



SPE Middle East Health, Safety, Security, and Environment (MEHSSE) Conference and Exhibition **Exhibitor Prospectus** 20–22 October 2008 Four Seasons Hotel, Doha, Qatar

Organised by the Society of Petroleum Engineers, the Middle East Health, Safety, Security, and Environment (MEHSSE) Conference and Exhibition will be taking place 20–22 October 2008 at the Four Seasons Hotel in Doha, Qatar.

About MEHSSE

This is the fourth HSSE event that the society has sponsored in the Middle East. The previous event took place in 2004 in Doha, Qatar, and it was co-organised by the International Association of Oil and Gas Producers and the Society of Petroleum Engineers.

MEHSSE is destined to become a landmark event in the region as it combines a world-class technical conference with an international exhibition. The event offers an exciting opportunity for industry leaders to share ideas, exchange technical knowledge, and discuss current HSSE-related issues and corporate social responsibility. This unique business platform brings together experts and key executives from the oil and gas industry to meet with their peers in the Middle East.

Why exhibit at MEHSSE?

Exhibiting at MEHSSE offers you the opportunity to reach out to a new market segment in the Middle East and demonstrate your company's advanced technologies and expertise, which will increase your brand awareness and reinforce its recognition. In addition, you will

- Get up-to-the-minute information about the Middle Eastern oil and gas market
- Learn about the latest products and services
- Showcase your products and services
- Personally interact with potential clients and current customers
- Meet HSSE experts, industry professionals, and oil and gas officials in the region
- Generate valuable sales leads and customer feedback

Exhibitor Benefits

The floor plan has been designed to ensure maximum traffic to the exhibition area:

- The conference area and the areas for coffee breaks, luncheons, and registration are interlinked under one roof.
- The exhibition area is in front of the conference area to promote strong delegate traffic.
- A complimentary registration list is provided to all exhibitors after the event (subject to data protection).
- Exhibitors will also get a chance to advertise in the on-site conference programme and exhibit guide, which will be distributed to all conference attendees and visitors.
- Exhibitors may take advantage of various **sponsorship opportunities** that can enhance their presence at MEHSSE. For more information, contact Megha Chopra, event manager (mchopra@spe.org), or Sylvia Ansara, sales manager (sansara@spe.org), or call +971.4.390.3540.



Society of Petroleum Engineers



SPE Middle East Health, Safety, Security, and Environment (MEHSSE) Conference and Exhibition

Exhibitor Prospectus

20–22 October 2008

Four Seasons Hotel, Doha, Qatar

Who will attend MEHSSE?

MEHSSE attracts visitors from all across the region, primarily from the Middle East and Asia. This event will be of value to a wide range of professionals, including the following:

- Environmental Engineers
- Environmental Managers
- Oil-Spill Planners
- Waste Disposal Experts
- Loss Prevention Engineers
- Safety Managers
- Security Managers
- Performance/HR Managers
- Sustainable Development Professionals
- Occupational Health Hygienists
- Doctors, Medical Officers, and Advisors
- HSE and HSEQ Managers
- Operations and Maintenance Managers
- Drilling HSE Professionals
- Drilling Contractors
- Regional NOC Staff Members
- HSE Manufacturing Company Representatives
- Officials or Government Employees

How can my organisation exhibit at MEHSSE?

To ensure your participation at the event, and to secure your ideal location, please submit the enclosed application for exhibit space as soon as possible. Space is allocated on a first-come, first-served basis.

Once your company has decided to participate, simply follow these three simple steps:

1. Select two preferred booth locations from the exhibit floor plan on page 3. Please note that the standard booth size (shell scheme) is 9 sq metres.
2. Complete and return your Exhibitor Application Form, which is on page 5 of this prospectus, to Megha Chopra, event manager (mchopra@spe.org), or Sylvia Ansara, sales manager (sansara@spe.org), or call +971.4.390.3540.
3. Complete and return the Exhibitor Terms and Conditions Contract, which is on page 4 of this prospectus, to Megha Chopra, event manager (mchopra@spe.org), or Sylvia Ansara, sales manager (sansara@spe.org), or call +971.4.390.3540.

Exhibition Schedule (subject to change)

Monday, 20 October	1000–1700 hours
Tuesday, 21 October	1000–1700 hours
Wednesday, 22 October	1000–1500 hours



Society of Petroleum Engineers

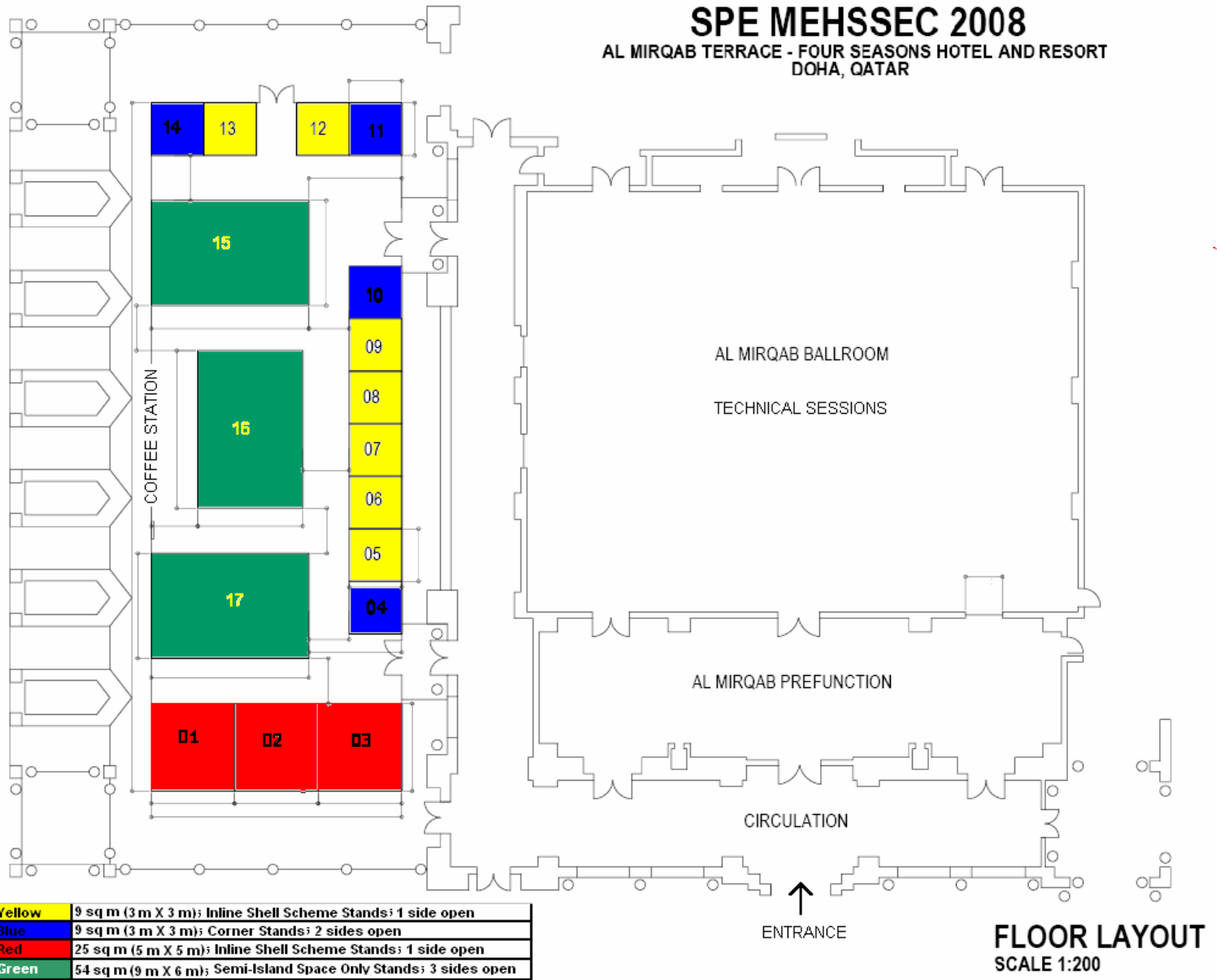


**SPE Middle East Health, Safety, Security, and Environment (MEHSSE)
Conference and Exhibition**

Floor Plan

20–22 October 2008

Four Seasons Hotel, Doha, Qatar



Society of Petroleum Engineers

Exhibitor Terms and Conditions Contract

20–22 October 2008

Four Seasons Hotel, Doha, Qatar



1. PARTIES

The parties to this contract are SPE Middle East FZ-LLC (hereinafter "SPE") and the named company that has applied for and been accepted as an exhibitor at the SPE MEHSSE Conference and Exhibition to be held on 20–22 October 2008 in Doha, Qatar (hereinafter "the Exhibitor").

2. CONTRACT

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

3. CHARACTER

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

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

4. PAYMENT/CANCELLATION/SPACE REDUCTION

- a) Applications for exhibit space will be invoiced at 100% and are payable in full on receipt of invoice.
- b) Space applications will not be assigned without payment. No exhibitor will be allowed to begin move-in operations until full payment and a duly executed contract have been received by SPE.
- c) After space has been confirmed and accepted, a reduction in space is considered a cancellation and will be governed by the same policies as outlined below. Reduction in space can result in relocation of exhibit space at the discretion of SPE.
- d) Should the Exhibitor submit a cancellation from the exhibition, the following will apply:
 - 1. If the Exhibitor submits a cancellation between the time of application and 10 July 2008, the Exhibitor will receive a full refund less a USD 100 processing fee.
 - 2. If the Exhibitor submits a cancellation after 10 July 2008, the Exhibitor will be assessed for a cancellation fee equal to 100% of the total cost of the contracted exhibit.
- e) No cancellation shall be acknowledged by SPE unless it is received in writing. The date on which the notice of cancellation is received shall apply as the official date of cancellation.
- f) Upon receipt by SPE of the Exhibitor's notification of cancellation, SPE has the right to resell the space vacated.
- g) No-show ruling: If the Exhibitor fails to utilise the exhibit space and/or the space is vacant at the published deadline for completion of installation, SPE reserves the right to consider the space to be cancelled and vacated. All requests for installations beyond the published installation completion deadline must be submitted to SPE in writing. Approval of late installation requests is at the discretion of SPE. Should SPE not be notified in writing, SPE reserves the right to resell the canceled space and the contract will become void.

5. EXHIBIT SPACE ASSIGNMENTS

- a) Space is assigned on a first-come, first-served basis.
- b) Upon official space assignment, the Exhibitor will receive a Booth Confirmation Notice. Space assigned will be deemed acceptable by the Exhibitor unless reflected in writing to SPE.

6. SUBLETTING SPACE

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

7. ITEMS INCLUDED IN THE COST OF THE EXHIBIT SPACE

The standard booth package includes

- a) Three (3) walls of white laminated partitioning, fascia board with company name and booth number, lights, electric socket, and booth furniture [one (1) table, counter system, and trash bin; and two (2) stackable chairs]
- b) Nightly vacuuming of the exhibit booth
- c) Two (2) complimentary personnel registrations per 9 sq metres of exhibit space, with admittance to the conference and exhibition, welcome reception, and luncheons
- d) Complimentary registration list after the event (subject to data protection)

8. CHANGE OF FLOOR PLAN OR SPACE ASSIGNMENT

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

9. INSURANCE

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

10. ATTENDANCE LISTS

A complimentary registration list is provided to all exhibitors after the event (subject to data protection).

11. EXHIBITOR SERVICES MANUAL

Approximately 3 months before the exhibition, SPE will send an *Exhibitor Services Manual* to the Exhibitor's primary contact as listed on the Exhibitor Application Form. Only fully paid exhibitors will receive this manual. The *Exhibitor Services Manual* will include information relating to participation at the exhibition, including additional exhibitor rules and regulations, official contractor forms, registration forms, exhibitor display rules, additional furniture order forms, etc.

12. AMENDMENTS

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

Signed and approved on behalf of

Exhibitor _____

Full Name _____

Title _____ **Date** _____



**SPE Middle East Health, Safety, Security, and Environment (MEHSSE)
Conference and Exhibition
Exhibitor Application Form
20–22 October 2008
Four Seasons Hotel, Doha, Qatar**

Please print in capital letters and fax to Megha Chopra or Sylvia Ansara on +971.4.366.4648.
For any queries, call +971.4.390.3540 or email mchopra@spe.org or sansara@spe.org.

Contact Details

Primary Contact: _____ Organisation Name: _____
Address: _____
City: _____ Postcode: _____ Country: _____
Tel: _____ Fax: _____
Email: _____

Space-only rate and benefits

USD 575 per sq metre

The space-only package includes

- Minimum space to be booked is 18 sq metres
- Areas 15, 16, and 17 are booked for space only
- Nightly vacuuming of the exhibit booth
- Two (2) complimentary personnel registrations per 9 sq metres of exhibit space, with admittance to the conference and exhibition, welcome reception, and luncheons
- Complimentary registration list after the event (subject to data protection)
- Listing on the MEHSSE website
- Listing in the on-site conference programme and exhibit guide

Shell-scheme rate and benefits

USD 650 per sq metre

The standard booth package includes

- Three (3) walls of white laminated partitioning, fascia board with company name and booth number, lights, electric socket, and booth furniture [one (1) table, counter system, and trash bin; and two (2) stackable chairs]
- Nightly vacuuming of the exhibit booth
- Two (2) complimentary personnel registrations per 9 sq metres of exhibit space, with admittance to the conference and exhibition, welcome reception, and luncheons
- Complimentary registration list after the event (subject to data protection)
- Listing on the MEHSSE website
- Listing in the on-site conference programme and exhibit guide

Booth Preference

1st Preference:

Booth Number(s)

2nd Preference

Booth Number(s)

Check the Exhibit Floor Plan and chose your first and second preferences for booth locations. The standard booth size is 9 sq metres. Booths will be allocated on a first-come, first-served basis.

Payment by Credit Card

Visa

MasterCard

American Express

Card Number: _____/_____/_____

Expiry Date (mm/yy): ____/____

Name of Credit Card Holder (capitals): _____

Signature as on Card (required): _____

Billing Address: _____

Town/City: _____ Postal Code: _____ Country: _____

Payment by Bank Transfer

IMPORTANT: TRANSFER REFERENCE MUST QUOTE '08MEHSE' AND YOUR ORGANISATION'S NAME

Please make payment to: HSBC Bank Middle East, Jebel Ali Branch, PO Box 66, Dubai, UAE

Account Name: SPE Middle East FZ-LLC

Account Number: 035-129709-100

Swift Code: BBMEAEAD

Application Process

Upon receipt of this Exhibitor Application Form and the signed Exhibitor Terms and Conditions Contract, SPE Middle East will notify you of your assigned booth number. Unless we receive a written objection to your booth location within 7 days of that notice, SPE Middle East will consider this to be a binding agreement. Any cancellation thereafter will be subject to SPE's cancellation policy as outlined in section 4 of the Terms and Conditions Contract.

**SPE Middle East Health, Safety, Security, and Environment (MEHSSE)
Conference and Exhibition
Advertising Contract
20–22 October 2008
Four Seasons Hotel, Doha, Qatar**

Please print in capital letters and fax to Sylvia Ansara, sales manager, on +971.4.366.4648.
For any queries, call +971.4.390.3540 or email sansara@spe.org.

This Advertising Contract for advertisement space for the SPE Middle East Health, Safety, Security, and Environment Conference and Exhibition in Doha, Qatar, will become a binding contract if the advertiser satisfies and agrees to the policies as set forth in this contract. The undersigned advertiser does hereby request advertising space for the SPE Middle East Health, Safety, Security, and Environment Conference and Exhibition, which will be held 20–22 October in Doha, Qatar. The individual signing this agreement warrants that he/she has the authority to contractually bind the organisation contracting for advertisement space.

Advertiser Information

Organisation: _____ Booth Number: _____
 Name: _____ Title: _____
 Address: _____
 City/State: _____ Postal Code: _____
 Country: _____ Phone: _____
 Fax: _____ Email: _____

On-Site Programme

For nonexhibiting organisations:

Full Page USD 1,200

For exhibiting organisations:

Full Page USD 900

- Limited quantity
- All ads will be 4 color

Advertising Total: USD _____

50% Deposit Required: USD _____

50% Balance Due: USD _____

Total Paid With Contract: USD _____

- Prices in US dollars
- Payment accepted in US dollars only

Deadlines

To secure advertising space in the SPE Middle East Health, Safety, Security, and Environment Conference and Exhibition on-site conference programme and exhibit guide

- The Advertising Contract and 50% deposit must be received by 15 August 2008.
- **Advertising materials must be received by 15 September 2008.**
- High-resolution logos should be submitted with the signed contract.

Ad Specifications

- Ads should be sized as follows:
 - Trim size: 10 cm (wide) x 21 cm (tall)
 - Live/type area: 1.27 cm inside from trim (anything outside of this area will be trimmed off)
 - Nonbleed size: 7.46 cm (wide) x 18.46 cm (tall)
 - Bleed size: 10.635 cm (wide) x 21.636 cm (tall)
- For ads that bleed, set up your document to 10 cm (wide) x 21.636 cm (tall), and extend your artwork out 1.27 cm from that.
- Ads should be high resolution, in Adobe Illustrator, Adobe Photoshop, or QuarkXPress format.

Terms and Conditions

- Advertising will not be accepted that in any way is considered by SPE to be inappropriate to SPE's image.
- Advertising will not be accepted if it includes politically controversial terms.
- 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.
- The final decision on the advertising format and terminology as provided in this Advertising Contract rests with SPE.

I hereby submit this contract for advertising space for the SPE MEHSSE Conference and Exhibition and agree to abide by the policies and procedures as outlined in this contract.

Signature

_____ Date: _____
 Authorised Representative

_____ Date: _____
 SPE Representative

Payment Method

MasterCard Visa American Express

Card Number : _____ Exp: _____

Account Holder: _____

Billing Address of Card: _____

Signature: _____ Date: _____

Amount Authorised to Charge: USD _____