



SPE workshop: Subsea Processing from reservoir to topside

5-6 November 2018

The Hague, the Netherlands

Sponsorship Contract

This is a sponsorship contract between the Society of Petroleum Engineers (SPE) and the Sponsor of the Society of Petroleum Engineers Workshop on Subsea Processing from reservoir to topside. The individual signing this agreement warrants that he/she has the authority to contractually bind the organisation for the sponsorship.

The Sponsor of the above mentioned workshop will be entitled to the following benefits:

- Company logo on event website with link to sponsor’s website
- Company logo on sponsor page of onsite delegate pack given to all attendees upon arrival
- Company logo displayed on signage at workshop
- Company logo included in thank you slide displayed in meeting room during all breaks
- One item of company marketing collateral on sponsor table within the event
- One complimentary workshop registration

TOTAL: £2,000 (+ VAT if applicable)

SPONSOR INFORMATION: (Please complete the following)

Company:

Company address (to be used on the invoice):

.....

.....

Contact Name:

Tel:

Email:

AUTHORISED SIGNATURE: **DATE:**

Is your company registered in the UK? YES / NO

If YES, UK VAT will be added to your invoice (20%)

If NO, does your company hold an EU VAT number

To receive a UK zero rated VAT invoice please provide your EU VAT number and country of registration below:

.....

Please email a high resolution colour, electronic version of your logo, minimum 300 Dpi, with this form to emcgrath@spe.org.

Thank you for your generous support. An invoice will be sent to you shortly.



Sponsorship Terms and Conditions

- SPE requires a fifty percent (50%) deposit on all sponsorship agreements. 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 the sponsorship amount 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 event materials that have been printed and cannot be changed before delivery to the workshop

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.