

SPE WORKSHOP: Unlocking the Montney, Success Through Change



7-8 November 2017

Hotel Arts
Calgary, Alberta, Canada
www.spe.org/go/17aca16

SPONSORSHIP CONTRACT

This is a Sponsorship Contract which will become a binding contract if the sponsor satisfies and agrees to the Sponsorship Policies as set forth in this contract. The undersigned sponsor does hereby request a sponsorship for the event listed above. The individual signing this agreement warrants that he/she has the authority to bind contractually the organization contracting for the sponsorship.

SPONSOR INFORMATION

Company Name:	Company URL:
Contact Person Name:	Company Job Title/Position:
Email:	
Street Address/PO Box:	
City:	State/Province:
Country:	Zip/Postal Code:
Office Telephone (Include country/area/city code)	Cell Phone (optional): (Include country/area/city code)

SPONSORSHIP CATEGORY

Please Indicate which Sponsorship Opportunity you are contracting for:	CAD Dollar Amount +GST:

I hereby submit this contract for a sponsorship and agree to abide by the policies and procedures as outlined in this Contract.

AUTHORIZED REPRESENTATIVE SIGNATURE

DATE:

WEBSITE	www.spe.org/go/17aca6	PAYMENT OPTIONS All registration fees in Canadian Dollars (CAD) and subject to 5% GST	
FAX	+1.403.930.5470 <small>(Faxes accepted with credit card payment only. If faxed, do NOT mail original)</small>	Advance registration requires payment. Forms received without payment will not be processed. <input type="checkbox"/> Payment Enclosed (Make checks payable to: SPE Canada) <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa (Discover not accepted) <input type="checkbox"/> Wire Transfer (Contact SPE)	
MAIL	SPE Canada 1410 – 751 5 th Ave SW Calgary AB T2P 2X6 Canada	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> Card Number Exp. Date (mm/yy) Security Code
TEL	+1.403.930.5454 Questions	Name (As it appears on card) _____ Total Amount (incl GST) _____ Billing Address (Of card) _____	
EMAIL	meetingscanada@spe.org	Signature _____ Date _____ <i>(By typing name and date above you agree to all provisions of this contract)</i>	



SPONSORSHIP CANCELLATION POLICY:

- SPE requires a fifty percent (50%) deposit on all sponsorships. This deposit must be submitted with the signed Sponsorship Contract in order to secure a sponsorship and for recognition to begin.
- Upon receipt of a signed Sponsorship Contract and required deposit, SPE will send the sponsor a Confirmation Notice for Sponsorship. No confirmation will be sent and no sponsorship will be acknowledged or promoted, either in print or on the SPE official website, until the sponsor has submitted the Sponsorship Contract and required deposit.
- The remaining fifty percent (50%) of all SPE sponsorships is due thirty (30) days prior to the event. If a participant has contracted a sponsorship within thirty (30) days of the event, full payment (100%) is required with submittal of Sponsorship Contract in order to confirm the sponsorship.
- SPE accepts credit cards, cheques, money orders and wire transfers.
- Should a sponsor elect to cancel their confirmed sponsorship, the sponsor shall be responsible for penalties according to the following guidelines:

Company has submitted request and deposit, sponsorship has been confirmed:

1. 25% penalty shall be incurred for a cancellation occurring 90 days prior to the event,
2. 50% penalty shall be incurred for a cancellation occurring 60-89 days prior to the event,
3. 75% penalty shall be assessed for a cancellation occurring 30-60 days prior to the event,
4. 100% penalty shall be assessed for a cancellation occurring within 30 days of the event. No onsite recognition, signage will be provided except for those conference materials that have been printed and cannot be changed before delivery to the conference.

Should a sponsor neglect to provide a balance due payment for a cancellation of sponsorship, SPE has the right to deny the sponsor future sponsorship opportunities.

All cancellations must be presented in writing and will be reviewed and confirmed by SPE Management.