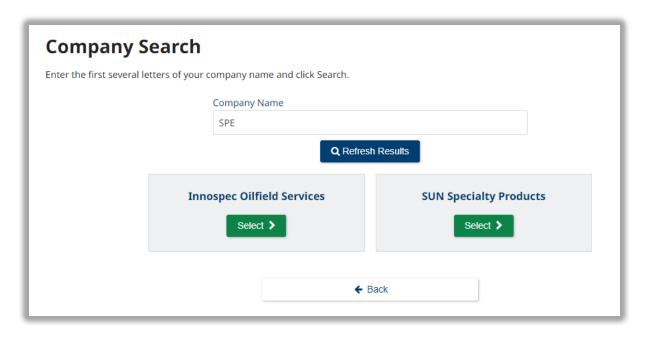
# EXHIBITOR REGISTRATION AND GUEST CARD INVITATION INSTRUCTIONS

# **EXHIBITOR REGISTRATION**

Exhibitor Registration Link: https://registration.experientevent.com/ShowSPE255/flow/exhib



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



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 Paid Exhibitor registrations (up to 2 times the complimentary allotment)

#### Paid Exhibitor Registration Dates/Rates:

- By 6 January USD 400
- 7 Jan 2 February USD 425
- 3 6 February USD 450

Complimentary and paid exhibitor registrations include access to the exhibition – early access to the exhibit floor (1 hour before opening), technical sessions, coffee breaks, lunches (must select lunch shift), reception, and one digital proceedings code (sent to the exhibitor contact).

#### Dashboard

Welcome to your exhibitor registration dashboard for HFTC. From here you may register/manage your group and review financials.

#### Included with your booth space purchase:

Exhibitors receive three (3) complimentary registrations per 100 sq. ft. of exhibit space purchased. Additional exhibitor registrations may be purchased (up to 2 times the complimentary allotment) at the following rates below:

by 6 January USD 400 7 Jan-2 February USD 425 3-6 February USD 450

Please note, the primary contact on your account *is not* automatically registered. Please register all <u>attending</u> personnel below. Please let your exhibiting staff members know that the Exhibits Only registration type is for ATTENDEES. It will not provide them with early access to the booth.

#### 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.
- HFTC 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.

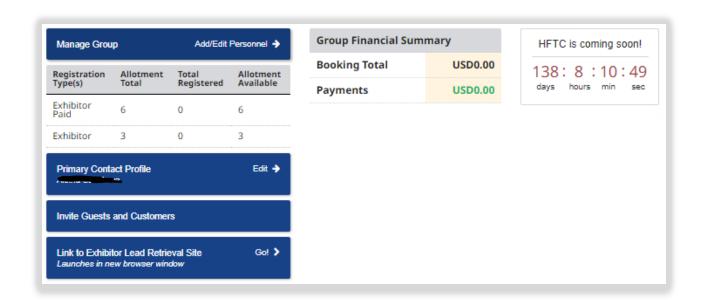
### Consent to Use of Photographic Images:

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 7 January 2025 to qualify for a refund (less a processing fee of USD 150). Please send cancellation requests to <a href="mailto:fracturingexh@maritz.com">fracturingexh@maritz.com</a>. Cancellations received through 7 January 2024 will be processed within 14 business days. Cancellation requests received after 7 January will not be refunded.

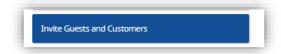
If you have any questions, please contact customer service: 864-699-0901.



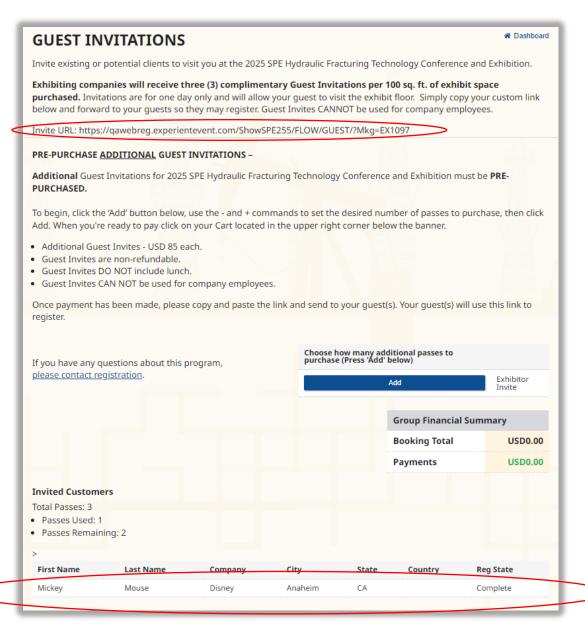
## **GUEST INVITATIONS**

Exhibiting companies will receive three (3) complimentary guest invitations per 100 net sq. ft. of exhibit space purchased. Invitations are for one day only and will allow your guest to access the exhibits floor.

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.)



On the bottom of the guest invitation page, you will be able to see who has redeemed their guest invitation, as well as in-progress guest invitations.

Additional guest invitations can be purchased by selecting add and selecting your quantity.

- Cost of additional guest invitations USD 85 each
- Purchased guest Invitations are non-refundable
- Guest invitations DO NOT include lunch
- Guest invitations are not to be used for your employees/staff or for any other company's employees/staff exhibiting at this show. This policy will be heavily enforced
- Violating the guest invitation terms can result in reimbursement penalty and loss of priority points. Multiple violations can result in an inability to exhibit at future shows

If you have any questions about this program, please contact our <u>SPE Registration Team</u>.

# **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.

## IMPORTANT REMINDERS: HFTC is coming soon! Make your plans today. Guest Invitation registration does not provide access to the technical sessions. Attendance is for the exhibition only. 151:11:35: 5 Guest Invitations <u>are not</u> for the admittance of exhibiting company personnel or students under the age of 18. Registrants will be allowed two free badge reprints. Additional 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 · HFTC 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. 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 Cancellation Policy: Cancellation requests must be received in writing by 7 January 2025 to qualify for a refund. Please send requests by email to HFTC fracturing@maritz.com. Cancellations received through 7 January 2025 will be processed within 14 business days. Cancellation requests received after 7 January will not be refunded. Have you already started an HFTC 2025 registration profile and need to update or finalize your registration? Click Edit Existing Registration or Reservation below. **Full Conference Registration** Have you already started an HFTC 2025 includes a digital proceedings code. registration profile and need to update By registering (or proceeding) you or finalize your registration? Click have read and agreed to adhere

Edit Your Registration below.

**Edit Your Registration** 

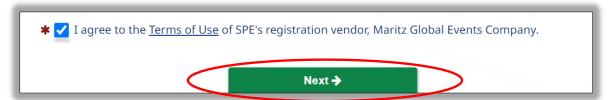
to SPE's Code of conduct.

Register Now!

3. On the "Guest Invitation" registration page, please enter a guest invitation number located at the end of the guest invitation link for the day you will be attending the exhibition. Guest invitations are for one day only. If you receive more than one guest invitations, please redeem one per day. Guest Invitation registration includes access to the exhibition and exhibition floor events for the day registered. Does not include lunch, access to the technical sessions or proceedings.



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



**Please Note:** The Exhibits ONLY registration (available 21 January) 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.