



**SPE Subsea Well Intervention Symposium**  
13-15 August 2019 • Galveston, Texas, USA

**ADVERTISING/SPONSORSHIP CONTRACT**

This is the Advertising and Sponsorship Contract for the above-mentioned symposium. This will become a binding contract if the sponsor satisfies and agrees to the Advertising and Sponsorship Policies as set forth in this contract. The undersigned does hereby request to be an advertiser and/or sponsor for the symposium. The individual signing this agreement warrants that he/she has the authority to bind contractually the organization contracting for the advertising and/or sponsorship.

This is a fillable form that needs to be completed electronically and submitted via email.  
Complete the form. | Add a digital signature. | Save the file. | Submit completed form to [sales@spe.org](mailto:sales@spe.org).

**CONTACT INFORMATION \***

\*Required: All information must be filled in completely before submitting.

Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

URL Page Link: \_\_\_\_\_

Agency Contact Name: \_\_\_\_\_

Agency Phone: \_\_\_\_\_

Agency Email: \_\_\_\_\_

**BILLING INFORMATION FOR INVOICING \***

\*Required: All information must be filled in completely before submitting.

Company/Agency: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

City/State/Province: \_\_\_\_\_

Zip Code/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I hereby submit this advertising and/or sponsorship contract and agree to abide by the policies and procedures as outlined in this contract.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
SPE Representative

\_\_\_\_\_  
Date

**OPPORTUNITIE(S) SELECTED**

Sponsorship(s): \_\_\_\_\_

Advertising: \_\_\_\_\_

*Additional Details:*

**PAYMENT DUE**

**Payment accepted in US dollars (USD) only.**

Refer to Payment Policy below.

Sponsorship Total: 100% Balance USD \_\_\_\_\_

Print Advertising Total: 100% Balance USD \_\_\_\_\_

Web Advertising Total: 100% Balance USD \_\_\_\_\_

Total Due with Contract USD \_\_\_\_\_

**PAYMENT METHOD**

Check Enclosed Check Number: \_\_\_\_\_

*Please make checks payable to the Society of Petroleum Engineers.*

Wire Transfer\*  Credit Card\*

P.O. Number: \_\_\_\_\_ (if applicable)

\*For Payment by Wire or Credit Card:

An invoice will be generated and emailed to the billing contact. Payment instructions will be included for Wire Transfers and Credit Card processing

**SPE SALES REPRESENTATIVES**

**SOCIETY OF PETROLEUM ENGINEERS**

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**SPE Subsea Well Intervention Symposium****SPONSORSHIP OPPORTUNITIES (ALL PRICING IN US DOLLARS OR USD)****ALL SPONSORSHIPS RECEIVE:**

- Prominent on-site signage displayed at the symposium recognizing the sponsorship
- Recognition in the symposium program (provided sponsorship is confirmed before print deadline)
- Recognition on the PowerPoint slides viewed between technical sessions
- Recognition on the symposium website, including a link to your company's website

**SYMPOSIUM SPONSOR — USD 18,000**

- Exclusive sponsor will receive four (4) complimentary, full symposium registrations for company employees
- One full page four-color ad in the symposium program (created by sponsoring company, SPE to place ad)
- Company name and logo on the cover of the symposium program (provided sponsorship is confirmed before print deadline)
- Company name and logo on general session stage backdrop, alongside event name and SPE's logo.
- Recognition on the lobby screens located in the first floor.

**WEDNESDAY NETWORKING RECEPTION — SOLD**

- Exclusive sponsor will receive three (3) complimentary, full symposium registrations for company employees
- One full page ad in the symposium program (created by sponsoring company, SPE to place ad)
- Sponsor(s) may provide branded cocktail napkins to be used during reception.
- Recognition during networking reception

**TUESDAY OPENING RECEPTION — USD 8,000 EXCLUSIVE**

- Individual sponsor will receive two (2) complimentary, full symposium registrations for company employees
- One full page ad in the symposium program (created by sponsoring company, SPE to place ad)
- Sponsor(s) may provide branded cocktail napkins to be used during reception
- Recognition during the opening reception

**WEDNESDAY HOSPITALITY LOUNGE — USD 8,000 EXCLUSIVE**

- Individual sponsor will receive two (2) complimentary, full symposium registrations for company employees
- One full page ad in the symposium program (created by sponsoring company, SPE to place ad)
- Sponsor(s) may provide branded cocktail napkins to be used during reception.
- This reception will take place at the San Luis Hotel and Resort.  
Recognition at the hospitality lounge.

**COFFEE BREAK ( 2 SOLD - 2 AVAILABLE ) —USD 8,000 EXCLUSIVE • USD 2,000 INDIVIDUAL**

- Exclusive sponsor will receive two (2) complimentary, full symposium registrations for company employees
- Sponsor(s) may provide branded cocktail napkins to be used during sponsored break
- Recognition during coffee breaks

**WEDNESDAY NETWORKING LUNCHEON ON THE EXHIBIT FLOOR— USD 8,000 EXCLUSIVE**

- Exclusive sponsor will receive two (2) complimentary, full symposium registrations for company employees
- One full page ad in the symposium program (created by sponsoring company, SPE to place ad)
- Recognition the day of the luncheon

**THURSDAY NETWORKING LUNCHEON ON THE EXHIBIT FLOOR — USD 8,000 EXCLUSIVE**

- Exclusive sponsor will receive two (2) complimentary, full symposium registrations for company employees
- One full page ad in the symposium program (created by sponsoring company, SPE to place ad)
- Recognition the day of the luncheon

**METAL SPONSORSHIPS TITANIUM — USD 7,500 • PLATINUM — USD 4,000 • GOLD — USD 2,000**

- **Titanium Sponsors** will receive three (3) complimentary, full symposium registrations for company employees and one full-page ad in the symposium program (created by sponsoring company, SPE to place ad)
- **Platinum Sponsors** will receive two (2) complimentary, full symposium registrations for company employees
- **Gold Sponsors** will receive general benefits.

**SYMPOSIUM BAGS — SOLD**

- Company logo printed on one side of the symposium bag (one-color). Provided and distributed by SPE at Registration.

**ENTRANCE UNIT — USD 5,000**

- Prominent visual promotion at exhibit hall entrance
- Must meet deadline of 29 June or additional fees may apply
- Sponsor to get SPE approval on design

**ESCALATOR RUNNER — SOLD**

- Sponsor will provide artwork that meets Freeman artwork guidelines
- Artwork will be located in center of the handrail
- Sponsor to get SPE approval on design
- Must meet deadline of 29 June or additional fees may apply

**SPE Subsea Well Intervention Symposium****SYMPOSIUM LANYARDS & BRANDED BADGE HOLDERS— SOLD**

- Company logo and/or marketing message printed on lanyards (provided by sponsor) and distributed by SPE at Registration
- Sponsor to provide sample of lanyard for SPE approval (*dual clip and breakaway*)
- The lanyard sponsor is responsible for providing the required quantity of sponsored lanyards (suggested amount 500), and for mailing them to the SPE office by 25 July.
- SPE to provide badge holder. Sponsor to provide artwork 1"H x 4.25"W, vector art or 300dpi at size by **8 July 2019**.

**SYMPOSIUM PENS AND PADS — USD 2,500 (provided by sponsor, distributed by SPE)**

- Company logo printed on pens and pads (provided by sponsor) distributed by SPE on tables in the back of symposium session rooms

**CARPET STICKERS – USD 2, 500**

- Sponsor to provide artwork
- Ten (10) 36" x 36 carpet logo stickers to be placed around exhibit hall and foyer leading to exhibit hall
- Sponsor to get SPE approval on design
- Must meet deadline of 29 June or additional fees may apply

**SYMPOSIUM WI-FI — USD2, 000**

- Wireless internet access throughout the facility.
- Personalized network log-in and password to sponsor's name.

**OTHER – CALL FOR DETAILS****ADVERTISING OPPORTUNITIES****PROGRAM: Covers — USD 700; Full-Page — USD 600**

- Inside Front Cover (*IFC—Cover 2*)
- Inside Back Cover (*IBC—Cover 3*)
- Outside Back Cover (*OBC—Cover 4*)
- Full Page

**Web: Banner — USD 750**

*Please note page preference 1 thru 2. Pages subject to availability. Banner will be posted when received. Other pages available (call for details).*

- Travel and Accommodations page
- Registration page

**WEB BANNER AD SPECS**

Dimensions: 468 pixels wide X 60 pixels high

File Size: 30KB limit, regardless of file type

File Types: Flash, GIF, or JPG. Animation is allowed but sound is not.

The advertiser must embed the target URL in a Flash banner before sending it to SPE. Otherwise, the advertiser must specify the target URL when the file is submitted.

Submit Banner Ads to: [PrintPublishing@spe.org](mailto:PrintPublishing@spe.org)

**100% of Payment due with Contract**

**ADVERTISING/ SPONSORSHIP POLICIES**

With an array of unique promotional opportunities, SPE can help you design the perfect program to enhance your company's experience at 19SSI. This program includes a variety of sponsorship and advertising opportunities. For complete details, please review the included information or contact the SPE Sales Department.

SPE has instituted the following policies for advertising and sponsorship opportunities with the SPE Subsea Intervention Symposium. Once signed, the Advertiser/Sponsor agrees that these policies are considered binding and agrees to adhere to these policies in order to secure a sponsorship.

**SPE EDITORIAL AND ADVERTISING POLICY**

The Society of Petroleum Engineers encourages open and objective discussion of technical and professional subjects pertinent to the interests of the society in its publications. Society publications shall contain no judgmental remarks or opinions on the technical competence, personal character, or motivations of any individual, company, or group. Any material, which, in the publisher's opinion, does not meet the standards for objectivity, pertinence, and professional tone, will be returned to the contributor with a request for revision before publication.

SPE accepts advertising (print and electronic) for goods and services that, in the publisher's judgment, address the technical or professional interests of its readers. SPE reserves the right to refuse to publish any advertising it considers to be unacceptable. Advertising that can be construed as discriminating or advocating discrimination on the basis of race, gender, religion, disability, sexual orientation, or national origin will not be accepted. As a global organization, SPE will also reject advertising that, in the publisher's opinion, might be culturally offensive to SPE members.

**ADVERTISING GUIDELINES**

- **All copy must be submitted and approved by SPE prior to implementation.**
- SPE will contact each previous year's advertiser to advise the right of renewal and the deadline they must submit their advertising contract and deposit in order to renew their advertisement.

### **SPE Subsea Well Intervention Symposium**

- Should the previous year's advertiser not meet the deadline or should they elect not to renew their advertisement, SPE will then consider this advertisement available to all SPE exhibitors.
- Advertising will not be accepted that is considered by SPE in any way to be inappropriate to SPE's image.
- Advertising will not be accepted if it includes politically controversial terms.
- Advertising is accepted by SPE with the understanding that the advertiser is ultimately responsible and liable for full payment to SPE of any outstanding charges for advertising space.
- In accepting advertising, SPE provides no guarantees that such advertising will result in revenues for the advertiser.
- The final decision on advertising format and terminology rests with SPE and is provided in the advertising specifications.
- **It is the responsibility of the advertiser to adhere to the advertising and logo specifications information.**
- All advertising must be submitted online at: [PrintPublishing@spe.org](mailto:PrintPublishing@spe.org) by no later than **15 July 2019**.

### **SPONSORSHIP GUIDELINES**

- **All copy must be submitted and approved by SPE prior to implementation.**
- All individual and exclusive sponsorships are subject to the right of renewal of the previous year's sponsor.
- SPE will contact each previous year's sponsor to advise the right of renewal and the deadline they must submit their sponsorship contract and deposit in order to renew their sponsorship.
- Should the previous year's sponsor not meet the deadline or should they elect not to renew their sponsorship, SPE will then consider this sponsorship available to all SPE exhibitors.
- **It is the responsibility of the sponsor to adhere to the sponsorship and logo specifications information.**
- All logos must be submitted to [logos@spe.org](mailto:logos@spe.org) by no later than **15 July 2019**.

### **PAYMENT POLICY**

- SPE requires that one hundred percent (100%) deposit on all sponsorships and advertising space (print and web) be submitted with the signed contract.
- No sponsorship will be acknowledged or promoted, either in print or on the SPE official website, until the signed contract and required deposit has been submitted.
- Payment is accepted in US dollars only. SPE also accepts most credit cards, checks, money orders and wire transfers.
- Should a sponsor or advertiser elect to cancel a confirmed sponsorship or advertisement, SPE is not entitled to refund the monies paid to SPE.
- Company representative signature binds the company to the payment and cancellation schedule. If the company cancels participation with money due, the outstanding funds will be due upon cancellation.

### **DEADLINES**

- In order for sponsorship to be promoted in the symposium program, the contract, company logo, and payment must be received **prior to 8 July 2019.**
- In order for sponsored items to be onsite for event, items must be received by SPE **on or before 25 July 2019.**
- To secure advertising space in the symposium program:
  - Advertising Contracts and payment must be received by **8 July 2019.**
  - Advertising Materials must be received by **15 July 2019.**
- If advertiser or sponsor does not meet the above-published deadlines, SPE cannot guarantee advertising space and reserves the right to invoke penalties for late submissions.