



**WORK AUTHORIZATION REQUEST FORM**  
***Submit by 28 April 2008***  
**SPE TIGHT GAS COMPLETIONS CONFERENCE**  
**9 – 11 June 2008 • San Antonio, Texas**

**IMPORTANT:  
REFER TO UNION  
REGULATIONS**

**THIS FORM MUST BE COMPLETED BY CONTRACTED EXHIBITING COMPANY**

Exhibitors using the SPE official labor contractor (Freeman) or an Exhibitor-Appointed Contractor (EAC) to install or dismantle their exhibit space must return this form. An EAC is any person or company, other than the designated “official” or “exclusive” contractors 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, Freeman.
- We will use an Exhibitor-Appointed Contractor in accordance with the 2008 SPE Exhibit Regulations. The exhibiting company is responsible for the actions of their Exhibitor-Appointed Contractor(s) for any violations or damages that may occur.

**ALL SECTIONS MUST BE COMPLETED:**

EXHIBITOR-APPOINTED CONTRACTOR COMPANY NAME

COMPANY CONTACT

ADDRESS

CITY

STATE

COUNTRY

POSTAL CODE

TELEPHONE

FACSIMILE

E-MAIL ADDRESS

ON-SITE CONTACT

CELL PHONE NUMBER

**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 #

REQUESTED BY (PRINT NAME)

SIGNATURE

DATE

( )

TELEPHONE

EMAIL ADDRESS

**Submit by 28 April 2008 to:**

Karen Rainish, Society of Petroleum Engineers

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