

# EXHIBITOR REGISTRATION AND GUEST CARD INVITATION INSTRUCTIONS

## EXHIBITOR REGISTRATION

Link: <https://registration.experiencevent.com/ShowSPE254/flow/exhib>

**SPE/ICoTA Well Intervention Conference and Exhibition**  
25-26 March 2025 | The Woodlands Waterway Marriott Hotel & Convention Center | The Woodlands, Texas, USA

### Company Search

Enter the first several letters of your company name and click Search.

Company Name

Q Search

← Back

Enter the first several letters of your company name and click search. Select your company, then enter your company password to proceed.

### Company Search

Enter the first several letters of your company name and click Search.

Company Name

Q Refresh Results

<b>Abaco Drilling Technologies</b> Select >	<b>AnTech Ltd.</b> Select >	<b>Archer</b> Select >
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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 23 March USD 350
- 24-26 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 2025 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 attending 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 **3 March 2025** to qualify for a refund less a processing fee of USD 150. Please send requests by email to [wellinterventionexh@maritz.com](mailto:wellinterventionexh@maritz.com).

Cancellations received through **3 March 2025** will be processed within 14 business days. No refunds offered after 3 March 2025. Substitution or replacement names will be accepted. Cancellation requests received after **3 March 2025** will not be refunded. No refunds will be given if the delegate fails to attend.

For questions please contact Customer Service at 864.699.0776.

The screenshot displays a dashboard with three main sections:

- Group Management:** A blue header bar contains "Manage Group" and "Add/Edit Personnel" with a right-pointing arrow. Below is a table:
 

Registration Type(s)	Allotment Total	Total Registered	Allotment Available
Exhibits Paid	6	0	6
Exhibitor	3	1	2

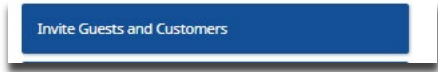
 Below the table are three blue buttons: "Contact Profile" (with a redacted name and "Edit" arrow), "Invite Guests and Customers", and "Link to Exhibitor Lead Retrieval Site" (with "Go!" arrow and "Launches in new browser window" text).
- Group Financial Summary:** A grey header bar above a table:
 

Booking Total	USD0.00
Payments	USD0.00
- Countdown Timer:** A white box with a grey border containing the text "Well Intervention is coming soon!" and a large red timer "131: 7 : 13: 31" with "days", "hours", "min", and "sec" labels below it.

**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.)

# Guest Invitations

Invite existing or potential clients to visit you at the 2025 SPE/ICoTA Well Intervention Conference and Exhibition.

**Exhibiting companies will receive five (5) complimentary Guest Invitations per 100 sq. ft. of exhibit space purchased.** Invitations are for one day only and will allow your guest to visit the exhibit floor. Simply copy your custom link below and forward to your guests so they may register.

Invite URL: <https://qawebreg.experientevent.com/ShowSPE254/FLOW/GUEST?Mkg=EX105/>

## PRE-PURCHASE ADDITIONAL GUEST INVITATIONS -

**Additional** Guest Invitations for 2025 SPE/ICoTA Well Intervention Conference and Exhibition must be **PRE-PURCHASED**.

To begin, click the 'Add' button below, use the - and + commands to set the desired number of passes to purchase, then click Add. When you're ready to pay click on your Cart located in the upper right corner below the banner.

- Additional Guest Invites - USD 70 each.
- Guest Invites are non-refundable.

Once payment has been made, please copy and paste the link and send to your guest(s). Your guest(s) will use this link to register.

Choose how many to invite (Press 'Add' below)

INVITE

Group Financial Summary	
Booking Total	USD0.00
Payments	USD0.00

## Invited Customers

Total Passes Purchased: 5

- Passes Used: 2
- Passes Remaining: 3

First Name	Last Name	Company	City	State	Country	Reg State
Mickey	Mouse	Disney	Beverly Hills	CA		Complete
Snow	White	Disney	Anaheim	CA		Complete

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

1. 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.

## Welcome to Guest Invitation Registration!

### IMPORTANT REMINDERS:

- Guest Invitation registration *does not* provide access to the technical sessions. Attendance is for the exhibition only.
- Guest Invitations *are not* for the admittance of exhibiting company personnel or students under the age of 18.
- Badge reprints will be USD 50 each. Please safeguard your conference badge.
- To ensure a secure conference, a government issued photo identification (Passport or Driver's License) will be required.
- No one under the age of 15 will be admitted on the exhibit floor
- CTWI sessions are protected by International copyright laws. Photography and video/audio recordings of any kind are strictly prohibited in the technical sessions and throughout the exhibit areas.

CTWI is coming soon!  
Make your plans today.

131: 7 : 8 : 26  
days hours min sec

### 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.

### How to Register:

1. Fill in the requested information in each section and click the NEXT button to advance to the next page.
2. A summary of your selections will be displayed. Review the information for accuracy. If any changes need to be made use the BACK button below to return to the previous page and make necessary changes.
3. This symbol \* indicates required information.
4. Badges will be available for onsite pick-up at the registration counters at the convention center.

### Cancellation Policy:

Cancellation requests must be received in writing by **3 March 2025** to qualify for a refund. Please send requests by email to CTWI at [wellintervention@maritz.com](mailto:wellintervention@maritz.com)

Cancellations received through 3 March 2025 will be processed within 14 business days. Cancellation requests received after 3 March 2025 will not be refunded.

**Have you already started an CTWI 2025 registration profile and need to update or finalize your registration? Click Edit Existing Registration or Reservation below.**



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.



The image shows a navigation bar with two buttons. On the left is a white button with a left-pointing arrow and the text "Back". On the right is a green button with a right-pointing arrow and the text "Next". The "Next" button is circled in red.

**Please Note:** The Exhibits ONLY registration (available 11 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.