



EXHIBITOR REGISTRATION INSTRUCTIONS



SPE/ICoTA COILED TUBING & WELL INTERVENTION
CONFERENCE AND EXHIBITION
1-2 APRIL 2008
THE WOODLANDS (HOUSTON), TX, U.S.A

EXHIBITOR REGISTRATION INSTRUCTIONS

PLEASE NOTE: Please read and follow the instructions carefully. There are two (2) different Exhibit Registration Forms.

- Exhibitors are allotted two (2) complimentary **Full Conference Registrations** per 100 square feet of contracted exhibit space. Registration includes admittance to the Monday Opening Reception, Technical Sessions, Exhibition, Tuesday Expo Reception, Wednesday Keynote Luncheon, and one copy of the CD *Proceedings*. To utilize the Full Conference Registrations, please make sure you complete the **ONLINE Exhibitor Registration Form**.
- Exhibitors are also allotted two (2) complimentary **Exhibitor Registrations** per 100 square feet of contracted exhibit space to register their additional booth personnel. This category is for additional booth personnel to have exhibition access only. Registration does not include admittance to the Technical Sessions, Keynote Luncheon, or *Proceedings*. To utilize the Exhibitor Registrations, please make sure you complete the **Exhibitor Registration Form for Booth Personnel**. Registrations for this category may **NOT** be made online and should be faxed to SPE at +1.972.952.9328.
- If additional registrations are needed over your allotment, please refer to the “Additional Exhibitor Personnel” section of the ONLINE Exhibitor Registration Form. Additional registrations may be purchased for USD 200 each and does not include Keynote Luncheon or *Proceedings*.
- Domestic exhibitor badges and any purchased tickets will be mailed prior to the conference if registration is processed on or before **1 March**. Registrations received **after 1 March** and all international exhibitor registrations will be held for pickup on-site.
- Complimentary Full Conference and Exhibitor Registration categories must be processed no later than **25 March 2008**.
- Your Master Exhibitor Registration Forms list your SPE Company number, company name, and the allotted number for your exhibiting company complimentary registrations.
- Exhibitor Registration, located in the foyer outside of the Exhibit Hall, will open on Monday, 31 March at 1230 to pick up your pre-registered badges.

IMPORTANT DATES:

Online Exhibitor Registration:
Domestic Exhibitor Badges Mailed:
Exhibitor Registration for Booth Personnel:

Online and live at www.spe.org/ctwi08
Submit all forms by 1 March, 2008
Submit all forms by 25 March, 2008