



2025 SPE Gulf Coast Section Electric Submersible Pumps Symposium
 Hilton Galveston Island Resort and Convention Center
 Galveston, TX, USA
 25-29 August 2025
BOOTH SPACE CONTRACT

Incomplete or Illegible Contracts Will Not Be Accepted. All Fields are Required.

Company Information

Legal Company Name: _____

Exhibiting As (*Your company name as you wish for it to appear in show promotions*): _____

Physical Address (*Street Address*): _____

Additional Address Information: _____

City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____

Phone: _____ Toll-Free: _____ Company Web Address: _____

The printed program will contain only the contracted company name or 'exhibiting as' name, address, phone and URL as indicated above. The SPE online listing will contain the full company profile.

Primary Contact Information *Designated primary contact will be the only person to receive show communications and is responsible for distributing information to appropriate parties, including onsite staff.*

Contact: _____ Title: _____

Mailing Address (*No P.O. Boxes*): _____

City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____

Phone: _____ Mobile: _____ Email: _____

Invoice/Accounting Contact Information (If different from Primary Contact) *For all invoicing/accounting communications. Primary contact will not be copied on said communications.*

Contact: _____ Title: _____

Mailing Address (*No P.O. Boxes*): _____

City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____

Phone: _____ Mobile: _____ Email: _____

Desired Booth Size, Rates and Payment Terms
 (SELECT ONE): _____ 1 X SPACE: USD \$3,500.00 _____ 2 X SPACES: USD \$ 6,850.00 _____ 2 X PREM. SPACE/POD: USD \$ 8,500.00

SPACE SIZE: 10' DEEP X 10' WIDE EACH VENDOR MAY PURCHASE 2 SPACES MAXIMUM
SEE FLOORPLAN FOR LIMITED NUMBER (6) OF PREMIUM/FREESTANDING PODS 20'X20'

Payment in Full (100%) due with contract

Payment Information

Checks
 Mail to: Society of Petroleum Engineers
 222 Palisades Creek Drive
 Richardson, Texas 75080

Credit Card Payments
 PLEASE CONTACT SPE AT +1.972.952.9393, THEN SELECT OPTION 5 FOR EVENTS, WITH PAYMENT INFORMATION AFTER INVOICE HAS BEEN ISSUED AND EMAILED TO COMPANY CONTACT.

_____ By Initialing, I agree to all Terms and Conditions, including payment schedule and cancelation terms.

Accepted by: X _____ Date _____
 Signature of Exhibitor Authorized Representative

_____ Date _____
 SPE GCS Exhibits Contact

Payment Contact: SPE Registration Staff
registration@spe.org

Exhibits Contacts:
 Cheri Vetter
cvetter@pftsys.com
 Amy Coombs
amy@magneygrande.com

1. CHARACTER; RESERVATION OF RIGHTS

- a. 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.
- b. 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 the Society of Petroleum Engineers (SPE), their respective officers, directors, employees, agents, and each of them; (vi) from time to time to establish and amend or modify any regulations, or cancellation guidelines or fees governing use of the facility and the Event; and (vii) determine whether an Exhibitor has violated any Exhibit Regulations or other Exhibit rules.

2. PAYMENTS/CANCELLATIONS/SPACE REDUCTION

- a. SPE reserves the right not to assign any exhibit space for which an invoice for ANY SPE event remains unpaid after the invoice due date.
- b. Full Payment. Applications must include full payment for the size/number of booth(s) 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. 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 Exhibit Space Agreement have been received by SPE.
- c. Reduction in Space. 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. Cancellation. Should Exhibitor cancel from the Exhibition, the following shall apply:
- e. Company representative signature binds the company to the payment and cancellation schedule. If the company cancels participation with money due, the outstanding funds will be due upon cancellation.
- f. If Exhibitor cancels prior to MARCH 21, 2025, Exhibitor will receive a full refund.
- g. If Exhibitor cancels/reduces space between MARCH 21 AND MAY 16, 2025, Exhibitor will be assessed a cancellation penalty equal to 50% of the total cost of cancelled/returned exhibit space.
- h. If Exhibitor cancels after MAY 16, 2025, Exhibitor will be assessed a cancellation penalty equal to 100% of the total cost of cancelled/returned exhibit space.
- i. No refunds will be processed after MAY 16, 2025. 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. Upon Exhibitor notification of cancellation, SPE has the right to resell the space vacated.
- j. Event Ruling. If 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 is 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.

3. EXHIBIT FLOOR PLAN OR SPACE ASSIGNMENT.

- a. Exhibit Space Assignments. Exhibit space is assigned on 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 Letter. Exhibit space assigned shall be deemed accepted by Exhibitor unless reflected in writing to SPE.
- b. 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.

4. 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.

5. INSURANCE. (A) 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, \$1,000,000 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); and • Automobile Liability insurance (required if bringing automobiles into the show venue) with limits not less than \$500,000 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 Exhibitor's Comprehensive General Liability and Automobile Liability insurance policies shall be named as additional insureds (i) Society of Petroleum Engineers, and each of its direct and indirect subsidiaries and other affiliates and (ii) the Event Facility. 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.

6. ITEMS INCLUDED IN THE COST OF EXHIBIT SPACE

- a. Exhibit space is priced at A) USD \$35 per square foot if one space booked, B) USD \$34.25 per square foot if two spaces booked or C) USD \$42.50 per square foot if premium spaces/pods booked for indoor space (minimum reservation 100 square feet, maximum reservation 200 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 the show color scheme and the published fire safety regulations. Exhibit space is carpeted; 110-volt electricity IS included in the cost of each exhibit space.
- c. One (1) Complimentary Full Conference registration per 100 sq. feet of exhibit space including admittance to Technical Sessions, Reception, Coffee Breaks, Luncheons.
- d. Company listing in official Conference Program & Proceedings.

7. 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 due to 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 Contract. 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 Contract, including but not limited to, the exercise by SPE of any of its rights under this Contract.

8. 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 Contract 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 Contract.

9. 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, 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.

10. 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 in order to remove all photos or video images. Multiple offenses by Exhibitor will subject the Exhibitor to having their staff being removed from the Event. This will also subject Exhibitor to losing priority points (if applicable), including and up to losing the ability to exhibit at future SPE events.

11. REGISTRATION LISTS AND LEAD/DATA RETRIEVAL SYSTEMS. Exhibitor understands and agrees that in exchange for its payment, it will receive solely the right to use the exhibit space. Exhibitor 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.

12. HOSPITALITY EVENTS. Exhibitor is encouraged to hold hospitality events during the Event. However, Exhibitor is prohibited from holding these events (whether on-site or off-site) during official Event hours or events.

13. GENERAL.

- a. Survival. All provisions of this Contract 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 Section 6.
- b. Governing Law and Jurisdiction. This Contract 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.
- c. Severability. If any portion of this Contract is held to be invalid or unenforceable, all other terms and conditions shall remain in full force and effect.
- d. Representations and Warranties. Each party warrants and represents to the other that it (i) has the power and authority to enter into this Contract, and (ii) will comply with all applicable laws, statutes, codes and regulations in its performance of its responsibilities under the Contract.
- e. Representations and Warranties. Each party warrants and represents to the other that it (i) has the power and authority to enter into this Contract.

14. 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), riots, forces of nature, action or inaction by a government agency, government regulations or advisories, disaster, threatened or actual strikes (other than strikes of venue's employees), civil disorders, curtailment of transportation or transportation facilities, political or social disturbance, or a Public Health Emergency of International Concern, outbreaks of disease, epidemics, or pandemics, including but not limited to those declared by the World Health Organization that would make the event impossible, illegal, commercially impractical, or ill-advised ("Force Majeure Event"). This Agreement may be terminated without penalty for any Force Majeure Event by written notice from one party to the other. In the event of a Force Majeure Event, the organizer in its sole discretion is allowed to reschedule the dates of the event with the already paid deposit allocated to the new dates mutually agreed by both parties. If the venue is unable to provide the venue to the organizer on a mutually agreed rescheduled event date, the venue will refund all monies paid by the organizer prior to termination. Refunds must be made within thirty (30) days after termination.

15. INFORMATION

- a. Shipping and receiving and handling charges are the responsibility of the Exhibitor
- b. No outside visitors or non-registered co-workers are allowed to view the exhibits. Only those wearing ESP participant or exhibitor badges will be allowed in the exhibit hall. Security will be enforced.
- c. Wi-Fi will be available in the exhibit hall to all paid participants.
- d. Exhibitors can begin setup Monday, AUGUST 25, 2025 at NOON. Booth setup must be completed by 5 p.m. in time for the Monday Night Cocktail Reception to be held that evening in the exhibit hall.
- e. Booth dismantle will be allowed AFTER the 3:00pm coffee break concludes on Thursday, AUGUST 28, 2025. Exhibit area must be vacated by 8:00pm Thursday, AUGUST 28, 2025.
- f. Please provide three (3) booth location preferences with your signed Exhibit contract. The space assignments will be done in order of contract receipt and payment. The map of the exhibit area is attached for reference and is designed to provide all exhibitors with maximum exposure. All lunches, breakfast and the Monday Night Cocktail Reception will take place in the center of the exhibit floor.
- g. Please note all desired exhibit space location requests will be considered and accommodated as best possible. The ESP Symposium committee retains the right of final exhibitor space assignment(s).