



SPE/IADC DRILLING CONFERENCE AND EXHIBITION

14-16 March 2017 • World Forum, The Hague, The Netherlands

SPONSORSHIP TERMS AND CONDITIONS



Society of Petroleum Engineers

This is a sponsorship contract for the SPE/IADC Drilling Conference and Exhibition, which will become a binding contract if the potential sponsor satisfies and agrees to the sponsorship policies as set forth in this contract. The undersigned sponsor hereby requests a sponsorship item for the SPE/IADC Drilling Conference and Exhibition. The individual signing this agreement warrants that they have the authority to contractually bind the organisation for the sponsorship.

SPONSOR INFORMATION		
COMPANY		
MAILING ADDRESS		CITY/STATE/PROVINCE
ZIP/POSTAL CODE		
COMPANY PHONE NUMBER (include country/area/city code)	COMPANY FAX NUMBER (if applicable) (include country/area/city code)	COMPANY WEB ADDRESS
PRIMARY CONTACT NAME (include country/area/city code) will receive all correspondence from SPE regarding the event	PHONE NUMBER (include country/area/city code)	EMAIL ADDRESS
MARKETING CONTACT (if different from person named above)	PHONE NUMBER (include country/area/city code)	EMAIL ADDRESS

SPONSORSHIP OPPORTUNITIES: EUR (excl VAT if applicable)		
AV Equipment	7,000	<input type="checkbox"/>
Coffee Breaks	4,500 Per Day 10,000 Exclusive	<input type="checkbox"/>
Conference Pens & Pads	4,000	<input type="checkbox"/>
Conference Preview	8,000	<input type="checkbox"/>
Conference Programme and Exhibition Guide	8,000	<input type="checkbox"/>
Conference WiFi	6,500	<input type="checkbox"/>
Delegate Bags	8,000	<input type="checkbox"/>
Exhibition Entrance Signage	14,000	<input type="checkbox"/>
Floor Graphics	7,000	<input type="checkbox"/>
Lanyards	8,000	<input type="checkbox"/>
Luncheons	8,500 Exclusive	<input type="checkbox"/>
Outdoor Signage	16,000	<input type="checkbox"/>
Proceedings	8,500	<input type="checkbox"/>
Mobile Charging Station	3,500	<input type="checkbox"/>
Staircase Branding	10,000	<input type="checkbox"/>
Welcome Reception	12,500	<input type="checkbox"/>
Platinum Partner	17,000	<input type="checkbox"/>
Gold Partner	12,000	<input type="checkbox"/>
Silver Partner	8,000	<input type="checkbox"/>

Sponsorship Total
EUR _____ + VAT (if applicable) = _____

VAT Registration
Please Supply your VAT Number
European VAT registration number: _____

Logos
The preferred format for logos is Adobe Illustrator EPS. For best results, supplied logos should be vector art. Bitmap logos must be supplied at 600 dpi or greater as an EPS file. A color or black and white proof must accompany the disk. DO NOT send logos that are embedded in word processing documents or PowerPoint files.

Agreement
I hereby submit this contract for sponsorship opportunities for the SPE/IADC Drilling Conference and Exhibition 2017 and agree to abide by the policies and procedures as outlined in this contract.
ACCEPTED BY: _____ EXHIBITOR AUTHORISED REPRESENTATIVE DATE
ACCEPTED BY SPE: _____ SPE SPONSORSHIP MANAGER DATE

Payment by cheque: Make cheques payable to SPE Ventures and mail to:
Society of Petroleum Engineers, 1st Floor, Threeways House, 40-44 Clipstone Street, London, W1W 5DW, UK

Payment by bank transfer: Include the name of the event, company and invoice number as reference for the transfer.
Account Number: 62265688 IBAN NUMBER: GB18 BARC 2067 5962 2656 88
Name of Account: SPE VENTURES LIMITED SWIFTBIC: BARCGB22
Sort Code: 20-67-59 Barclays Bank, 50 Pall Mall, London SW1A 1QA, UK

SPE Contact
Dean Guest, Sales Manager, Events – Europe, Russia, Caspian & Sub-Saharan Africa 1st floor, Threeways House 40-44 Clipstone Street, London, W1W 5DW, UK dguest@spe.org • Tel: +44(0)207 299 3300 • Fax: +44(0)207 299 3309

Payment by credit card			
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	CREDIT CARD NUMBER	EXP. DATE	AMT. OF CHARGE EUR
<input type="checkbox"/> American Express			
3 DIGIT SECURITY NUMBER ON BACK OF CARD (or 4 digit security number on front of Amex)	NAME AS IT APPEARS ON CARD	AUTHORISED SIGNATURE	



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SPE SPONSORSHIP GUIDELINES

Individual/Exclusive Sponsorships

Individual/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 them of the right of renewal and the deadline they must submit their sponsorship contract in order to renew their sponsorship. The deadline for confirmation of renewed sponsorship must be received in writing by no later than 18 August 2016. Should the previous year's sponsor not meet the deadline or decline the renewal opportunity, SPE will then consider this sponsorship available to all other companies.

LOGO SPECIFICATION

It is the responsibility of the sponsor to adhere to the advertising and logo specifications information, as it specifically relates to submittal of company logos to be used in promotion of the sponsorship. The preferred format for logos is Adobe Illustrator EPS. For best results, supplied logos should be vector art. Bitmap logos must be supplied at 600 dpi or greater as an EPS file. A color or black and white proof must accompany the disk. **DO NOT** send logos that are embedded in word processing documents or PowerPoint files.

SPE SPONSORSHIP PAYMENT POLICY

SPE requires 100% payment on or before 30 days of the invoice date or if card details have been provided, the card will be debited once sponsorship has been agreed. If a participant has contracted a sponsorship within 30 days of the first day of the event, full payment is required with submittal of the sponsorship contract prior to the first day of the event in order to confirm sponsorship.

Upon receipt of a signed sponsorship contract, 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.

SPE accepts credit cards, and bank transfers.

VAT REGULATIONS

Sponsorship sales are conducted under both the UK Value Added Tax Act 1994, as amended and the EC VAT law contained in Council Directive 2006/112/EC (Principal VAT Directive) and Council Regulation (EC) No. 1777/2005 (Implementing Regulation). The Implementing Regulation has direct effect from 1 January 2011.

CANCELLATION POLICY

1. Cancellation must be submitted in writing
2. SPE will refund payments if notification is received in writing on or before **2 September 2016** (100% minus an administration charge of EUR 50.00+ VAT); between 3 September and 21 October (50%). No refunds will be made for sponsorship cancelled after 21 October 2016.

SPONSORSHIP DEADLINES

In order for sponsorship to be promoted in the conference preview:

Sponsorship contracts, and a colour logo must be received prior to **22 September 2016**. If you have taken a sponsorship item that includes an ad in the conference preview, please also submit this prior to **22 September 2016**.

In order for sponsorship to be promoted in the conference programme and exhibition guide:

Sponsorship contracts and a colour logo must be received prior to **22 December 2016**. If you have taken a sponsorship item that includes an ad in the conference programme and exhibition guide, please also submit this prior to **22 December 2016**.

Please submit logos relating to the above to:

Dean Guest
Sales Manager, Events – Europe
Society of Petroleum Engineers
dguest@spe.org
Tel: +44(0) 207 299 3300

If a sponsor does not meet the above published deadlines, SPE cannot guarantee promotion of sponsorship.