



**SPE/ICoTA Coiled Tubing & Well Intervention Conference and Exhibition**  
**23-24 March 2010 • The Woodlands, Texas**



**APPLICATION/CONTRACT FOR EXHIBIT SPACE**

This is an application for exhibit space at the 2010 SPE/ICoTA Coiled Tubing & Well Intervention Conference & Exhibition in The Woodlands, Texas, which will become a binding contract if the potential exhibitor satisfies 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 2010 SPE/ICoTA Coiled Tubing and Well Intervention Conference and Exhibition to be held at The Woodlands Waterway Marriott Hotel, 23-24 March 2010. We request SPE to reserve exhibit space for our use at this Exhibition. We understand that specific booths will be assigned, to the extent available, based on a first-come, first-served basis.

<b>Preferred Booth Locations</b>		<b>Space Requirements</b> (Minimum 100 sq. ft.)	
All 3 Preferred Booth Locations must be completed. If all 3 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.		Depth _____ x Frontage _____ = _____ Total square feet	
1.		<b>Requested Exhibit Configuration</b>	<b>Calculate Cost</b>
2.			
3.			
		<ul style="list-style-type: none"> <li>All booths in increments of 10' x 10'.</li> <li>Island booths minimum of 20' x 20'.</li> <li>Exhibit space configuration must be acceptable to SPE.</li> </ul>	Total sq. ft. requested _____ x USD 22 per sq. ft. = USD _____ Total exhibit space cost = USD _____ Minimum 25% deposit due with contract = USD _____ 100% due on or before 28 December 2009 = USD _____
		<input type="checkbox"/> Standard (Linear) <input type="checkbox"/> Island <input type="checkbox"/> Perimeter (Linear) <input type="checkbox"/> Peninsula	

<b>Exhibitor Information</b>				
EXHIBITING COMPANY				
MAILING ADDRESS		CITY/STATE/PROVINCE		ZIP/POSTAL CODE
COMPANY PHONE NUMBER		COMPANY FAX NUMBER		COMPANY WEB ADDRESS
PRIMARY CONTACT (will receive show mailings)	TITLE	PHONE NUMBER	CELL PHONE NUMBER	EMAIL ADDRESS
MARKETING CONTACT	TITLE	PHONE NUMBER	CELL PHONE NUMBER	EMAIL ADDRESS
CORPORATE DIVISIONS (NOT PRODUCT LINES) TO BE LISTED IN THE OFFICIAL PROGRAM (Attach separate sheet if necessary)				
NAMES OF COMPANIES FROM WHOM WE DESIRE BOOTH SEPARATION (Attach separate sheet if necessary)				
DESCRIPTION OF PRODUCTS AND/OR SERVICES TO BE DISPLAYED				

<b>Provisions</b>				
A. The individual signing this agreement warrants that he/she has the authority to bind contractually the organization applying for exhibit space. The individual signing this agreement also warrants that the product sought to be exhibited qualifies for the exhibition. If SPE later determines that such product in fact does not qualify for the exhibition, SPE can cancel the space and contract without any refunds. 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. 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 God, or any law, ordinance, rule or regulation, acts of public enemies, strikes, riots or civil disturbances. D. The Exhibitor shall defend, indemnify and hold harmless the Society of Petroleum Engineers, its officers, directors, employees, agents, and each of them, with respect to any claims, suits, damages, liabilities, losses, expenses, and costs (including attorneys fees) which the Society or Petroleum Engineers, 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, defend and hold harmless shall not extend to such claims, suits, damages, liabilities, losses, expenses, and costs (including any of the foregoing resulting from the Society of Petroleum Engineers' own negligence, including reasonable attorney fees) as are solely caused by the negligence or willful misconduct of the Society of Petroleum Engineers, its agents or employees. The terms of this provision shall survive the termination or expiration of this Agreement				
ACCEPTED BY: _____		ACCEPTED BY SPE: _____		
EXHIBITOR AUTHORIZED REPRESENTATIVE		DATE	SPE EXHIBITS MANAGER	DATE

<b>FOR SPE MANAGEMENT USE ONLY</b>			
Company #	Priority #	Contract Received	Deposit Received
Assigned Booth #	T.S.F.	Dimensions	Check No.

<b>Payment by check:</b> Please make checks payable to Society of Petroleum Engineers in US funds and mail to:		
Society of Petroleum Engineers 222 Palisades Creek Drive Richardson, TX 75080 USA	Telephone: +1.972.952.9393	Facsimile: +1.972.952.9397

<b>Payment by credit card- Fax to +1.866.491.7171- This is a secure fax.</b>				
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	CREDIT CARD NUMBER	EXP. DATE	AMT. OF CHARGE
<input type="checkbox"/> American Express	<input type="checkbox"/> Diners Club			
NAME AS IT APPEARS ON CARD		AUTHORIZED SIGNATURE (Signature at bottom also required.)		PHONE
COMPANY NAME			BILLING ADDRESS OF CHARGE	



Retain a copy for your files

# 2010 SPE/ICoTA Coiled Tubing & Well Intervention Conference and Exhibition Terms and Conditions

## 1. CONTRACT

The following provisions, plus any additions and amendments (including Exhibit Regulations and the Exhibitor Services Manual) thereto that may hereafter be established by SPE, become binding upon acceptance of this contract between the Exhibitor, its employees and agents and SPE.

## 2. CHARACTER

Sponsored by the Society of Petroleum Engineers (SPE) and the Intervention and Coiled Tubing Association (ICoTA), the SPE/ICoTA Coiled Tubing and Well Intervention Conference and Exhibition (the 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 coiled tubing and well intervention technologies.
- B. To display such products or services in a tasteful manner so as to describe and depict the advantages of using such products or services.

## 3. PAYMENTS/CANCELLATIONS/SPACE REDUCTION

- A. Applications for space must be accompanied by a minimum 25% deposit. Space application without required payment will delay assignment.
- B. Payment in full for exhibit space is due by 28 December 2009. Applications received after 28 December 2009 must include full payment for the size booth 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 for more than thirty (30) days after invoice due date. No exhibitor will be allowed to begin move-in operations nor be listed as an Exhibitor in the Conference Program until full payment and a duly executed contract has been received by SPE.
- C. 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.
- D. Should an exhibitor cancel from the Exhibition, the following shall apply:
  1. If an exhibitor cancels between time of application and 28 November 2009, the exhibitor will receive a full refund.
  2. If an Exhibitor cancels/reduces between 29 Nov. 2009 and 28 December 2009, the exhibitor will be assessed a cancellation penalty equal to 25% of the total cost of cancelled/returned exhibit space.
  3. If an Exhibitor cancels/reduces after 28 December 2009, the exhibitor will be assessed a cancellation penalty equal to 100% of the total cost of cancelled/returned exhibit space.
  4. If an exhibitor cancels/reduces after 28 December 2009 with an outstanding balance due, the exhibitor remains responsible for the entire balance due, plus reasonable attorneys 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 28 December 2009.
- 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 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.

## 4. EXHIBIT SPACE ASSIGNMENTS

- A. Exhibit space is assigned on a first-come, first-served basis. SPE shall assign the exhibit space for the period of the 2010 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, exhibitor will receive a Booth Confirmation Notice. Exhibit space assigned shall be deemed accepted by exhibitor unless reflected in writing to SPE.

## 5. SUBLETTING SPACE

No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted to them, nor exhibit therein, 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.

## 6. ITEMS INCLUDED IN THE COST OF EXHIBIT SPACE

- A. Exhibit space is equally priced at USD 22 per square foot for indoor space (minimum reservation 100 square feet).
- B. Standard booth draping (8-ft. high back wall and 3-ft. side rails) and identification sign (7x44 inch) listing company name and booth number will be provided to all linear booths. Any additional draping used must comply with show color scheme and the published fire safety regulations.
- C. Three (3) Complimentary Full Conference Registrations per 100 sq. ft. of exhibit space.
- D. Five (5) Complimentary Exhibits Only One-Day Guest Cards per 100 sq. ft. of exhibit space to distribute to your clients.
- E. Company listing in official Conference Program & CD *Proceedings*.

## 7. CHANGE OF FLOOR PLAN OR SPACE ASSIGNMENT

SPE reserves the right to change the floor plan design without notice. SPE may also move an exhibitor to another location prior to or during the show, if such change is deemed to be in the overall best interest of the exhibition by SPE.

## 8. 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.

## 9. EXHIBITOR SERVICES

To ensure the continuation of a smooth installation, dismantling and operation during the Exhibition, Official Contractors will be appointed. Although full-time employees of exhibitor-appointed contractors, other than the Official Contractors, may be authorized to gain access to exhibition areas, exhibitors are urged to obtain required labor and services from SPE Official Contractors.

## 10. Exhibitor Appointed Contractors

Should Exhibitor choose to hire its own contractor(s) ("Exhibitor Appointed Contractor") to provide services to Exhibitor in connection with the Conference, Exhibitor shall obtain a Certificate of Insurance for each Exhibitor Appointed Contractor confirming that such Exhibitor Appointed Contractor carries at least Two Million Dollars in liability insurance coverage and has named the Society of Petroleum Engineers as an additional insured on such insurance policy(ies). Exhibitor shall provide a copy of such Certificate of Insurance to SPE.

## 11. EXHIBITOR SERVICE MANUAL

Approximately 3 months from the Exhibition, SPE will provide an online Exhibitor Services Manual. The Exhibitor Services Manual will include information integral to participation at the Exhibition, including, but not limited to: additional exhibitor rules and regulations, official contractor order forms, registration, shipping and drayage, utilities and building services, exhibitor display rules, etc.

## 12. AMENDMENTS

Any and all matters and questions not specifically covered by the articles in this Contract or in the official Exhibit 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.