sea	US\$ 50.00/m ³ (Minimum charge US\$120.00 per consignment per exhibitor)
By Air	US\$ 0.90/kg (Minimum charge US\$120.00 per AWB per consignment)

3. Freight Charges Hong Kong - Beijing

From Rogers Worldwide Hong Kong godown up to delivered exhibition stand Beijing, unpacked, customs cleared including storage of empty cases and on-site supervision.

Basic Handling Rates	
By Sea	US\$ 230.00/m ³ (Minimum charge 2m ³ per consignment per exhibitor)
By Air	US\$ 4.50/kg (Minimum charge US\$220.00 per AWB per exhibitor)

4. Direct Shipment to China

By Sea

a) Handling for the customs clearance of temporary importation.	US\$ 100.00 per exhibitor per consignment
b) From arrival Xingang port up to delivered unpacked on stand, including transport, handling, customs clearance, removal & storage of empty cases & on-site supervision	US\$ 175.00/m ³ (Minimum charge 3m ³ per consignment per exhibitor)

By Air

a) Handling for the customs clearance of temporary importation.	US\$ 100.00 per exhibitor per consignment
b) From arrival Beijing airport, plus all services as by Sea.	US\$ 2.00/kg (Minimum charge US\$250.00 per AWB per exhibitor)

5. Freight From Local Sources

From arrival exhibition ground up to delivered stand, including customs registration, unpacking, removal and storage of empty cases.	US\$ 75.00/m ³ (Minimum charge 1m ³ per exhibitor per consignment)
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6. Freight Transfer From Other Exhibitions

Collection from customs bonded area up to delivered stand, including customs registration, unpacking, removal and storage of empty cases.	US\$ 150.00/m ³ (Minimum charge 3m ³ per exhibitor per consignment)
To supply a customs cover note for transfer in bond - If applicable.	US\$ 150.00 per document

7. Sold Items

Returning of empty cases to stand repacking, customs clearance of sold goods at the close of the exhibition and removal to on-site storage place, (outdoors).	US\$ 90.00/m ³ (Minimum charge 3m ³ per exhibitor per exhibitor)
Transportation from exhibition site to customs bonded warehouse – If applicable.	US\$ 50.00/m ³ (Minimum charge 3m ³ per exhibitor per consignment)

8. Translation of Invoices

Translation of list of exhibits	US\$ 10.00 per page
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9. Hand Carried Items Arriving Beijing Airport

Removal & clearance from Airport customs of detained hand carried items	US\$350.00 per shipment per exhibitor
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10. Oversize Exhibits

Our rates are quoted for individual pieces with dimensions not exceeding L400 cms, W220 cms, H220 cms. Surcharge for exhibits exceeding any one of these dimensions will be 35%, on basic handling prices.
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11. Heavy Lift Surcharge

3001 - 4000 kgs	US\$ 6.00/100 kg
4001 - 5000 kgs	US\$ 7.00/100 kg
5001 - 6000 kgs	US\$ 8.00/100 kg
6001 - 10,000 kgs	US\$ 9.00/100 kg
Over 10,000 kgs	Upon application

12. Animal and Plant Quarantine Fumigation Charges

Basic Quarantine Charge	US\$ 80.00
The total volume of cases/pallets under 3 cbm – each	US\$ 5.00
The total volume of cases/pallets above 3 cbm - each	US\$ 8.00
The total volume of cases/pallets above 10 cbm - each	US\$ 12.00
Per 20' container	US\$ 100.00
Per 40' container	US\$ 125.00

** Other charges for treatment will be as per outlay.

“The above charges applicable on inbound and outbound movements”.

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**13. Equipment & Manpower for Installation of Machines
(Quoted to be based on Normal Working Hours)**

FORKLIFT	
3 tons	US\$ 20.00/hour (Min. four hours)
5 tons	US\$ 22.00/hour (Min. four hours)

MANPOWER	
Local Labours	US\$ 6.50/hour (Min. four hours) * Sunday, Holiday and Overtime charge double.

MOBILE CRANE	
5 tons	US\$ 27.00/hour (Min. four hours)
10 tons	US\$ 35.00/hour (Min. four hours)
15 tons	US\$ 45.00/hour (Min. four hours)

14. Additional Charges

Incorrect consignee surcharge	US\$150.00 per exhibitor per consignment
Shipment sent under House Airwaybill	US\$150.00 per exhibitor per consignment

15. Return of FCL Containers to Sea Terminal

All full load containers will be grounded on-site at the exhibition venue to facilitate unloading. Cranage charges for unloading and reloading to trailers will be levied at US\$ 150.00 per 20' unit and US\$ 220.00 per 40' unit.

Charges for the return of containers to Xingang Port	US\$ 330.00/20' container US\$ 500.00/40' container
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16. Container Detention On-site

If exhibitors use shippers own containers or request us to unload and retain their container on-site, charges for the space rental and cranage to unload and reload units will be US\$ 400.00/20' and US\$ 600.00/40' for the exhibition tenancy period, (excluding demurrage if applicable which will be charged as per outlay – approximately US\$ 30.00/Day/20' & US\$ 50.00/Day/40' based on standard container). Extended rental rates are available upon request.

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17. Bonded Warehouse Storage Fee

Storage at site/ bonded warehouse where from the date of exhibits arrival, exhibition period, and till departure of the site/ bonded warehouse	
Seafreight	LCL - US\$ 1.00/cbm/day (Min. 1cbm) FCL - US\$ 25.00/20' container/day - US\$ 50.00/40' container/day
Airfreight	US\$ 0.02/kg/day (Min. 100kgs)
Warehouse handling fee : Seafreight Airfreight	US\$ 2.00/cbm (One time in & out moving) US\$ 0.02/kg (One time in & out moving)

18. Empty Container Demurrage (Free of Charge 10 days) in China

Container	1-10 days	11-20 days	21-40 days	Over 41 day
20'	Free	US\$ 6.00/day	US\$ 11.00/day	US\$ 22.00/day
40'	Free	US\$ 11.00/day	US\$ 22.00/day	US\$ 44.00/day
Open-top	1-7 day	8-15 day	16-40 day	Over 41 day
20'	Free	US\$ 9.00/day	US\$ 16.00/day	US\$ 33.00/day
40'	Free	US\$ 18.00/day	US\$ 33.00/day	US\$ 66.00/day
Flat Rack				
40'	Free	US\$18.00/day	US\$ 33.00/day	US\$ 66.00/day
High-cube	1-7 day	8-15 day	16-40 day	Over 41 day
40'	Free	US\$ 15.00/day	US\$ 28.00/day	US\$ 55.00/day

NOTES ON TARIFF

- * This tariff applies to all inbound & outbound cargo. Return movement charges are identical to the inward movement.
- * This tariff applies per shipment, per exhibitor.
- * Hazardous or dangerous cargo will be subject to a 50% increase against official tariff.
- * Full container loads will be charged at a minimum of 23 cbm/20', 46 cbm/40' and 50 cbm/ 45'.
- * The volume/weight ratio for airfreight cargo will be calculated at 6:1 and charged based on whichever yields the greater.
- * Cargo arriving after our deadlines will incur a 30% surcharge on basic prices.
- * Shipments routed over Hong Kong will incur destination terminal handling charges which will be passed on as per outlay. Overtime storage will also be charged at cost. (Approx. US\$ 420.00/40', US\$ 280.00/20', US\$ 50.00/LCL - Min. US\$ 50.00 and US\$ 0.45/kg Airfreight - Min. US\$60.00).
- * Terminal handling charges in Beijing -
Seafreight shipment : US\$ 35.00 per cbm for LCL cargo (Min. 3 cbm per consignment per exhibitor)
US\$ 300.00/40', US\$ 200.00/20'.
Airfreight shipment : US\$ 0.40 per kg (Min. 100 kgs per AWB per exhibitor)
- * Important notice - our quoted THC fees would usually cover all associated terminal handling charges for direct shipments arriving at Chinese ports/airports. However, if cargo is shipped via LCL or groupage consolidation via a Beijing breakbulk agent, we reserve the right to pass on any additional storage charges, documentation and handling disbursements as per outlay, supported by the agents' invoices.
- * Cargo despatched under freight collect basis will be paid on your behalf plus a 10% prepayment fee.
- * Prices include 14 days free storage in Hong Kong calculated as the 7 days prior to our last receiving date for inbound goods, and 7 days after arrival back in our Hong Kong godown for outbound goods. Additional storage in Hong Kong if required will be charged at US\$ 35.00 per m3 per month. (Minimum 1 month)
- * Companies using Rogers Worldwide or it's appointed agents as forwarders will be invoiced by them for all services. Companies shipping other than by our office or agents are advised that full payment for on-site services must be received by us before the close of the exhibition in China.
- * All cargo originating or in transit via Hong Kong will incur Government Import/Export declaration fees of 0.05% of the declared value, min. US\$ 30.00 per exhibitor/declaration. These charges are payable on both the inward and return movements.
- * Shipment under ATA Carnet will incur inspection fees of US\$ 50.00 per Carnet.
- * Return sea shipment from or via Hong Kong will incur a documentation fee of US\$ 80.00 per consignment.

STORAGE CONDITIONS

- 1) The owners/Agents forwarding goods for the storage (hereinafter refer to as "the Depositors") hereby declare that they are the Owners of the authorised Agents of the Owners of the goods, and in forwarding the goods for storage accept these conditions for themselves and all other parties on whose behalf they are acting or who may in any way be concerned with the said goods.
- 2) Goods received for the storage are not insured by R.E. Rogers Malaysia / Rogers Worldwide (H.K.) Ltd. (hereafter referred to us "The Company") and are entirely at the risk of the Depositors. The Company will however effect an insurance of the goods on behalf of the Depositors if requested to do so by the Depositors in writing provided that the premium in respect of such insurance is paid or agreed to be paid by the Depositors.
- 3) The Company will not be responsible for the condition or contents of any goods received for storage, nor for loss of weight, nor for any damage to the said goods before or whilst being stored or remaining in storage caused by dampness, termites, burglary, theft, Act of God, Enemies, hostilities, strikers, lockouts, riots, civil commotions, affects of climates, monsoons, tempest, torrential rains, floods, temperature changes, heat, fire, lighting, earthquake, explosion, vermin, white ants, unprotected or insufficiently protected casting or machinery, defective or insufficiently protected casting or machinery, defective or insufficient packing or packages, obliteration of marks, hook holes, tearing of covers, bursting of bands or hoops, leakage, rust, decay, sweat, mildew, dry rot, evaporation, fumigation, accidents, latent defect of the storage containers, inherent vice or circumstance over which the or any part or parts therefore to any part of parts of their storage container for storage.
- 4) The Company may refuse to deliver to any person the goods deposited or any of them unless the storage charges hereunder accrued due and all others sum if any owed by the Depositors to the Company shall have been previously paid.

