



**SPE/IADC DRILLING CONFERENCE AND EXHIBITION**  
**5-7 March 2019 • World Forum, The Hague, The Netherlands**  
**SPONSORSHIP CONTRACT**



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	6,000	<input type="checkbox"/>
Coffee Breaks	5,500 Per Day 10,000 Exclusive	<input type="checkbox"/>
Conference WiFi	7,000	<input type="checkbox"/>
Delegate Bags	8,500	<input type="checkbox"/>
Exhibition Entrance Signage	14,000	<input type="checkbox"/>
Floor Graphics	6,000	<input type="checkbox"/>
Lanyards	8,500	<input type="checkbox"/>
Luncheons	9,000 Exclusive	<input type="checkbox"/>
Proceedings	8,500	<input type="checkbox"/>
Mobile Charging Station	3,750	<input type="checkbox"/>
Staircase Branding	10,000	<input type="checkbox"/>
Welcome Reception	12,500	<input type="checkbox"/>
Platinum Partner	18,000	<input type="checkbox"/>
Gold Partner	13,000	<input type="checkbox"/>
Silver Partner	8,500	<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 2019 and agree to abide by the policies and procedures as outlined in this contract.
ACCEPTED BY: _____ DATE _____ EXHIBITOR AUTHORISED REPRESENTATIVE
ACCEPTED BY SPE: _____ DATE _____ SPE SPONSORSHIP MANAGER

Payment by cheque: Make cheques payable to SPE Ventures and mail to:
Society of Petroleum Engineers, Fourth Floor, America House, 2 America Square, London EC3N 2LU, 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 Fourth Floor, America House 2 America Square, London EC3N 2LU, UK Email: <a href="mailto:dguest@spe.org">dguest@spe.org</a> Tel: +44(0)207 299 3300

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



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**SPONSORSHIP TERMS AND CONDITIONS**



## 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 **16 August 2018**. 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 **3 September 2018** (100% minus an administration charge of EUR 50.00+ VAT); between 4 September and 22 October (50%). No refunds will be made for sponsorship cancelled after 22 October 2018.

## SPONSORSHIP DEADLINES

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

Sponsorship contracts, and a colour logo must be received prior to **21 September 2018**. If you have taken a sponsorship item that includes an ad in the conference preview, please also submit this prior to **21 September 2018**.

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 **20 December 2018**. If you have taken a sponsorship item that includes an ad in the conference programme and exhibition guide, please also submit this prior to **20 December 2018**.

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.