

2025 SPE Annual Technical Conference & Exhibition
George R. Brown Convention Center, Houston, TX

PROVISIONS

Authority and Qualification. The individual signing this Agreement agrees and warrants that (i) he/she has the authority to bind contractually the Exhibitor applying for Exhibit Space and (ii) the product and services brought to be exhibited qualifies for the Event. If SPE, at any time, determines, in its sole discretion, that the product does not qualify for the Event, SPE can cancel the Exhibit Space and Agreement without any refunds and liability to Exhibitor.

Agreement. These provisions, the additional provisions attached hereto, any Exhibit Regulations and the Exhibitor Services Manual guidelines, including any additions and amendments thereto that may hereafter be established by SPE, are part of this Agreement and become binding upon Exhibitor, its employees, and agents, upon acceptance of this Agreement by SPE. All matters and questions not specifically covered by the provisions in this Agreement or in the official Exhibit Regulations shall be subject to the sole discretion of SPE and may be amended at any time by SPE in the overall best interest of the Event and, upon notice thereof, shall be binding on Exhibitor equally with the other provisions in this Agreement.

CHARACTER; RESERVATION OF RIGHTS

Character. Sponsored by SPE, the Event 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 to (i) exhibit only products which 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 and environment and (ii) display such products or services in a tasteful manner so as to describe and depict the advantages of using such products or services.

SPE Rights. SPE reserves the right, in its sole and unfettered discretion, to: (i) determine the eligibility of Exhibitors, exhibits, and products displayed for the Event; (ii) reject, prohibit, or remove exhibits or Exhibitors which SPE considers objectionable, inappropriate, disruptive, or offensive to SPE, other Exhibitors, or Event attendees; (iii) change or modify the layout of the Event and/or relocate exhibits or Exhibitors; (iv) cancel, in whole or in part, the Event due to an event beyond the reasonable control of SPE—including, but not limited to, 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 ("Force Majeure Event"); (v) change, within reasonable limits, the date, location, and duration of the Event; without any liability to SPE (vi) from time to time to establish and amend or modify any regulations governing use of the facility and the Event; and (vii) determine whether an Exhibitor has violated any Exhibit Regulations or other Exhibit rules.

Force Majeure. The performance of this Agreement by either party is subject to any act, event or occurrence beyond the reasonable control of the parties, including but not limited to, acts of God, terrorism, war (whether declared or otherwise), forces of nature, action or inaction by a government agency, government regulations or advisories, disaster, threatened or actual strikes, civil disorders, curtailment of transportation facilities, political or social disturbance or outbreaks of Public Health Emergency of International Concern (PHEI), disease, epidemics, or pandemics, including but not limited to those declared by the World Health Organization or CDC where the Event is located ("Force Majeure Event") that would make the Event impossible, illegal, commercially impractical or ill-advised. This Agreement may be terminated without penalty for any Force Majeure Event by written notice from one party to the other.

EXHIBIT FLOOR PLAN OR SPACE ASSIGNMENT

Exhibit Space Assignments. Exhibit Space is assigned on the ATCE Priority Point System, then a first- come, first-served basis. SPE shall assign the Exhibit Space for the period of the Event only and does not imply that the same or similar Exhibit Space will be held or offered for future Events. Upon official Exhibit Space assignment, Exhibitor will receive a Booth Confirmation Notice. Exhibit Space assigned shall be deemed accepted by Exhibitor unless reflected in writing to SPE.

Changes to Exhibit Floor Plan or Exhibit Space Assignment. SPE reserves the right to change the floor plan design 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.

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ASSIGNMENT; SUBLETTING SPACE

Exhibitor shall not assign, sublet, or appoint the whole or any part of the Exhibit Space allotted to them, 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.

CONTRACTED PAYMENT TERMS

50% deposit due with contract and/or received no later than 3 February 2025.

100% balance due on or before 1 May 2025.

PAYMENTS/CANCELLATIONS/SPACE REDUCTION

Cancellation requests **MUST BE IN WRITING (receipt must be confirmed by an SPE Sales or Exhibits representative) and will not be assumed** prior to the deadlines outlined above. Cancellations assumed or not in writing will incur the cancellation fee without exception. If the cancellation fee remains unpaid, the exhibitor will be unable to participate in future SPE events until the balance is fully paid. **Please note there will be a USD 300 fee accessed for all refund requests.**

1. Right Not to Assign Exhibit Space – Unpaid Invoices. SPE reserves the right not to assign any Exhibit Space for which an invoice for ANY SPE event remains unpaid for more than thirty (30) days after the invoice due date.

2. Deposit. Agreements must be accompanied by a minimum 50% deposit and/or received no later than 3 February 2025.

3. Full Payment. Exhibit Space Agreements received after 1 May 2025 must include full payment for the Exhibit Space requested. Agreements received without the required payment will not be processed. Exhibitors who are not paid in full by 1 May 2025 will be removed from the show floor. Exhibitor will not be allowed to begin move-in operations or be listed as an Exhibitor in the Conference Program until full payment and a duly executed Agreement have been received by SPE.

4. Reduction in Space. After Exhibit Space has been confirmed and accepted, a reduction in Exhibit Space is considered a cancellation and will be governed by the same policies as outlined below. Reduction in Exhibit Space can result in relocation of Exhibit Space at the discretion of SPE.

5. Cancellation. Should Exhibitor cancel from the Exhibition, the following shall apply:

- **Exhibitor representative signature binds the Exhibitor to the payment and cancellation schedule.** If the Exhibitor cancels participation with money due, the outstanding funds will be due upon cancellation. **Please note there will be a USD 300 administrative fee accessed for all refund requests.**
- **If the Exhibitor cancels/reduces on or before 1 May 2025,** Exhibitor will be assessed a cancellation penalty equal to 50% of the total cost of cancelled/returned Exhibit Space. **Please note there will be a USD 300 administrative fee accessed for all refund requests.**
- **If the Exhibitor cancels/reduces after 1 May 2025,** Exhibitor will be assessed a cancellation penalty equal to 100% of the total cost of cancelled/returned Exhibit Space. If Exhibitor cancels/reduces after 1 May 2025 with an outstanding balance due, Exhibitor remains responsible for the entire balance due, plus reasonable attorney's fees to collect. Exhibitors will not be permitted to participate in future SPE events until all outstanding balances are collected. **Please note there will be a USD 300 administrative fee accessed for all refund requests.**
- **No refunds will be processed after 1 May 2025.** No cancellation shall be acknowledged unless received in writing and acknowledged by SPE. The date upon which the notice of cancellation is received shall apply as the official date of cancellation. Upon Exhibitor notification of cancellation, SPE has the right to resell the Exhibit Space vacated.
- **Event Ruling.** If the Exhibitor fails to utilize the Exhibit Space and/or the Exhibit Space is vacant at the time of the published deadline for completion of installation, SPE reserves the right to consider the Exhibit Space to be cancelled and vacated. All requests for installations beyond the published installation completion deadline must be submitted to and acknowledged by 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 Exhibit Space, and the contract will be cancelled with all outstanding balances still due.

6. Administrative Fee. **Please note there will be a USD 300 administrative fee accessed for all refund requests.**

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INSURANCE REQUIREMENTS

Exhibitor shall, at its own expense, secure and maintain insurance for the entire duration of the Event (move-in through move-out), the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this paragraph.

Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable). Automobile Liability insurance (required if bringing automobiles into the show venue) with limits not less than \$1,000,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading, and unloading operators.

The Exhibitors comprehensive General Liability and Auto Liability insurance policies shall name as additional insureds (i) Society of Petroleum Engineers, and each of its direct and indirect subsidiaries and other affiliates and (ii) the Event Facility (with no limitations). **Exhibitor's Workers Compensation and Occupational Disease insurance will be in full compliance with all federal and state laws, covering all Exhibitor's employees engaged in the performance of any work for the Exhibitor. All property of the Exhibitor is understood to remain in its custody and control in transit to, during the Event, and from the confines of the hall.**

If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies satisfactory to SPE, shall be promptly furnished to SPE. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days' advance written notice to SPE. The Exhibitor shall obtain a waiver of subrogation from the carrier of each policy described above and the carrier of each other policy that provides fire, explosion or any other risk coverage insuring the Exhibitor's property, in each case releasing in full such carrier's subrogation rights. While Exhibitors are required to have insurance coverage, proof of said coverage is not required.

LIMITATION OF LIABILITY

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 gross negligence or willful misconduct of SPE or its agents or employees, and not otherwise. 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 because of a Force Majeure Event or other conditions that render the Event impracticable in SPE's sole determination. In no event will SPE's liability exceed the amount paid to SPE by Exhibitor under this Agreement. Under no circumstances will SPE be liable to Exhibitor for indirect, incidental, consequential, special, or exemplary damages (even if SPE has been advised of the possibility of such damages) arising from any provision of this Agreement, including but not limited to, the exercise by SPE of any of its rights under this Agreement.

INDEMNIFICATION

Exhibitor shall 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 attorneys' fees) ("Claims") which SPE, 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 of the Exhibitor, Exhibitor's personnel, or any Exhibitor-appointed contractor ("EAC") at the Event; provided, however, that the Exhibitor's duty to indemnify, defend, and hold harmless shall not extend to Claims, as are solely caused by the gross negligence or willful misconduct of SPE, its agents, or employees. The terms of this provision shall survive the termination or expiration of this Agreement.

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EXHIBITOR SERVICES

To ensure the configuration of a smooth installation, dismantling, and operation during the Exhibition, SPE official contractors will be appointed. Although full-time employees of EACs, other than the SPE Official Contractors, may be authorized to gain access to exhibition areas, the Exhibitor is urged to obtain required labor and services from SPE Official Contractors. No EACs may be used for services noted as exclusive on the Event Official Contractors list.

PHOTOGRAPHY/VIDEOGRAPHY

Exhibiting personnel found in violation of the Photography/Video/Audio Recording Regulations specified in the Exhibitor Services Manual are subject to removal from Event and to have their photography equipment or devices confiscated to remove all photos or video images. Multiple offenses by the Exhibitor will subject the Exhibitor to having their staff being removed from the Event. This will also cause the Exhibitor to lose priority points (if applicable), including and up to losing the ability to exhibit at future SPE events.

REGISTRATION LISTS AND LEAD/DATA RETRIEVAL SYSTEMS

The exhibitor understands and agrees that in exchange for its payment, it will receive solely the right to use the Exhibit Space. Exhibitors may use the Official Contractor for Lead/Data Retrieval System (if applicable) to collect information regarding persons who visit its Exhibit Space. The information collected with the Lead/Data Retrieval System or purchased/rented Registration Lists however, is for the sole use of the company or business organization that collects/rents it. Exhibitor understands and agrees that (i) under the terms of its license, it may not attempt to develop a compilation of attendees and/or other participants of the Event by exchanging any lead information collected/rented at the Event with other attendees, Exhibitors, and/or other participants at the Event or with third parties not associated with SPE, and (ii) the compilation of the attendees and/or other participants at the Event is sole property of SPE and that SPE offers that compilation for sale. Exhibitor agrees that it will not use any lead data collected/rented at the Event to attempt to develop a compilation of attendees and/or participants that would be competitive to, or could be used in lieu of, the compilation that SPE offers for sale.

HOSPITALITY EVENTS

Exhibitors are encouraged to hold hospitality events during the conference. However, Exhibitor is prohibited from holding these events (whether on-site or off-site) during official hours or conference events. Official events include all activities listed on the schedule of events. A complete listing of the official events is provided in the Exhibitor Services Manual.

GENERAL

- 1. Survival.** All provisions of this Agreement which by their nature should survive termination will survive, including without limitation, accrued rights to payment, indemnity, limitation of liability and Exhibitor's obligations as provided in the agreement.
- 2. Governing Law and Jurisdiction.** This Agreement will be construed and enforced in accordance with the laws of the State of Texas. The parties submit to exclusive jurisdiction to the federal and state courts of Collin County, Texas.
- 3. Severability.** If any portion of this Agreement is held to be invalid or unenforceable, all other terms and conditions shall remain in full force and effect.
- 4. Representations and Warranties.** Each party warrants and represents to the other that it (i) has the power and authority to enter into this Agreement, and (ii) will comply with all applicable laws, statutes, codes, and regulations in its performance of its responsibilities under the Agreement.

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ITEMS INCLUDED IN THE COST OF EXHIBIT SPACE

- Standard booth draping (8-ft high drape back wall and 3-ft side rails) and identification sign (11 in x 17 in) listing Exhibitor name and booth number will be provided to all linear booths. Any additional draping used must comply with the Event color scheme and the published fire safety regulations.
- Five (5) complimentary Exhibitor Registrations per 100 sq. ft. of Exhibit Space will be allotted to each contracted Exhibitor for the purpose of registering booth personnel.
- 20 Complimentary Guest Invites to distribute to your partners and customers.
- Exhibitor listing in official online Conference Program
- Access to the Conference Proceedings will be given to the primary contact after the Event.
- 24-hour booth security.

****Nightly vacuuming of the exhibit floor is NOT included in the space rate.****

****Drayage/material handling fees are the responsibility of the exhibitor and are not paid by SPE.****