EXHIBITOR REGISTRATION AND GUEST CARD INVITATION INSTRUCTIONS

EXHIBITOR REGISTRATION

Link: <u>https://registration.experientevent.com/ShowSPE244/flow/exhib/#!/registrant//Exhibi</u> <u>tingCompanySearch/</u>

<u>іСөта</u>	SPE/ICoTA Well Intervention Conference and Exhibition 19-20 March 2024 The Woodlands, Texas, USA The Woodlands Waterway Marriott Hotel and Convention Center	
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Enter the first	Company Name Q Search	

As you enter your company name in the box, it will self-populate or give you a choice of companies to choose from. Select your company, then enter your company password to proceed.

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If you are signing into the exhibitor registration portal for the first time, please verify and confirm the primary contact's profile information. PLEASE NOTE: PRIMARY CONTACT IS NOT AUTOMATICALLY REGISTERED.

On the "Dashboard", you may register your exhibit personnel by selecting "Add/Edit..." personnel under the "Manage Group" box:

- 1. Complimentary Exhibitor registrations (3 per 100 sq. ft.)
- 2. Additional Exhibits Paid registrations (up to 2 times the complimentary allotment)

Paid Exhibitor Registration Dates/Rates:

- By 17 March USD 350
- 18 March 20 March USD 400

Complimentary and paid exhibitor registrations include access to the technical sessions, the exhibition – early access to the exhibit floor (1 hour before opening), coffee breaks, Tuesday reception, Wednesday lunch, and one digital proceedings code. DOES NOT include Tuesday Keynote Luncheon or Wednesday Plenary Breakfast.

Dashboard

Welcome to your exhibitor dashboard for 2024 SPE/ICoTA Well Intervention Conference and Exhibition. From here you may register/manage your group and review financials.

IMPORTANT INFORMATION

Exhibitor receive three (3) complimentary registrations included per 100 sq ft of exhibit space. Additional paid exhibitor registrations (up to 2 times the comp allotment) are 350 USD/400 USD each.

Please note, the primary contact on your account *is not* automatically registered. Please register all <u>attending</u> personnel in the add/edit area below.

Rules and Regulations:

- No open toed shoes permitted on the show floor during set-up.
- No one under the age of 18 is permitted on the show floor during set-up.
- No one under the age of 15 is permitted on the show floor on show days.
- Government issued photo identification (passport or driver's license) will be required on-site.

- CTWI sessions are protected by International copyright laws. Photography and video/audio recording of any kind are strictly prohibited in the technical sessions and throughout the exhibit areas.

Consent to Use of Photographic Images Attendance at or participation in SPE meetings and other activities constitutes an agreement by the registrant to SPE's use and distribution of the registrant's image or voice in promoting future SPE meetings in any way SPE deems appropriate.

Cancellation

Cancellation requests must be received in writing by **26 February 2024** to qualify for a refund less a processing fee of USD 150. Please send requests by email to <u>wellinterventionexh@maritz.com</u>.

Cancellations received through 26 February 2024 will be processed within 14 business days. Cancellation requests received after 26 February will not be refunded.

For questions please contact Customer Service at 864.699.0776.



GUEST INVITATIONS

Guest invitations are 1-day exhibits only registrations for your customers or key prospects to visit the exhibition. Each exhibitor receives 5 complimentary exhibitor guest invites per 100 net sq. ft.

On the "Dashboard", select the "Invite Guests and Customers" menu button.



Copy your customized invite URL to send to your guests along with the instructions on the next page. (Note, the URL in the image below for documentation purposes only.)

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If you reach your complimentary guest invitation allotment, you may prepurchase additional guest invitations at USD 70. These are non-refundable, so please purchase wisely. On the bottom of the guest invitation page, you will be able to see who has redeemed their guest invitations, as well as in-progress guest invitations.

Instructions to Send Your Guests

 Click the customized guest card link below: {copy and paste your customized invite URL here}

2. Select the "Register Now" button on the screen below and complete the profile information.



3. On the "Guest Invitation" registration page, enter your guest invitation code for the day you wish to attend. Guest invitations are for 1-day only. If you receive multiple guest invitations, please enter one code per day. Each guest invitation code will start with 'EX' and is embedded in the link received.

Guest Invitation

Please enter a guest invitation number located at the end of the guest invitation link for the day you will attending the exhibition.

Guest Invitations are for one day only. If you received more than one guest invitation please redeem one per day.

Guest Invitation registration includes access to the exhibition, and exhibition floor events for day registered. Does not include Tuesday Keynote Luncheon, Wednesday Plenary Breakfast, Wednesday Lunch or proceedings.

Guest Invitation Tuesday

Guest Invitation Wednesday

4. Select "Next" to review, check out, and receive your confirmation.



Please Note: The Exhibits ONLY registration (available 5 March) is not for EXHIBITORS. Exhibits ONLY Registration is for ATTENDEES and it only includes access to the exhibit floor during show hours on the selected day. It DOES NOT include lunch or access to the technical sessions.