



WORK AUTHORIZATION REQUEST FORM

**SPE Unconventional Resources Conference – USA
1-3 April 2014
The Woodlands Waterway Marriott
The Woodlands, TX**

DEADLINE: 1 February 2014

THIS FORM MUST BE COMPLETED BY EXHIBITING COMPANY PERSONNEL

Exhibitors using an Exhibitor-Appointed Contractor (EAC) to install or dismantle your exhibit space 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, hired to provide a service and requiring access to your exhibit any time during installation, exhibition dates and/or dismantling. Exhibitors are responsible for advising SPE management by filling out this form.

Please check applicable box.

We will use an Exhibitor-Appointed Contractor in accordance with the 2014 SPE Exhibit Regulations. The exhibiting company is responsible for the actions of its appointed non-official contractor(s) for any violations or damages that may occur.

REMINDER: Exhibitors are responsible for ensuring that their EAC’s submit all required documents including certificate of insurance.

Please Print Legibly

EXHIBITOR-APPOINTED CONTRACTOR COMPANY NAME _____

COMPANY CONTACT _____

EAC ADDRESS _____

CITY STATE ZIP/POSTAL CODE COUNTRY

() TELEPHONE () FACSIMILE

E-MAIL ADDRESS CELL PHONE

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.

EXHIBITING FIRM _____ BOOTH NO. _____

REQUESTED BY _____
(Please print) Signature

TELEPHONE () E-MAIL _____ DATE _____

Submit To: moutarsingh@spe.org Fax: 1.877.419.1364 Phone: 1.972.952.9518