



SPE/IADC Drilling Conference and Exhibition
5-7 March 2019 • World Forum, The Hague, The Netherlands
APPLICATION/CONTRACT FOR EXHIBITION SPACE



Society of Petroleum Engineers

Deadline for space assignment for exhibitors with a priority number: 21 June 2018

This is an application to exhibit at the SPE/IADC Drilling Conference and Exhibition, which will become a binding contract between the undersigned company ("the Exhibitor") and SPE as long as the company satisfies the SPE Exhibitor requirements and, the application is accepted by SPE. Specific booths will be assigned, based on the existing Priority Number System, and then on a first-come, first-served basis. By signing this application, the Exhibitor agrees to the full terms and conditions overleaf.

Preferred Booth Locations	Space Requirements Complete one of the following options. (Stand Package - minimum 6 m ² , Space Only - minimum 36 m ²)
All 5 preferred booth locations must be completed. If incomplete, Exhibitors forfeit the right to be contacted if selections are no longer available. In such cases, SPE reserves the right to place the Exhibitor in a like configuration in the best available location.	Space only: _____ m × _____ m = _____ Total sqm
1.	Stand package: _____ m × _____ m = _____ Total sqm
2.	
3.	Total amount (due on, or before, 30 days from invoice date) = EUR _____ (+VAT if applicable)
4.	
5.	Booth Type Please tick your preferred booth type below: (See Exhibitor Brochure for explanations of booth types)
	<input type="checkbox"/> Space only: EUR 460 per m² (+VAT if applicable) <input type="checkbox"/> Stand package: EUR 575 per m² (+VAT if applicable)

Exhibitor Information		
EXHIBITING COMPANY (this will appear in all marketing material and the stand fascia board if the stand package option was selected above)		
MAILING ADDRESS		CITY/STATE/PROVINCE
COUNTRY	COMPANY PHONE NUMBER (include country/area/city code)	COMPANY WEB ADDRESS
PRIMARY CONTACT (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

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

Provisions
<p>A. The individual signing this agreement warrants that (i) he/she has the authority to bind contractually the organisation applying for exhibit space and (ii) the product brought to be exhibited qualifies for the exhibition. If SPE, at any time, later determines in its sole discretion that such product does not qualify for the exhibition, SPE can cancel the space and Agreement without any refunds and liability to the Exhibitor.</p> <p>B. 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 negligence or willful misconduct of SPE or its agents or employees, and not otherwise.</p> <p>C. 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 conditions that render the event impracticable. Causes of impracticability include, but without limitation: casualty, explosion, fire, lightning, utility interruption, flood, weather, epidemic, hurricane, tornado, earthquake or other acts of nature, any law, ordinance, rule or regulation, acts of public enemies, strikes, riots or civil disturbances.</p> <p>D. The Exhibitor hereby agrees to 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 attorney fees) which SPE and 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 by the Exhibitor, Exhibitor's personnel or any Exhibitor appointed contractor; provided, however, that the Exhibitor's duty to indemnify and hold harmless shall not extend to such claims, suits, damages, liabilities, losses, expenses, and costs (including any of the foregoing resulting from SPE's own negligence, including reasonable attorney fees) as are solely caused by the negligence or willful misconduct of SPE, its agents or employees. The terms of this provision shall survive the termination or expiration of this agreement.</p>
Signature _____ Date _____ Authorised Company Representative

Payment by cheque: Make cheques payable to SPE Ventures and mail to:	Payment by bank transfer: Include the name of the event, company and invoice number as reference for the transfer.	SPE Contact
Society of Petroleum Engineers Fourth Floor America House 2 America Square London EC3N 2LU UK	Account Number: 62265688 Name of Account: SPE VENTURES LIMITED IBAN NUMBER: GB18 BARC 2067 5962 2656 88 SWIFTBIC: BARCGB22 Sort Code: 20-67-59 Barclays Bank, 50 Pall Mall, London SW1A 1QA, UK	Dean Guest Sales Manager, Events— Europe, Caspian & Sub-Saharan Africa Fourth Floor, America House Email: dguest@spe.org 2 America Square Tel: +44(0)207 299 3300 London EC3N 2LU, UK

Payment by credit card
Companies requesting this option will receive an email with instructions on securely submitting your payment by credit card.

SPE/IADC Drilling Conference and Exhibition 2019 Terms and Conditions

CONTRACT

The following provisions, plus any additions and amendments (including exhibit regulations and the exhibitor services manual) which may later be established by SPE, become binding upon acceptance of this contract between the Exhibitor, its employees and agents, and SPE.

CHARACTER OF EXHIBIT

The SPE/IADC Drilling Conference and Exhibition 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 as follows:

- A. To exhibit only products which it manufactures, represents or distributes, which comprise of materials, equipment, apparatus, systems, services, and other component products applicable to advancing the engineering and scientific knowledge and development of the drilling industry.
- B. To exhibit such products or services in a tasteful manner so as to describe and depict the advantages of using such products or services.
- C. Exhibit space must be maintained in a neat and orderly manner throughout the event, and no dismantling may begin before the official closing time on the final day of the event.

SUBLETTING SPACE

No Exhibitor shall assign, sublet or apportion the whole or any part of the space allotted to him nor exhibit therein nor permit any other person or party to exhibit therein any other goods' apparatus etc not manufactured or distributed by Exhibitor in the regular course of his business except upon prior written consent from SPE.

EXHIBITION

To ensure the continuation of a smooth installation, dismantling, and operation during the event, official contractors will be appointed. Participants are urged to obtain required labour and services from SPE official contractors.

EXHIBITION SPACE ASSIGNMENTS

- A. Exhibition space is assigned based on the SPE Priority Point System, then a first-come, first-served basis. SPE shall assign the exhibit space for the period of the 2019 exhibition only and does not imply that the same or similar space will be held or offered for future shows. SPE reserves the right to determine the eligibility of any company or product for inclusion in the exhibition.
- B. Upon official space assignment, exhibitors will receive a 'booth confirmation notice'. Exhibition space assigned shall be deemed accepted by the Exhibitor unless reflected in writing to SPE.

HOSPITALITY EVENTS

Exhibitors are encouraged to hold hospitality events during the event. However, exhibitors are prohibited from holding these events (whether on-site or off-site) during official show hours or official show events.

VAT REGULATIONS

Exhibitor 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.

SAFETY

An exhibition stand/space is a workplace in itself and the exhibitor is responsible for the health and safety of that workplace during the construction, use and dismantling of the stand. The Exhibitor thus has a legal duty of care for anyone on or near the site who may be affected by the actions or omissions of the stand contractors or exhibiting staff.

- A. The Exhibitor should do nothing to jeopardise the current insurance policies or the licenses of the Landlords or the organisers and the Exhibitor shall in all cases comply with any requirements of the authorities. Exhibitors who do or omit to do anything which renders the organisers or landlords current policy liable for premium loading are responsible for the extra premium payable. An Exhibitor in breach of any of the safety provisions will indemnify the organisers in respect thereof.
- B. All display material must be fire resisting.
- C. Explosive, radioactive, highly inflammable or other dangerous substances may not be exhibited or brought into the exhibition area.
- D. Laser equipment may not be used or exhibited without the written consent of the organisers.
- E. Exhibitors wishing to use LPG must apply for written consent at least six weeks prior to the event.
- F. Water features also require written consent six weeks prior to the event.
- G. All exhibitors are required to conduct a risk assessment of their stand ahead of the event. This must be available on request by the organiser.

ITEMS INCLUDED IN THE COST OF THE EXHIBITION SPACE

Exhibition space is priced at EUR 460 (excluding VAT if applicable) per square metre for space only (minimum booking 36 sqm) and EUR 575 per square metre (excluding VAT if applicable) for stand package. (minimum booking 6 sqm)

- A. Stand package includes:
 - System wall panels (2.2m or 2.5m high - dependent on stand location)
 - 500w electrical sockets: One (1) per 3 sqm
 - Spotlights: One (1) per 3 sqm
 - Standard carpet tiles
 - Company name and booth number in black on a white fascia board
- B. Complimentary conference registrations (three per 9 square metres)
- C. Company name and profile listed in the Conference Programme and Exhibition Guide (if received by deadline)
- D. Company listing on the official event website

PAYMENT/CANCELLATION/SPACE REDUCTION

- A. Once the Exhibitor application has been received by SPE, a confirmation of acceptance together with an invoice, will be sent. The invoice will include a request asking for the Exhibitor to pay the invoice in full by no later than 30 days following the invoice date (for card payments, cards will be debited once space has been agreed and assigned). If however the Exhibitor applies for an exhibit space less than 30 days prior to the first day of the event, payment must be submitted by no later than 5 February 2019.
- B. SPE reserves the right to cancel and reassign any exhibit space for which an invoice remains unpaid for more than 30 days after the invoice date. No Exhibitor will be allowed to begin move-in operations or be listed as an Exhibitor in the conference programme until full payment and a signed contract has been received by SPE.
- C. 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.
- D. Should the Exhibitor cancel from the exhibition (after the contract has been signed), the following will apply:
 1. If the Exhibitor cancels/reduces their space between the time of application and the initial 21 June 2018 space assignment date, the Exhibitor will receive a full refund.
 2. If the Exhibitor cancels/reduces their space between the initial 21 June 2018 space assignment date and 28 September 2018, the Exhibitor will forfeit 25% of the total cost of the cancelled/returned exhibit space.
 3. If the Exhibitor cancels/reduces their space after 28 September 2018, the Exhibitor will be assessed for a cancellation fee equal to 100% of the total cost of the cancelled/returned exhibit space.
 4. If an Exhibitor cancels/reduces after 28 September 2018 with an outstanding balance due, the Exhibitor remains responsible for the entire balance due, plus reasonable attorneys fees to collect. Exhibitors will not be permitted to participate in future SPE events until all outstanding balances are collected.
 5. No refunds will be processed after 28 September 2018.
- E. 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.
- F. Upon Exhibitor notification of cancellation, SPE has the right to resell the space vacated.
- G. No-Show Ruling: If the Exhibitor fails to utilise 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 is 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.

INSURANCE

Insurance for fire, property, public liability and theft must be taken out by each exhibiting company at its own expense. The insurance is to cover the full period of occupancy of the premises by the exhibitor, its agents and employees.

AMENDMENTS

Any and all matters and questions not specifically covered by the articles in this contract or in the official exhibition regulations shall be subject to the decision of SPE and may be amended at any time by SPE in the overall best interest of the exhibition and notice thereof shall be binding on the exhibitors equally with the foregoing in this contract.