Exhibitor Contract

SPE International Heavy Oil Conference and Exhibition
14–16 December 2020 | American University of the Middle East, Kuwait | www.spe-events.org/heavyoil

To pay by credit card, contact SPE Finance Department at +971.4.457.5819.

Exhibitor Information

Primary Contact:
Organisation:
Job Title:
Address:
City: Zip/Postal Code: Country:
Phone:
Email:

Space Requirements

☐ Space Only Exhibit: __________________ sqm at the rate of USD 650 per sqm = USD __________________

☐ Walk-In Package Exhibit: __________________ sqm at the rate of USD 750 per sqm = USD __________________

Customised shell packages are available. Contact Zunaid Jooma, zjooma@spe.org, to find out more.

Amount in words: __________________

Booth Location

1st Preference __________________ 2nd Preference __________________

Space will be allocated on a first-come, first-served basis.

I wish to receive the invoice by ☐ Email ☐ Post

Invoice to be addressed to: __________________

Payment By Bank Transfer

Bank: HSBC Bank Middle East
Branch: Jebel Ali, PO Box 66, Dubai, UAE
SWIFT Code: BBMEAEAD
A/C Name: SPE Middle East DMCC
IBAN No: AE180200000036217131100 (USD)

Please include 20HOCE and the name of your organisation as reference for the transfer.

SPE Sales Representative
Zunaid Jooma, Sales Manager
+971.4.457.5878, +971.50.574.3805, zjooma@spe.org

Confirmation

I hereby submit this contract to confirm exhibit space for the SPE International Heavy Oil Conference and Exhibition (20HOCE) and agree to abide by the policies and procedures as outlined in this contract.

Signature of Authorised Representative __________________ Date __________________

Signature of SPE Representative __________________ Date __________________

SPE Internal Use Only

Contract received Deposit received Confirmation notice sent Full payment received
Exhibition Terms and Conditions

1. PARTIES
The parties to this contract are SPE Middle East DMCC (hereinafter “SPE”) and the named company that has applied for and been accepted as an exhibitor at the SPE International Heavy Oil Conference and Exhibition to be held in Kuwait (hereinafter “the Exhibitor”).

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

3. CHARACTER
The event is undertaken primarily for the technical education of its attendees. To provide the best possible atmosphere to discuss the technical application of the equipment and services displayed, the Exhibitor agrees as follows:

a) To exhibit only products that 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.

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.

4. PAYMENT/CANCELLATION/SPACE REDUCTION/RELOCATION

a) Exhibit space involvement is payable in 50% on submission of the contract to SPE. The remaining 50% will be paid by 14 September 2020.

b) Space applications will not be assigned without payment. No exhibitor will be allowed to begin move-in operations until full payment and a duly executed contract have 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 the Exhibitor submit a cancellation from the exhibition, the following will apply:

1. If the Exhibitor cancels 120 days or more prior to the event, 50% of the invoiced amount will be charged as cancellation fee.

2. If the Exhibitor submits a cancellation within 120 days of the event, 100% of the invoiced amount will be charged as cancellation fee.

e) No cancellation shall be acknowledged by SPE unless it is received in writing. The date of receipt of the cancellation request will be considered as the official date of cancellation.

f) SPE has the right to resell, re-assign, or dissolve cancelled exhibit spaces.

g) No-show ruling: If the Exhibitor fails to utilise the exhibit space at the time of build-up/move-in as stipulated in the Exhibitor Services Manual, SPE reserves the right to consider the space cancelled. Approval of late build-up/move-in requests are at the discretion of SPE. Should SPE not be notified in writing of late requests, SPE shall consider the space cancelled and has the right to act as per Clause 41.

h) In no event shall either of the parties be liable to the other such party hereunder for any indirect or consequential losses suffered including, but not limited to, loss of profits, loss of revenue, loss of business, or business interruption.

i) The exhibition rates should not be subject to any local or withholding taxes, invoice is to be paid in full.

5. EXHIBIT SPACE ASSIGNS
a) Exhibit space is assigned on a first-come, first-served basis. SPE shall assign the exhibit space for the period of the Exhibition only.

b) Upon official space assignment, the exhibitor will receive a booth Confirmation Notice. Space assigned will be deemed acceptable by the exhibitor unless reflected in writing to SPE.

c) SPE reserves the right to change the floor plan 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.

6. SUBLETTING SPACE
The Exhibitor shall not assign, sublet, or apportion the whole or any part of the allotted space or 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 from SPE.

7. ITEMS INCLUDED IN THE COST OF THE EXHIBIT SPACE
The standard booth package includes:
- Nightly vacuuming of the exhibit booth.
- Listing on the event website.
- Listing in the onsite conference programme.
- 15% discount on full-page advertising rates in the conference programme.
- Three complimentary exhibitor passes per 9 sqm of exhibit space, with admittance to the exhibition, luncheons, coffee breaks, opening and closing ceremony.
- 100 free invitations to extend to suppliers, customers, and clients to the exhibition only.

8. CHANGE OF FLOOR PLAN OR SPACE ASSIGNMENT
SPE reserves the right to change the floor plan design without notice. SPE may also move the Exhibitor to another location prior to or during the show, if such change is deemed to be in the best interest of the exhibition by SPE.

9. INSURANCE
The Exhibitor, at its own expense, must take out insurance for fire, property, public liability and theft. The insurance must cover the full period of occupancy of the premises by the Exhibitor and its agents and employees.

10. EXHIBITOR SERVICES MANUAL
Approximately two months before the exhibition, SPE will send an Exhibitor Services Manual to the Exhibitor’s primary contact as listed on the Exhibitor Application Form. Only fully paid exhibitors will receive this manual. The Exhibitor Services Manual will include information relating to participation at the exhibition, including additional exhibitor rules and regulations, official contractor forms, registration forms, exhibitor display rules, additional furniture order forms, etc.

11. AMENDMENTS
All matters and questions not specifically covered by the articles in this contract or the in the official Exhibit Regulations shall be subject to the decision of SPE. These matters 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.

Signed and approved on behalf of:

Organisation: _______________________________

Full Name: _______________________________

Date: _______________________________

AUTHORISED SIGNATORY

COMPANY STAMP