



This is an application for exhibit space at the 2016 SPE Annual Technical Conference and Exhibition in Dubai, United Arab Emirates ("Event"), which will become a binding agreement if the potential exhibitor satisfies the Society of Petroleum Engineers ("SPE") exhibitor requirements and if such application is accepted by SPE. We, the undersigned company (the "Exhibitor") hereby make application to participate as an exhibitor in the 2016 SPE Annual Technical Conference and Exhibition. We request SPE to reserve exhibit space for our use at this Event. We understand that specific booths will be assigned, to the extent available, based on the existing Priority Number System, and then on a first-come, first-served basis.

Preferred Stand Locations	Exhibit Space Required [Min 9 SQM (approximately 100 Sq. Ft.)]	
All 5 preferred stand locations must be completed. If all 5 locations are not complete, exhibitor forfeits the right to be contacted if selections are no longer available. In such case, SPE reserves the right to place the exhibitor in a like configuration in the best available location. 1- _____ 2- _____ 3- _____ 4- _____ 5- _____	• Width _____ X Depth _____ = Total sqm _____	Prices are all inclusive of taxes and applicable fees
	• The minimum Shell scheme booth is 9sqm and the minimum Space only booth is 36sqm.	Total sqm- Space only at \$575 per sqm = \$ _____ Total sqm- Shell Scheme at \$650 per sqm = \$ _____
	<input type="checkbox"/> 4 sides open (island) <input type="checkbox"/> 2 sides open (corner/linear) <input type="checkbox"/> 3 sides open (peninsula) <input type="checkbox"/> 1 side open (standard/linear)	25% Deposit due 20 Nov. 2015 = \$ _____ 100% Balance due on/before 20 May 2016 = \$ _____

Exhibitor Information				
Exhibiting Company	Company Phone #	Company Fax #	Company Website	
Mailing Address		City/State/Province	ZIP/Postal Code	Country
Primary Contact (Mailings/Emails)	Title	Direct Phone #	Cell Phone #	
	Email Address			
Secondary Contact (Marketing/Sales)	Title	Direct Phone #	Cell Phone #	
	Email Address			
Corporate divisions (not product lines) to be listed in the official program (attach separate sheet if necessary)				
Companies from whom you desire booth separation (attach separate sheet if necessary). SPE cannot guarantee booth separation.				
Description of products and/or services to be displayed				

**Provisions**

A. Authority and Qualification. The individual signing this Agreement agrees and warrants that (i) he/she has the authority to bind contractually the organization applying for exhibit space and (ii) the product brought to be exhibited qualifies for the exhibition. If SPE, at any time, determines, in its sole discretion, that the product does not qualify for the exhibition SPE can cancel the space and Agreement without any refunds and liability to Exhibitor.

B. Agreement. These provisions, the additional provisions attached hereto, any Exhibit Regulations and the Exhibitor Services Manual, including any additions and amendments thereto that may hereafter be established by SPE, are part of this Agreement and become binding upon Exhibitor, its employees and agents, upon acceptance of this Agreement by SPE. Any and all matters and questions not specifically covered by the provisions in this Agreement or in the official Exhibit Regulations shall be subject to the sole discretion of SPE and may be amended at any time by SPE in the overall best interest of the Event and, upon notice thereof, shall be binding on Exhibitor equally with the other provisions in this Agreement.

Accepted by: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_

Signature of Authorized Representative      Date      SPE Exhibits Manager      Date

FOR SPE MANAGEMENT ONLY				
Company #	Priority #	Date Received	Deposit Received <input type="checkbox"/> Yes <input type="checkbox"/> No	
Assigned Booth #	Total Square Meter	Dimensions	CC Amount \$ _____	Date to Finance
Senior Manager, Sales and Exhibits, Middle East, North Africa and South Asia Sales Manager, Exhibits and Sponsorship, Americas Sales Manager, Events, Europe, Russia, Caspian, and Sub-Saharan Africa Senior Sales Manager, Asia Pacific Assistant Director, Sales and Exhibits, Worldwide		Sylvia Ansara    sansara@spe.org Joan Payne        jpayne@spe.org Dean Guest        dguest@spe.org Nick Chantrell    nchantrell@spe.org Craig Moritz       cmoritz@spe.org	Telephone +971.4.457.5851 Telephone +1.972.952.9356 Telephone +44.20.7299.3300 Telephone +60.3.2182.3145 Telephone +1.713.457.6888	Facsimile: +1 866 491 7171 Facsimile: +971 4 457 3164 Website: www.spe.org/atce/2016

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	Credit Card #	Security Code	Exp. Date	Amount to Charge
For wire transfer information contact srathore@spe.org.				
Name as it Appears on Card	Telephone #	Authorized Signature		



**1. CHARACTER; RESERVATION OF RIGHTS**

- a. **Character.** Sponsored by SPE, the Event is undertaken primarily for the technical education of its members. To provide the best possible atmosphere to discuss the technical application of the equipment and services displayed, each Exhibitor agrees to (i) exhibit only products which it manufactures, represents, or distributes, which comprise materials, equipment, apparatus, systems, services, and other component products applicable to advancing the engineering and scientific knowledge and development of energy resources and environment and (ii) display such products or services in a tasteful manner so as to describe and depict the advantages of using such products or services.
- b. **SPE Rights.** SPE reserves the right, in its sole and unfettered discretion, to: (i) determine the eligibility of Exhibitors, exhibits, and products displayed for the Event; (ii) reject, prohibit, or remove exhibits or Exhibitors which SPE considers objectionable, inappropriate, disruptive, or offensive to SPE, other Exhibitors, or Event attendees; (iii) change or modify the layout of the Event and/or relocate exhibits or Exhibitors; (iv) cancel, in whole or in part, the Event due to an event beyond the reasonable control of SPE—including, but not limited to, casualty, explosion, fire, lightning, utility interruption, flood, weather, epidemic, hurricane, tornado, earthquake or other Acts of God, or any law, ordinance, rule or regulation, acts of public enemies, strikes, riots, or civil disturbances ("Force Majeure Event"); (v) change, within reasonable limits, the date, location, and duration of the Event; without any liability to SPE (vi) from time to time to establish and amend or modify any regulations governing use of the facility and the Event; and (vii) determine whether an Exhibitor has violated any Exhibit Regulations or other Exhibit rules.

**2. PAYMENTS/CANCELLATIONS/SPACE REDUCTION**

- a. **No Deposit.** Applications for space received prior to 20 November 2015 need not be accompanied by a deposit. 25% deposit must be received by 20 November 2015.
- b. **25% Deposit.** Applications for space received between 20 November 2015 and 20 May 2016 must be accompanied by a minimum 25% deposit. Space application without required payment will delay assignment. SPE reserves the right to cancel and reassign any exhibit space for which a 25% deposit has not been received by 20 November 2015.
- c. **Full Payment.** Applications received after 20 May 2016 must include full payment for the size stand requested. Space applications received without required payment will not be processed. SPE reserves the right to cancel and reassign any exhibit space for which an invoice remains unpaid by 20 May 2016. No exhibitor will be allowed to either begin move-in operations or be listed as an exhibitor in the conference program until full payment and a duly executed contract has been received by SPE.
- d. **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 below. Reduction in space can result in relocation of exhibit space at the discretion of SPE.
- e. **Cancellation.** Should Exhibitor cancel from the Exhibition, the following shall apply:
1. If Exhibitor cancels prior to 20 November 2015, Exhibitor will receive a full refund.
  2. If Exhibitor cancels/reduces between 20 November 2015 and 20 May 2016, Exhibitor will be assessed a cancellation penalty equal to 25% of the total cost of cancelled/returned exhibit space.
  3. If Exhibitor cancels/reduces after 20 May 2016, Exhibitor will be assessed a cancellation penalty equal to 100% of the total cost of cancelled/returned exhibit space.
  4. If Exhibitor cancels/reduces after 20 May 2016 with an outstanding balance due, exhibitor remains responsible for the entire balance due, plus reasonable attorney's fees to collect. Exhibitor will not be permitted to participate in future SPE events until all outstanding balances are collected.
  5. No refunds will be processed after 20 May 2016.
- 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 exhibitor notification of cancellation, SPE has the right to resell the space vacated.
- f. **Event Ruling.** If an exhibitor fails to utilize the exhibit space and/or the space is vacant at the time of the published deadline for completion of installation, SPE reserves the right to consider the space to be cancelled and vacated. All requests for installations beyond the published installation completion deadline must be submitted to SPE in writing. Approval of late installation requests are at the discretion of SPE. Should SPE not be notified in writing, SPE reserves the right to resell the cancelled space and the contract will become null and void.

**3. CHANGE OF EXHIBIT FLOOR PLAN OR SPACE ASSIGNMENT**

- a. **Exhibit Space Assignments.** Exhibit space is assigned on the SPE Priority Point System, then a first-come, first-served basis. SPE shall assign the exhibit space for the period of the 2016 ATCE Exhibition only and does not imply that the same or similar space will be held or offered for future events.
- b. SPE reserves the right to change the floor plan design at any time and without notice. SPE may also move Exhibitor to another location prior to or during the Event, if such change is deemed to be in the overall best interest of the exhibition by SPE in its sole discretion.

**4. ASSIGNMENT; SUBLETTING SPACE**

Exhibitor shall not assign, sublet, or appoint 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 distributed by the exhibitor in the regular course of business except upon prior written consent of SPE.

**5. ITEMS INCLUDED IN THE COST OF EXHIBIT SPACE**

- a. Exhibit space is equally priced at \$575 per sqm for space only (minimum reservation is 6x6 sqm), and \$650 per sqm for shell scheme (3x3 sqm). Prices are all inclusive of taxes and applicable fees.
- b. Shell scheme package includes:
- Flooring - provide needle punch standard colour carpet
  - Structure - shell scheme stand in aluminum white powder coated profile with white infill panel
  - Fascia - fascia board displaying exhibitor name in English and stand number
  - Furniture – 2nos. meeting chair, 1no.meeting table and 1no. waste paper basket
  - Lighting/Power point – 3nos. spotlight, 1no. 250W single socket (square pin) and common distribution board
  - Stand cleaning prior to the opening of the show

- c. SPE will carpet all aisles and common areas in contrasting color
- d. Five (5) complimentary Exhibitor Registrations per 9sqm of exhibit space will be allotted to each contracted company for purpose of registering stand personnel.
- e. Company listing in official conference program
- f. Access to the conference proceedings.
- f. Upgraded shell scheme stand is available against additional cost

**6. LIMITATION OF LIABILITY**

SPE may be held liable for loss, injury, or damages sustained by Exhibitor or Exhibitor's personnel (i.e., Exhibitor's agents, servants, invitees, guests, or employees) only to the extent such loss, injury, or damages are solely caused by the gross negligence or willful misconduct of SPE or its agents or employees, and not otherwise. SPE shall not be responsible for any loss of business, loss of profits, injury, damage, or expense, of whatever nature that the Exhibitor may suffer due to Event cancellation as a result of a Force Majeure Event or other conditions that render the Event impracticable in SPE's sole determination. In no event will SPE's liability exceed the amount paid to SPE by Exhibitor under this Agreement. Under no circumstances will SPE be liable to Exhibitor for indirect, incidental, consequential, special, or exemplary damages (even if SPE has been advised of the possibility of such damages) arising from any provision of this Agreement, including but not limited to, the exercise by SPE of any of its rights under this Agreement.

**7. INDEMNIFICATION**

Exhibitor shall defend, indemnify, and hold harmless SPE, its officers, directors, employees, agents, and each of them, with respect to any claims, suits, damages, liabilities, losses, expenses, and costs (including attorneys' fees) ("Claims") which SPE, its officers, directors, employees, agents, and each of them may suffer or be subject to, and which are in any way connected with the Agreement or the presence of the Exhibitor, Exhibitor's personnel, or any Exhibitor-appointed contractor ("EAC") at the Event; provided, however, that the Exhibitor's duty to indemnify, defend, and hold harmless shall not extend to Claims, as are solely caused by the gross negligence or willful misconduct of SPE, its agents, or employees. The terms of this provision shall survive the termination or expiration of this Agreement.

**8. INSURANCE**

Exhibitor agrees and understands that insurance for fire, public liability, and theft must be taken out by Exhibitor at its own expense. The insurance is to cover the full period of occupancy of the premises by Exhibitor, its agents and employees.

**9. EXHIBITOR SERVICES**

To ensure the configuration of a smooth installation, dismantling, and operation during the Exhibition, SPE official contractors will be appointed. Although full-time employees of Exhibitor-Appointed-Contractors, other than the SPE Official Contractors, may be authorized to gain access to exhibition areas, Exhibitor is urged to obtain required labor and services from SPE Official Contractors. No exhibitor-appointed contractors may be used for services noted as exclusive on the ATCE Official Contractors list.

**10. LEAD/DATA RETRIEVAL SYSTEMS**

Exhibitor understands and agrees that in exchange for its payment, it will receive solely the right to use the exhibit space. Exhibitor may use the Official Contractor for Lead/Data Retrieval System to collect information regarding persons who visit its exhibit space. The information collected with the Lead/Data Retrieval System however, is for the sole use of the company or business organization that collects it. Exhibitor understands and agrees that, under the terms of its license, it may not attempt to develop a compilation of attendees and/or other participants of the SPE Annual Technical Conference and Exhibition by exchanging any lead information collected at the conference with other attendees, exhibitors and/or other participants at the Conference or with third parties not associated with SPE. Exhibitor understands and agrees that the compilation of the attendees and/or other participants of the Conference is sole property of SPE and that the SPE Annual Technical Conference and Exhibition offers that compilation for sale. Exhibitor agrees that it will not use any lead data collected at the Conference to attempt to develop a compilation of attendees and/or participants that would be competitive to, or could be used in lieu of, the compilation that SPE offers for sale.

**11. HOSPITALITY EVENTS**

Exhibitor is encouraged to hold hospitality events during the event. However, Exhibitor is prohibited from holding these events (whether on-site or off-site) during official Event hours or events. A complete listing of official events is provided in the Exhibitor Services Manual.

**12. GENERAL**

- a. **Survival.** All provisions of this Agreement which by their nature should survive termination will survive, including without limitation, accrued rights to payment, indemnity, limitation of liability and Exhibitor's obligations as provided in Section 6.
- b. **Governing Law and Jurisdiction.** This Agreement will be construed and enforced in accordance with the laws of the State of Texas. The parties submit to exclusive jurisdiction to the federal and state courts of Collin County, Texas.
- c. **Severability.** If any portion of this Agreement is held to be invalid or unenforceable, all other terms and conditions shall remain in full force and effect.