MESSAGE FROM SYMPOSIUM CO-CHAIRS

Dear Colleagues,

The inaugural SPE Symposium: Production Enhancement and Cost Optimisation, to be held from 7 – 8 November 2017 in Kuala Lumpur, Malaysia, aims to provide a timely platform for knowledge transfer, innovation and sharing of best practices in oil and gas production as we continue to strive for operational excellence in a challenging business landscape while we seamlessly transition to the digital generation.

On behalf of the Society of Petroleum Engineers (SPE), we would like to invite you and your organisation to participate and showcase your solutions and services at the event.

Enhancing production operations calls for an integrated approach across multidisciplinary teams that is beyond the traditional concept of collaboration, but a collaboration with the intent to elevate the performance of the collective whole, the end-to-end value chain. We are also moving into a digital age, and that would require a more advanced and nimble way of working to deliver improvements in productivity, efficiency and cost management across a value chain that includes production enhancement, flow assurance, logistics, asset monitoring and HSE.

In response to this, the symposium will feature technical know-hows, innovative methodologies, and practical case studies that takes fundamental improvements in production and cost efficiency into the digital era.

In addition, high-level panel sessions will feature in-depth discussions on what it means to transition to the digital generation, how collaboration would shape the next new wave of industry performance in production enhancement and cost competitiveness, and lastly a provocative discussion on a possible futuristic oil and gas industry.

We look forward to your support and commitment in making this symposium a success.

Yours sincerely,

Bacho Pilong    Choong Yen Li
Symposium Co-Chair   Symposium Co-Chair
Vice President, International Assets,   General Manager Development & Petroleum Development and Production,  Engineering, P&T Upstream Operated Malaysia PETRONAS    Sarawak Shell Berhad

COMMITTEE MEMBERS

Noorbaizura Hashim

Jeffrey L. Dwiggins
Artificial Lift Solutions Pte. Ltd.

Eddy Kamaruddin
BeicipTescol

Anton Kaiser
Clariant

Ken Saveth
GE Oil & Gas

Gunajit Das
Halliburton

Sanjeev Gupta
Halliburton

Takaaki Uetani
INPEX

Temmy Kurniawan
Pertamina

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PETRONAS Carigali Sdn. Bhd.

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PETRONAS Carigali Sdn. Bhd.

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Wan Afiq Farhan Che Hamat
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Pauziyah Abdul Hamid
PETRONAS Research Sdn. Bhd.

Andy Baker
Schlumberger

Gordon Goh
Schlumberger

Jeroen Groenenboom
Shell

Murat Kilic
Shell

Jacques Kieffer
SNF SAS

Tore Blaker
Statoil ASA

Michael Potts
Weatherford

Robin Edwards
Weatherford

Georg Zangl
ZET Systems

EVENT HIGHLIGHTS

60+ speakers and technical experts

12 hours of technical presentations

10+ panel and technical sessions

6+ hours of dedicated networking opportunities
## EXHIBIT OPPORTUNITIES

### GOLD SPONSOR

- **USD 7,500** per sponsor

**BENEFITS**
- One (1) 4 sqm Technical Showcase display kiosk
- Six (6) Complimentary Full Symposium Registration* valued at USD6,600
- Fifty (50) Technical Showcase Guest Passes**
- Company/product listing in the Symposium Programme***
- Company logo in the Symposium Preview***, Symposium Programme***, event website and onsite sponsor recognition board
- 10% discount on additional sponsorship items

**DISPLAY KIOSK ENTITLEMENTS**
- 2m x 2m Technical Showcase display kiosk
- 2mW x 2.5mH pre-built back wall with customised graphics
- 42-inch TV with stand
- Plywood underlay flooring
- Lighting
- Two (2) 13 amp single phase power points
- One (1) information counter with front customised graphics
- Two (2) barstools
- One (1) waste paper basket

### SILVER SPONSOR

- **USD 5,500** per sponsor

**BENEFITS**
- One (1) 4 sqm Technical Showcase display kiosk
- Four (4) Complimentary Full Symposium Registration* valued at USD4,400
- Fifty (50) Technical Showcase Guest Passes**
- Company/product listing in the Symposium Programme***
- Company logo in the Symposium Preview***, Symposium Programme***, event website and onsite sponsor recognition board
- 10% discount on additional sponsorship items

**DISPLAY KIOSK ENTITLEMENTS**
- 2m x 2m Technical Showcase display kiosk
- 2mW x 2.5mH pre-built back wall with customised graphics
- 42-inch TV with stand
- Plywood underlay flooring
- Lighting
- Two (2) 13 amp single phase power points
- One (1) information counter with front customised graphics
- Two (2) barstools
- One (1) waste paper basket

### STANDARD PACKAGE

- **USD 3,500** per kiosk

**BENEFITS**
- One (1) 4 sqm Technical Showcase display kiosk
- Two (2) Complimentary Full Symposium Registration* valued at USD2,200
- Fifty (50) Technical Showcase Guest Passes**
- Company/product listing in the Symposium Programme***
- Company logo in the Symposium Preview***, Symposium Programme***, event website and onsite sponsor recognition board
- 10% discount on additional sponsorship items

**DISPLAY KIOSK ENTITLEMENTS**
- 2m x 2m Technical Showcase display kiosk
- 2mW x 2.5mH pre-built back wall with customised graphics
- 42-inch TV with stand
- Plywood underlay flooring
- Lighting
- Two (2) 13 amp single phase power points
- One (1) information counter with front customised graphics
- Two (2) barstools
- One (1) waste paper basket

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**Notes:**

Rate is inclusive of the prevailing Malaysia Goods and Services Tax (GST) rate.


** Technical Showcase Guest Pass includes access to the Technical Showcase, Knowledge Sharing ePoster Sessions, Welcome Reception and Coffee/Tea Breaks.

*** Sponsors will be acknowledged in the Symposium Preview (if confirmed by 16 June 2017) and Symposium Programme (if confirmed by 1 October 2017).
Book your space now at the SPE Symposium: Production Enhancement and Cost Optimisation or for more information, contact:

Christopher Wong
Sales Manager – Asia Pacific
Tel: +603 2182 3148
Email: cwong@spe.org
SPE Symposium: Production Enhancement and Cost Optimisation’s sponsorship opportunities have been designed to offer exposure and visibility for organisations in the oil and gas industry. We offer a variety of sponsorship packages to strengthen your brand identity and enhance your organisation’s image at the symposium.

As sponsorship packages are limited and available on a first-come first-served basis, we appreciate your support and request that you confirm your preferred sponsorship packages as soon as possible.

Please contact Christopher Wong, Sales Manager – Asia Pacific at cwong@spe.org for more information. Following is the list of available sponsorship packages:

<table>
<thead>
<tr>
<th>SPONSORSHIP PACKAGES</th>
<th>VALUE (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOLD SPONSOR</strong></td>
<td>USD 7,500</td>
</tr>
<tr>
<td>With 4sqm Technical Showcase Display Kiosk</td>
<td></td>
</tr>
<tr>
<td>Welcome Reception</td>
<td>USD 7,000</td>
</tr>
<tr>
<td>Lanyards</td>
<td>USD 6,000</td>
</tr>
<tr>
<td>Symposium Bags</td>
<td>USD 6,000</td>
</tr>
<tr>
<td><strong>Silver Sponsor</strong></td>
<td>USD 5,500</td>
</tr>
<tr>
<td>With 4sqm Technical Showcase Display Kiosk</td>
<td></td>
</tr>
<tr>
<td>Networking Luncheon – Day 1</td>
<td>USD 5,000</td>
</tr>
<tr>
<td>Networking Luncheon – Day 2</td>
<td>USD 5,000</td>
</tr>
<tr>
<td>Signage and ePoster Stations</td>
<td>USD 5,000</td>
</tr>
<tr>
<td>Bottled Drinking Water</td>
<td>USD 4,500</td>
</tr>
<tr>
<td>Caps</td>
<td>USD 4,500</td>
</tr>
<tr>
<td>Symposium Preview and Programme</td>
<td>USD 4,500</td>
</tr>
<tr>
<td>Writing Pads and Pens</td>
<td>USD 4,000</td>
</tr>
<tr>
<td>Symposium Bag Insertion</td>
<td>USD 3,500</td>
</tr>
<tr>
<td>Symposium Digital Proceedings</td>
<td>USD 3,500</td>
</tr>
<tr>
<td>Coffee/Tea Breaks – Day 1 and Day 2</td>
<td>USD 3,000</td>
</tr>
<tr>
<td>Ice Cream Social – Day 1 and Day 2</td>
<td>USD 3,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPONSORSHIP OPPORTUNITIES</th>
</tr>
</thead>
</table>

Notes:
** Technical Showcase Guest Pass includes access to the Technical Showcase, Knowledge Sharing ePoster Sessions, Welcome Reception and Coffee/Tea Breaks.
*** Sponsors will be acknowledged in the Symposium Preview (if confirmed by 16 June 2017) and Symposium Programme (if confirmed by 1 October 2017).
SPONSORSHIP PACKAGES

SILVER SPONSOR
USD 5,500

The sponsor will receive:
- One (1) 4 sqm Technical Showcase display kiosk [refer to entitlements on page 3].
- Four (4) Complimentary Full Symposium Registration* valued at USD4,400.
- Fifty (50) Technical Showcase Guest Passes**.
- Company/product listing in the Symposium Programme.
- Company logo in the Symposium Preview***, Symposium Programme***, event website and onsite sponsor recognition board.

BOTTLED DRINKING WATER
USD 4,500

The sponsor will receive:
- Company logo printed on the bottle of drinking water.
- One (1) Complimentary Full Symposium Registration* valued at USD1,100.
- Company logo in the Symposium Preview***, Symposium Programme***, event website and onsite sponsor recognition board.

CAPS
USD 4,500

The sponsor will receive:
- Company logo printed on the caps.
- One (1) Complimentary Full Symposium Registration* valued at USD1,100.
- Company logo in the Symposium Preview***, Symposium Programme***, event website and onsite sponsor recognition board.

SYMPOSIUM PREVIEW AND PROGRAMME
USD 4,500

Approximately 4 months before the event, the Symposium Preview will be produced as a sneak peek for the symposium. The copy will be distributed to all registered symposium delegates, authors, SPE members, etc. and will also be posted in the event website.

The Symposium Programme is a handy pocket size booklet that contains detailed information about the symposium, sessions, special events, sponsors, technical showcase, etc. which will be distributed to all symposium delegates.

The sponsor will receive:
- One (1) full page colour advertisement in the Symposium Preview*** and Symposium Programme***.
- One (1) Complimentary Full Symposium Registration* valued at USD1,100.
- Company logo in the Symposium Preview***, Symposium Programme***, event website and onsite sponsor recognition board.

NETWORKING LUNCHEON – DAY 1 AND DAY 2
USD 5,000 (per luncheon)

Daily networking luncheons will be provided to all full symposium delegates. These luncheons allow delegates the opportunity to network and offer the sponsor an avenue to demonstrate hospitality to delegates. The sponsor of each luncheon will receive:
- Acknowledgement at the sponsored luncheon.
- Signage with company logo prominently displayed at the luncheon area.
- Company’s information to be made available at the entrance of the luncheon hall.
- An opportunity for a senior representative of the sponsor(s) to deliver a 10-minute address to luncheon attendees.
- One (1) Complimentary Full Symposium Registration* valued at USD1,100.
- Company logo in the Symposium Preview***, Symposium Programme***, event website and onsite sponsor recognition board.

SIGNAGE AND ePOSTER STATIONS
USD 5,000

Signage will be placed onsite to direct attendees to various symposium sessions and function venues. The sponsor will receive:
- Company logo on all onsite signage to direct attendees to various symposium sessions and function rooms.
- Company logo displayed on ePoster stations.
- One (1) Complimentary Full Symposium Registration* valued at USD1,100.
- Company logo in the Symposium Preview***, Symposium Programme***, event website and onsite sponsor recognition board.

The sponsor will receive:
- Acknowledgement at the sponsored luncheon.
- Signage with company logo prominently displayed at the luncheon area.
- Company’s information to be made available at the entrance of the luncheon hall.
- An opportunity for a senior representative of the sponsor(s) to deliver a 10-minute address to luncheon attendees.
- One (1) Complimentary Full Symposium Registration* valued at USD1,100.
- Company logo in the Symposium Preview***, Symposium Programme***, event website and onsite sponsor recognition board.

WRITING PADS & PENS
USD 4,000

One (1) writing pad and one (1) pen will be inserted in the conference bag. The sponsor will receive:
- Company logo printed on the writing pads and pens.
- One (1) Complimentary Full Symposium Registration* valued at USD1,100.
- Company logo in the Symposium Preview***, Symposium Programme***, event website and onsite sponsor recognition board.

Notes:
- Rate is inclusive of the prevailing Malaysia Goods and Services Tax (GST) rate.
- Technical Showcase Guest Pass includes access to the Technical Showcase, Knowledge Sharing ePoster Sessions, Welcome Reception and Coffee/Tea Breaks.
- Sponsors will be acknowledged in the Symposium Preview (if confirmed by 16 June 2017) and Symposium Programme (if confirmed by 1 October 2017).
**SPONSORSHIP PACKAGES**

**SYMPOSIUM BAG INSERTION**
USD 3,500

The sponsor will receive:
- One (1) satchel insertion (insertion to be provided by sponsor).
- One (1) Complimentary Full Symposium Registration* valued at USD1,100.
- Company logo in the Symposium Preview***, Symposium Programme***, event website and onsite sponsor recognition board.

**SYMPOSIUM DIGITAL PROCEEDINGS**
USD 3,500

The sponsor will receive:
- One (1) Complimentary Full Symposium Registration* valued at USD1,100.
- Company logo in the Symposium Preview***, Symposium Programme***, event website and onsite sponsor recognition board.

**COFFEE/TEA BREAKS – DAY 1 AND DAY 2**
USD 3,000

Morning and afternoon coffee breaks will be provided to all symposium delegates. The sponsor will receive:
- Signage with company logo prominently displayed at the coffee/tea break areas.
- One (1) Complimentary Full Symposium Registration* valued at USD1,100.
- Company logo in the Symposium Preview***, Symposium Programme***, event website and onsite sponsor recognition board.

**ICE CREAM SOCIAL – DAY 1 AND DAY 2**
USD 3,000

Ice cream stations will be strategically placed at the afternoon coffee/tea break area. The sponsor will receive:
- Company logo displayed at the ice cream stations at the afternoon coffee/tea break area.
- One (1) Complimentary Full Symposium Registration* valued at USD1,100.
- Company logo in the Symposium Preview***, Symposium Programme***, event website and onsite sponsor recognition board.

**SYMPOSIUM DIGITAL PROCEEDINGS**
USD 3,500

The sponsor will receive:
- One (1) Complimentary Full Symposium Registration* valued at USD1,100.
- Company logo in the Symposium Preview***, Symposium Programme***, event website and onsite sponsor recognition board.

**COFFEE/TEA BREAKS – DAY 1 AND DAY 2**
USD 3,000

Morning and afternoon coffee breaks will be provided to all symposium delegates. The sponsor will receive:
- Signage with company logo prominently displayed at the coffee/tea break areas.
- One (1) Complimentary Full Symposium Registration* valued at USD1,100.
- Company logo in the Symposium Preview***, Symposium Programme***, event website and onsite sponsor recognition board.

**ICE CREAM SOCIAL – DAY 1 AND DAY 2**
USD 3,000

Ice cream stations will be strategically placed at the afternoon coffee/tea break area. The sponsor will receive:
- Company logo displayed at the ice cream stations at the afternoon coffee/tea break area.
- One (1) Complimentary Full Symposium Registration* valued at USD1,100.
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**Notes:**
Rate is inclusive of the prevailing Malaysia Goods and Services Tax (GST) rate.


**Technical Showcase Guest Pass** includes access to the Technical Showcase, Knowledge Sharing ePoster Sessions, Welcome Reception and Coffee/Tea Breaks.

*** Sponsors will be acknowledged in the Symposium Preview (if confirmed by 16 June 2017) and Symposium Programme (if confirmed by 1 October 2017).

**CUSTOMISED SPONSORSHIP PACKAGE**

Sponsoring the SPE Symposium: Production Enhancement and Cost Optimisation is a unique way to raise your organisation’s profile and brand awareness within the oil and gas industry. Our sponsorship packages are flexible and may be customised to give your organisation targeted exposure and increase your presence at the conference.

For more information, please contact:

Christopher Wong
Sales Manager – Asia Pacific
Tel: +603 2182 3148
Email: cwong@spe.org
This is a sponsorship and exhibit space reservation contract at the SPE Symposium: Production Enhancement and Cost Optimisation ("Event"), which will become a binding contract if the potential sponsor or exhibitor satisfies and agrees to Society of Petroleum Engineer ("SPE") Sponsorship Policy or Exhibit Regulations as set forth in this contract. The undersigned company (the "Sponsor" or "Exhibitor") does hereby request a sponsorship or an exhibit space reservation in the Event, scheduled 7-8 November 2017 at the DoubleTree by Hilton Kuala Lumpur in Kuala Lumpur, Malaysia. The individual signing this contract warrants that he/she has the authority to bind contractually the organisation contracting for the sponsorship or exhibit space reservation.

### SECTION A: SPONSORSHIP OPPORTUNITIES

<table>
<thead>
<tr>
<th>Sponsorship Category</th>
<th>Value</th>
<th>Tick (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold Sponsor</td>
<td>USD 7,500</td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>Lanyards</td>
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<td></td>
</tr>
<tr>
<td>Symposium Bags</td>
<td>USD 6,000</td>
<td></td>
</tr>
<tr>
<td>Silver Sponsor</td>
<td>USD 5,500</td>
<td></td>
</tr>
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<td>Networking Luncheon – Day 1</td>
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</tr>
<tr>
<td>Ice Cream Social – Day 1 and 2</td>
<td>USD 3,000</td>
<td></td>
</tr>
</tbody>
</table>

### SECTION B: EXHIBIT SPACE RESERVATION

<table>
<thead>
<tr>
<th>TECHNICAL SHOWCASE DISPLAY KIOSK (4 SQM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Kiosk Locations: All 3 preferred kiosk location MUST be completed. If all 3 preferred locations are not available, SPE reserves the right to place the exhibitor in a like configuration in the best available location.</td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Package Type</th>
<th>Value</th>
<th>Tick (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold Sponsor</td>
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<td></td>
</tr>
<tr>
<td>Silver Sponsor</td>
<td>USD 5,500</td>
<td></td>
</tr>
<tr>
<td>Standard Package</td>
<td>USD 3,500</td>
<td></td>
</tr>
</tbody>
</table>

### SECTION C: TOTAL AMOUNT AND PAYMENT SCHEDULE

<table>
<thead>
<tr>
<th>TOTAL AMOUNT</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% deposit due within 30 days of invoicing</td>
<td>USD</td>
</tr>
<tr>
<td>100% due 90 days prior to the Event</td>
<td>USD</td>
</tr>
</tbody>
</table>

### SECTION D: BILLING INFORMATION

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Postal Code</td>
<td>Country</td>
</tr>
<tr>
<td>Office Phone</td>
<td>Office Fax</td>
</tr>
<tr>
<td>Contact Person First Name</td>
<td>Contact Person Last Name</td>
</tr>
<tr>
<td>Job Title</td>
<td>Email Address</td>
</tr>
<tr>
<td>Direct Line</td>
<td>Mobile Number</td>
</tr>
</tbody>
</table>

### PROVISIONS:

A. The individual ("Authorised Representative") signing this contract warrants that he/she has the authority to bind contractually the organisation applying for sponsorship opportunities or exhibit space reservation.

B. For sponsorship opportunities, the individual signing this contract agree to abide by the Sponsorship Policy as outlined in this contract.

C. For exhibit space reservation, the individual signing this contract warrants that the product sought to be exhibited qualifies for the exhibition. If SPE later determines that such product in fact does not qualify for the exhibition, SPE can cancel the space and contract without refunds. The Individual also agree to abide by the terms in the Exhibit Regulations and the Exhibitor Services Manual ("ESM") of the Event.

Please return to:
Christopher Wong, Sales Manager – Asia Pacific
SPE Asia Pacific (M) Sdn. Bhd.
Suite 12.01, Level 12, Menara IGB, Mid Valley City
Lingkaran Syed Putra, 59200 Kuala Lumpur, Malaysia
Telephone: +603.2182.3148
Email: cwong@spe.org

### SECTION E: ACCEPTED BY (MUST Sign Here):

<table>
<thead>
<tr>
<th>Authorised Representative</th>
<th>Full Name and Job Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION F: PAYMENT BY CREDIT CARD

<table>
<thead>
<tr>
<th>Card Type</th>
<th>Amount (USD):</th>
<th>Signature:</th>
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<tbody>
<tr>
<td>Amex</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MasterCard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diners Club</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1) DEFINITION
In these Contract terms, the terms:


"Organiser" – means the Society of Petroleum Engineers (SPE).

"Sponsor" – means any persons, firm or company who has made applications for and who has been granted sponsorship opportunities.

2) SPONSORSHIP GUIDELINES
a. Any specifications information will be sent to the Sponsor once sponsorship is confirmed.

b. It is the responsibility of the Sponsor to adhere to the logo specifications information provided, i.e. size, color, etc. related to trumpeting of company logos to be used in promotion of the sponsorship.

3) PAYMENT AND CANCELLATION POLICY
a. If a Sponsor requires a 50% deposit to be paid within thirty (30) days of invoicing in order to secure sponsorship.

b. Upon receipt of the signed contract and deposit, an invoice will be emailed to the Sponsor. A sponsor will not be acknowledged or promoted until the company has submitted the Sponsorship Contract or renewal of the sponsorship.

c. The remaining 50% of sponsorship value is due ninety (90) days prior to the Event. If a participant has contracted a sponsorship within ninety (90) days of the event, full payment is required with submission of Sponsorship Contract in order to confirm sponsorship.

d. If a sponsorship cancellation occurs on or more than ninety (90) days prior to the Event, a 50% penalty shall be incurred.

e. If a Sponsor cancels less than ninety (90) days prior to the Event, the Sponsor will be assessed a cancellation penalty equal to 100% of the total contracted sponsorship value.

f. If a Sponsor cancels with an outstanding balance due, the Sponsor remains responsible for the entirety of the event.

4) AMENDMENTS
Any and all matters and questions not specifically covered by the articles in this Contract shall be subject to the decision of SPE and contra, prior approval by the SPE in the overall best interest of the sponsorship and notice thereof shall be binding on the sponsors equally with the foregoing in this Contract.

5) EXHIBIT REGULATIONS
1) DEFINITION
In these Exhibit Regulations, the terms:


"Organiser" – means the Society of Petroleum Engineers (SPE).

"Exhibitor" – means any persons, firm or company who has made applications for and who has been granted exhibit space.

2) CHARACTER OF EXHIBIT
a. Each Exhibitor shall be responsible for the establishment and supervision of their exhibit space.

b. Exhibitors shall be responsible for the establishment and supervision of their exhibit space.

c. Exhibitors shall be responsible for the establishment and supervision of their exhibit space.

3) PAYMENT/CANCELLATION/SPACE REDUCTION
a. 50% Deposit. A deposit in the amount of 50% of the total cost of exhibit space reservation is expected by the Exhibitor at the time of contract or upon receipt of invoice. The remaining 50% is due 90 days prior to the Event. SPE reserves the right to cancel and reassign any exhibit space for which an invoice remains unpaid for more than thirty (30) days after invoice due date.

b. 100% Full Payment. Contract received less than 90 days prior to the Event must include 100% full payment for the exhibit space size requested. SPE reserves the right to cancel any exhibit space(s) for which an invoice remains unpaid 30 days after invoicing. No exhibitor will be allowed to begin move-in operations until full payment and a duly executed space reservation contract have been received.

c. Reduction in Space. 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 in paragraph 3a and 3b. Reduction in space can result in relocation of exhibit space.

d. Cancellation. Should the Exhibitor cancel from the Event, the following shall apply:

i. If the Exhibitor cancels no less than ninety (90) days prior to the Event, the Exhibitor shall be assessed a cancellation penalty equal to 100% of the total cost of cancelled exhibit space.

ii. If the Exhibitor cancels less than 90 days prior to the Event, the Exhibitor shall be assessed a cancellation penalty equal to 100% of the total cost of cancelled exhibit space.

iii. If the Exhibitor cancels less than 90 days prior to the Event with an outstanding balance due, the Exhibitor remains responsible for the entire balance due.

iv. No cancellation shall be acknowledged unless received in writing by SPE. The date upon which the notice of cancellation is received shall apply as the official date of cancellation. Upon the Exhibitor notification of cancellation, SPE has the right to reassign the space vacated.

v. Event Rules. If the Exhibitor fails to utilise the exhibit space and/or the space is vacant at the time of the published deadline for completion of booth setup/move-in, SPE reserves the right to consider the space to be cancelled and vacated. All requests for booth setup/move-in beyond the published booth setup/move-in completion deadline must be submitted to SPE in writing. Approval of booth setup/move-in requests are at the discretion of SPE. Should SPE not be notified in writing, SPE reserves the right to reassign the cancelled contract and the space will become null and void.

4) ASSIGNMENT, SUBLETTING SPACE
The Exhibitor shall not assign, sublet or assign the whole or any part of the space allotted to them, nor permit any other person or party to exhibit therein, any other goods, apparatus, etc., not manufactured or contributed by the Exhibitor in the regular course of business except upon prior written consent of SPE.

5) EXHIBIT SPACE
a. Exhibit space must be manned by a representative during all times when the Event is officially open. Exhibit space must be maintained in a neat and orderly manner throughout the Event.

b. The Exhibitor acknowledges that he/she shall only be entitled to use contractors other than the Official Stand Contractor appointed by SPE to erect his own exhibit space, with prior written consent of SPE.

c. In deference to fellow exhibitors and to the professional people who constitute the exhibit audience, the Exhibitor are specifically prohibited from employing any carnivals-type attraction, animal or human, or from operating such noise-creating devices as bells, horns, or megaphones. Costumed personnel must be appropriately clad and must remain within the Exhibitor’s display kiosk except when necessarily arriving and leaving the kiosk or exhibit area. NO BALLOONS AND STICKERS ARE PROHIBITED IN THE EXHIBITION AREAS (HANDOUTS WITH ADHESIVE BACKING THAT ADHERE OR CAUSE ADHESION ARE CONSIDERED STICKERS).

d. SPE reserves the right to prohibit any exhibit or part thereof in their opinion violates this contract or is in any other ways not suitable to and in keeping with the technical educational character and spirit of the Event.

e. The Exhibitor shall be responsible for the establishment and supervision of their exhibit space. Exhibitors are responsible for the supervision of their booths. The Exhibitor agrees as follows:

i. Exhibitor agrees as follows:

ii. Exhibitor agrees as follows:

iii. Exhibitor agrees as follows:

4) AMENDMENTS
Any and all matters and questions not specifically covered by the articles in this Contract shall be subject to the decision of SPO and contra, prior approval by the SPE in the overall best interest of the sponsorship and notice thereof shall be binding on the sponsors equally with the foregoing in this Contract.

5) LIMITATION OF LIABILITY
SPE may be held liable for loss, injury or damages sustained by the Exhibitor or The Exhibitor’s personnel (i.e. the Exhibitor’s agents, employees, assets, servants, products or services).

Organiser shall be responsible for the establishment and supervision of their exhibit space. Exhibitors are responsible for the supervision of their booths. The Exhibitor agrees as follows:

i. Exhibitor agrees as follows:

ii. Exhibitor agrees as follows:

iii. Exhibitor agrees as follows:

4) AMENDMENTS
Any and all matters and questions not specifically covered by the articles in this Contract shall be subject to the decision of SPO and contra, prior approval by the SPE in the overall best interest of the sponsorship and notice thereof shall be binding on the sponsors equally with the foregoing in this Contract.
The Society of Petroleum Engineers (SPE) is a not-for-profit professional association whose members are engaged in energy resources development and production. SPE serves more than 168,000 members in 114 countries worldwide. SPE is a key resource for technical knowledge related to the oil and gas exploration and production industry and provides services through its publications, events, training courses, and online resources at www.spe.org.

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