



**The Ninth SPE International Conference on Health, Safety & Environment
in Oil and Gas Exploration and Production**
15-17 April 2008, Nice, France

GENERAL INFORMATION

This information is intended to assist you in preparing your company's participation at the above mentioned Conference and Exhibition. SPE are always on hand to help you at any time. Please read the following short document as you may find that your queries are answered herein.

CONTRACTS/INVOICE

The contract and an invoice (if not sent previously) for the exhibition space have been sent to you with this document. Please ensure the contract and the payment is returned by the deadline of 30 days following the invoice date. Should either not be received by this date, SPE reserves the right to re-allocate your stand space.

For any additional payments, e.g. stand staff etc, SPE will charge full French VAT/TVA on all payments, unless you provide us with your company's French VAT/VA registration number. Please note that not all companies are registered for French VAT/TVA.

VENUE DETAILS

Nice Acropolis Convention Centre
1 Esplanade Kennedy
BP 4083 – 06302
Nice Cedex 4
France
Tel: +33 (0) 4 93 92 83 00
Fax: +33 (0) 4 93 92 82 55

EXHIBITION SCHEDULE

Exhibition build-up:	Self-build:	Sunday 13 April:	08.00 – 20.00hrs
		Monday 14 April:	08.00 – 20.00hrs
	Stand package:	Sunday 13 April:	NO ACCESS
		Monday 14 April:	08.00 – 20.00hrs
Exhibition opening times:	Tuesday 15 April:	08.00 – 19.30hrs	
	Wednesday 16 April:	08.00 – 18.00hrs	
	Thursday 17 April:	08.00 – 17.30hrs	
Exhibition break-down:	Thursday 17 April:	17.30 – 23.00hrs	
	Friday 18 April:	08.00 – 12.30hrs	

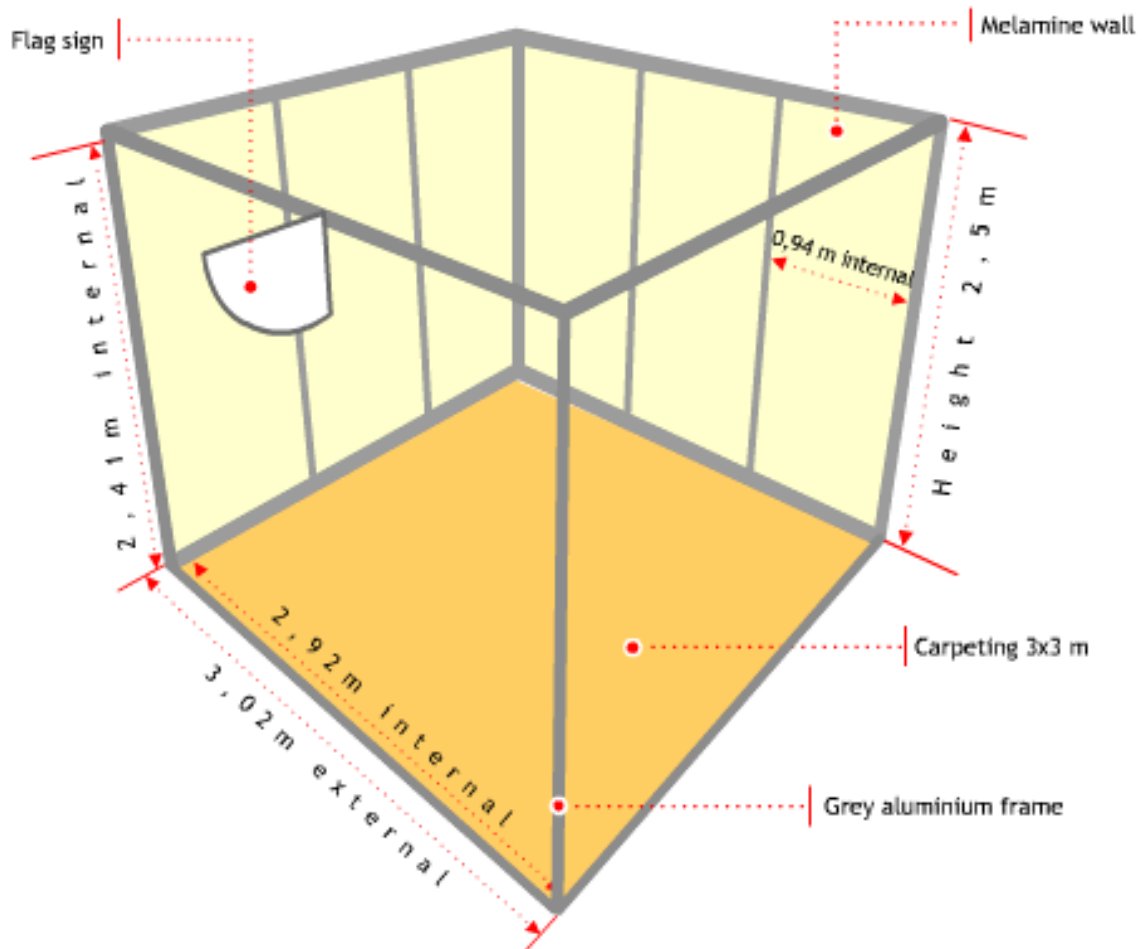
All exhibitors may ONLY begin dismantling at 17.30 on Thursday 17 April. All stand fittings and exhibit equipment MUST BE REMOVED by 12.30hrs on Friday 18 April.



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STAND PACKAGE INFORMATION

For those companies who booked a Stand Package stand, the following is already included and should NOT be ordered again: For everything else, please see the Nice Acropolis order forms





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<p>STRUCTURE / PARTITIONING</p> <ul style="list-style-type: none">• Grey lacquered aluminum sections, height of the stand : 2.50m (except stands 110, 111, 114 + 115 where the height restriction is 2.40m) – see floor plan for location of these stands)• Partitions with melamine coating on 3 sides maximum, colour : BEECH
<p>FLOOR COVERING</p> <ul style="list-style-type: none">• Short pile BLUE carpet covered with a transparent protective film (polyane)• Removal of the film before the opening of the exhibition
<p>STAND SIGN-BOARD</p> <ul style="list-style-type: none">• One flag sign per booth, with 20 letters (Helvetica Medium, 50 mm high) on each side• BLUE lettering on a white background
<p>LIGHTING</p> <ul style="list-style-type: none">• Three spotlights per 9 square meter booth
<p>ELECTRICITY SUPPLY</p> <ul style="list-style-type: none">• Single phase earthed 1 kW 220-240 V electricity supply per 9 square meter booth, with one 10/16 A socket, protected by a 30mA differential circuit-breaker.
<p>NOTES:</p> <ul style="list-style-type: none">• This booth is rented as an indivisible package. In the case of non-use or partial use of the items included in this package (example: partitions), no claim for compensation or tariff cut will be accepted.• Fixing on the partitions: the use of double-sided tape is tolerated providing all glue marks are removed during dismantling; the use of hooks and chains is recommended.



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APPROVED SUPPLIERS

Stand-Fitting Contractor – NICE ACROPOLIS DECORATION

Technical Department
1 esplanade Kennedy - BP 4083
06302 – NICE CEDEX 4 - FRANCE
☎ +33 (0)4 93 92 82 41 Fax +33 (0)4 93 92 82 43
Email: gperona@nice-acropolis.com

Furniture Contractor – GL EVENTS SERVICES

Zone Industrielle Anatole France – BP 75
06342 – LA TRINITE CEDEX - FRANCE
☎ +33 (0)4 93 27 09 41 Fax +33 (0)4 93 27 23 14
Email : info.nice@gl-events.com

Green Plant Supplier – LOUIS CONSO

173 av Sainte Marguerite 06200 – NICE - FRANCE
☎ +33 (0)4 93 83 01 31 – P. + 33 (0)6 86 61 39 63
Fax +33 (0)4 93 83 02 72
e-mail : info@conso-louis.fr

Catering Contractor – PAVILLON HEDIARD / CONGRES

340 Chemin du Puits du Plan - BP 28
06370 – MOUANS SARTOUX - FRANCE
☎ +33 (0)4 92 28 35 28 Fax +33 (0)4 92 28 35 20
e-mail : pavillon@pavillonhediard.com

French Tax (VAT) Refund – EASYTAX (Please see order form 3B20 in the Nice Acropolis Manual for further details)

BP 3098
Espace Azur
179, Bd René Cassin
06200 – NICE CEDEX 3 - FRANCE
☎ +33 (0)4 93 72 50 40 Fax +33 (0)4 93 72 53 41
Email : easytax@easytax.fr

Insurance – JOURDAN GASSIN ASSURANCES

Agents généraux AXA
17, rue Alexandre Mari
06359 - NICE CEDEX 4 - FRANCE
+33 (0)4 92 17 36 00 Fax +33 (0)4 93 92 21 93
Email: assurances@jgm.fr

Shipping Company – CEVA SHOWFREIGHT

Suite 70 Horizon House
Azalea Drive
Swanley Kent
BR8 8JR
Tel: + 44 207 721 5424
Fax: + 44 207 721 5426
Email: Paul.strachan@uk.cevalogistics.com



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GENERAL CONDITIONS FOR THE USE OF THE EXHIBITION AREAS

Duration of the occupancy period

Exhibitors should remove their own structures, equipment and/or products before the end of the period planned for dismantling. If this is not done, Nice Acropolis reserves the right to evacuate the premises by any means and at the exhibitor's expense and risk, with a possible claim for additional floor space occupancy costs.

Inventory of fixtures - Damage

Exhibitors accept the premises, equipment and materials as provided and note their condition and functional state. They must return them in the same condition and state at the agreed time, having respected the following provisions:

- It is strictly forbidden to fix or hang anything (even a sign) on the ceilings, walls or pillars. If any material or equipment (whether entrusted to the exhibitors free of charge or subject to payment) disappears or is damaged, it must be repaired or replaced by the exhibitor.
- Exhibitors will be charged for any damage they may cause to the floors; they must take all necessary precautions (plastic sheeting, plywood board, etc.) to ensure the protection of the floors in the presence of a risk. **When installing a carpet, use only BARNIER 101 double-sided tape (see "decoration" order form), because of the special composition of our floors.**

Signs

The posting of signs within the rented areas is subject to the agreement of Nice Acropolis.

Delivery procedures (See plan page 2C1)

Delivery address is:

**Nice Acropolis
Convention Center
1 Esplanade Kennedy
06300 NICE - FRANCE**

To be accepted, the packages delivered by exhibitors must comply with the following conditions:

- **Delivery not earlier than 48 hours before the first set-up day**
- Each package must be clearly labelled with:
 - Name of the event
 - Company name
 - Stand number
 - Name of the person in charge
- **These packages must be removed at the latest within 48 hours after the end of the event.**

Nice Acropolis cannot be held liable in case of loss or damage of the packages delivered, or for those not removed by exhibitors. **Unloading of trucks and carrying of packages to (and from) the stand is the responsibility of the exhibitor.** The local approved freight forwarders, CEVA Showfreight, can help you with this (see Freight Forwarder order form).

Crate storage - Waste removal

Nice Acropolis does not possess premises for the storage of empty crates and packaging during exhibitions. They must therefore be removed immediately as the installation progresses and, if necessary, brought back for the dismantling. Removal of waste packaging (boxes, parcels, etc.) and in the case of floor space, of the totality of the booth including the carpeting and its adhesive tape, are the responsibility of the exhibitor, who can order different types of containers according to volume (see "Stand cleaning/waste removal" order form).



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Cleaning

Nice Acropolis provides cleaning services prior to the opening of an event, as well as daily cleaning of aisles and common areas in the exhibition areas. The daily cleaning of stands is to be paid for by exhibitors. (see "Stand cleaning" order form).

Animals

Animals are not permitted on the premises.

SECURITY

Nice Acropolis maintains 24-hour security, every day, for both centers. Individual surveillance of the stands can be requested by the exhibitors, at their expense (See "Personnel" order form). Nice Acropolis cannot be held liable for any loss, damage or theft occurring to goods left on the stands. **An identification badge, provided by the organizer, is required to enter both centers.** Nice Acropolis may refuse or expel any person whose behaviour or clothing is considered incompatible with the Centers' image or who refuses to comply with the local safety rules.

INSURANCE

Exhibitors shall take out insurance to cover third party liability as well as liability towards Nice Acropolis, and for all goods belonging to them or which have been entrusted to them. These insurance policies must provide for a waiver of claim against Nice Acropolis, the City of Nice and/or their insurers. **Written proof of this insurance cover must be supplied to Nice Acropolis before the opening of the exhibition.** AXA ASSURANCES is at the disposal of exhibitors to provide coverage of the above mentioned risks (see "Exhibitors Insurance" order form).

TAXES AND DUTY

Exhibitors must pay the various taxes and duty resulting from their participation in the exhibition. (Please see "Approved Suppliers" on page 4 of this document)

1 • Sacem

Exhibitors must comply with regulations covering literary and artistic property, in particular those of the Association of Authors, Composers and Publishers of Music ("SACEM"); get in touch with:

Sacem 31, rue de Paris 06000-NICE - FRANCE
☎ +33 (0)493 627 964 Fax : +33 (0)493 627 961

2 • VAT refund

Foreign exhibitors whose company has no subsidiary in France can contact the tax agent approved by Nice Acropolis, in order to obtain V.A.T. refund on invoices paid in France (see order form "VAT refund").

CUSTOMS

Please get in touch with this office:

Bureau de Douane de Nice Aéroport

Aéroport Nice Côte d'Azur

BP 459

06008 – NICE CEDEX 1- FRANCE

☎ +33 (0)493 213 778 Fax : +33 (0)493 214 050



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PARKING

Parking is strictly regulated in the vicinity of the Centers. It is limited to the unloading and loading of equipment, during set-up and dismantling periods: it is forbidden during the event.
There is a parking lot nearby:

For cars only:

PARC AUTO ACROPOLIS – VINCI PARK

Complexe Jean Bouin

Place du XV^{ème} Corps 06000 – NICE - FRANCE

☎: +33 (0)4 93 85 58 85

Fax: +33 (0)4 93 13 47 77

Exhibitors can obtain preferential tariffs from the parking lot administration.

Trucks:

A parking lot belonging to the City of Nice will be proposed if available; you will be informed by the organizer.

CATERING

Catering and the sale of any food or drink on the premises are the exclusive rights of the Nice Acropolis approved caterers. (Please see “Approved Suppliers” on page 4 of this document.)

REGULATED ACTIVITIES

The following activities are forbidden in both Centers, except with prior written authorization from Nice Acropolis.

- Any photography, sound recording, filming, total or partial reproduction (should Nice Acropolis authorize these activities, it reserves all rights pertaining thereto).
- The projection of any film or other visual document without the necessary authorization.
- Exhibitor's use of their own personnel and equipment to carry out the following services :
 - technical services (audiovisual, electricity and telephone, water and compressed air connections).
 - the cleaning of areas,
 - security services,
 - generally speaking, all the services exclusively provided by the suppliers approved by Nice Acropolis.

LEGAL ISSUES - DISPUTES

This contract is governed by French law. Only the Court of Justice of Nice shall be competent in case of disputes not resolved by common consent.

ACCESS AND LIFT DIMENSIONS

Access plans (See following page)

Address:

NICE ACROPOLIS – CONVENTION CENTER

1 Esplanade Kennedy

06300 NICE - FRANCE

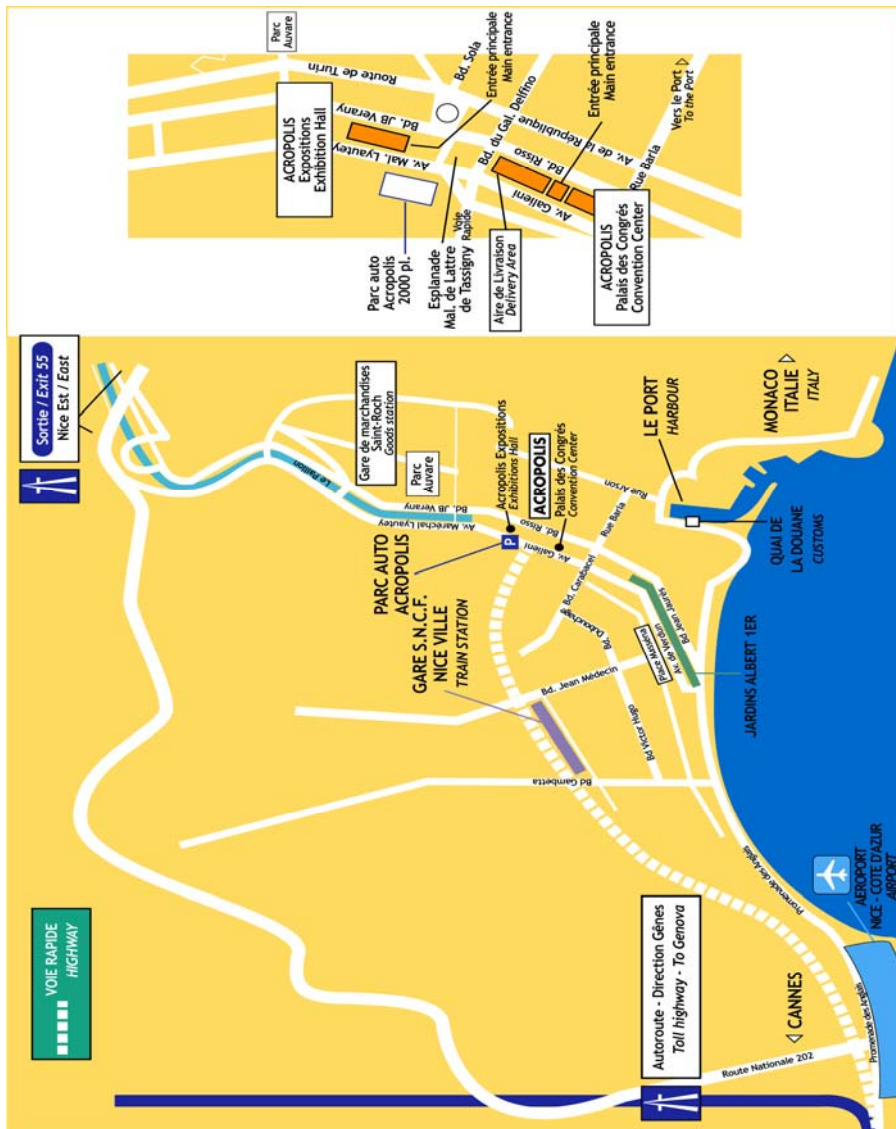


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Access to exhibition areas

- Please use the delivery entrance on the Avenue Galliéni.
- To reach the exhibition area two service lifts are available:

	(1)	(2)
Depth:	5.50 m	2.49 m
Width :	2.43 m	2.44 m
Height :	2.14 m	2.15 m
Height (under lintel):	1.98 m	2.07 m
Maximum evenly distributed load :	2500 kg	2500 kg





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SAFETY RULES

Chief Fire Safety Officer

Stands designed and fitted out by exhibitors must comply with the safety rules covering fire and security risks in buildings open to the public.

Exhibitors must submit their stand project to the Chief Fire Safety Officer nine weeks before the event at the latest, and particularly :

- Plans for special stands (not fitted up by Nice Acropolis).
- Declaration form for machines in operation.
- Safety questionnaire.
- Certificate of electrical conformity
- Multi-storey stands
- Ceilings and full awnings
- All certificates concerning material fire ratings, issued by an approved French Laboratory.

The appointed Chief Fire Safety Officer for the Exhibition is:

Claude SARTORI

ACROPOLIS - 1 esplanade Kennedy

BP 4083

06302 – NICE CEDEX 4 - FRANCE

☎ +33 (0)4 93 92 83 72

Fax +33 (0)4 93 92 82 55

email : csartori@nice-acropolis.com

Materials rating

The materials used to kit out the stands must be evaluated using the following French fire ratings:

M0 : Fireproof

M1 : Non flammable

M2 : Low flammability

M3 : Medium flammability

M4 : Flammable

Signs

White lettering on a green background is strictly forbidden; it is reserved for general safety signs.

Floors

A stand equipped with a technical floor higher than 2 cm, on which visitors are permitted, must include a 0.80 m wide access ramp with a slope of 2 % to 8 %, which must be integrated into the stand design ; it must not extend beyond the allocated floor space.

Signposting and access to Fire Safety Equipment

The layout of the stands must not hide the general safety signs indicating the location of exits and emergency exits. Fire fighting and emergency equipment must not be hidden or obstructed. This includes fire extinguishers, fire hose cabinets (RIA), glass breaking instruments and emergency wall phones.

Electrical equipment on stands

All electrical equipment on stands must be installed by professionals (see "Certificate of Electrical Conformity" form). **The exhibitor is responsible for electrical equipment downstream of the supply box provided on the stand.**



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Electrical power will be available round the clock on the stands during the event.

Any installations which do not comply with the regulations will not be supplied with electricity.
Please comply with the following requirements and prohibitions:

Forbidden

- Any modifications of the technical characteristics of the supply box.
- Cables including leads of a cross-section less than 1.5 mm².
- Cables insulated for a voltage below 500 V, scindex cable.
- Splices in cables.
- Connections not protected by junction boxes.
- Bipolar multiple plugs and sockets.
- Unfixed screw or bayonet socket adapters.
- Discharge lamps which do not conform to NFC 15 150 standards.

Compulsory

- **Permanent access to the supply box for Nice Acropolis technicians** (but no access for the public).
- Main switch OFF during staff absence, if no equipment needs electricity during these periods.
- Class 1 (one) equipment must have an earth connection.
- Lighting devices using halogen lamps:
 - must be at a minimum height of 2,55m
 - securely fixed
 - remote from any flammable materials - equipped with a safety shield made of glass or similar (wire netting is no longer allowed).
- Illuminated garlands must have C2 rated cables and sockets securely fixed to the power leads.

Recommended or authorized

- Two-pin plus earth 10A/16A multiple plugs and sockets.
- Class 2 equipment, double insulation.

Combustible materials

- All storage of packaging material is strictly forbidden in the exhibition areas, on the booths, in the areas behind them and the cabins (fire hazard).
- The use of gas and flammable liquids is regulated.

One bottle of butane or propane gas, maximum 13 kg, is authorized per 10 m² of stand area, up to a maximum of six bottles per stand. These bottles must be:

- Either separated from each other by a rigid fireproof screen,
- or separated by a minimum distance of 5 meters, out of reach of the public and protected against shocks (M0 ventilated box).
- Unconnected bottles, whether empty or full, cannot be stored within the building.

When equipment is moveable, hose connections can be accepted; but it is compulsory that they must be :

- In conformity with the requirements of NF D 36 – 101 standards;
- Visible throughout their length;
- Installed in such a way that they can move freely;
- Marked as follows:

"NORMAGAZ - NF GAZ BUT – PROP – A".

- Renewed before their expiration date.

Stands that possess these fittings must be equipped with one or several extinguishers.

An application for authorization must be made for all equipment using combustion engines.



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Protection of the public

Exhibitors are fully responsible for all displays and demonstrations they hold. Machines with moving parts, hot surfaces, points or sharp edges, must either be fitted with appropriate fixed screens or casings, or set back at least one meter from the aisles. **All dangerous parts must be out of reach of the public.**

If machines with hydraulic jacks are displayed with the jack fully extended, a mechanical device must be fitted in addition to the hydraulic safety devices on the jack, to prevent accidental collapse. All machines must be stabilized to prevent them from overturning.

Safety committee

All stands must be finished before the Committee's inspection visit, which takes place before the opening of the event. **Exhibitors or a qualified representative must be on the stand during this inspection.**

The decisions taken by the administrative authority, following the recommendations of the Committee during its inspection visit, can go as far as prohibition of opening of the stand, and are immediately applicable.

Nice Acropolis cannot be held liable if the Safety Committee, the organization or the Chief Fire Security Officer decides to close a stand.

MAXIMUM FLOOR LOADS

The weight restriction in the Rhodes Exhibition Hall is 350kg/m².

Please note that vehicles are not admitted within the exhibition areas, unless there has been prior authorization. All handling machines must be equipped with rubber wheels.

- Forklifts: Please get in touch with the forwarding agents (see "approved suppliers").
- Personnel lifts: Please inquire.

HEIGHT LIMIT

The height limit for self build stands in the Rhodes Exhibition Hall is 2.5m. However, please note that stands 110, 111, 114 + 115 have a height restriction of 2.4m – see floor plan for location of these stands.

HOTEL ACCOMMODATION INFORMATION

For full information on Hotel Accommodation, please visit our website www.spe.org/hse08.

LUNCHEON TICKETS

Should you wish to purchase luncheon tickets, please go to the Registration desk.

ADDITIONAL COPIES OF CD PROCEEDINGS

Each Exhibiting Company receives one copy of the CD Proceedings. Should you wish to purchase additional copies, please go to the Registration desk.