

## Exhibitor Contract

International Petroleum Technology Conference (IPTC)  
 13-15 January 2020 | Dhahran EXPO, Kingdom of Saudi Arabia  
[go.iptcnet.org/exhibit](http://go.iptcnet.org/exhibit)

### Exhibitor Information

Primary Contact:		Exhibit Booth Contact:	
Organisation:			
Job Title:			
Address:			
City:	Zip/Postal Code:	Country:	
Phone:		Mobile:	
Email:			

### Space Requirements

- ☐ Space Only Exhibit (minimum 36 sqm): \_\_\_\_\_ sqm at the rate of USD 650 per sqm = USD \_\_\_\_\_
- ☐ Walk-In Package Exhibit (minimum 9 sqm): \_\_\_\_\_ sqm at the rate of USD 750 per sqm = USD \_\_\_\_\_
- ☐ Outdoor Exhibit (New exhibitors) \_\_\_\_\_ sqm at the rate of USD 250 per sqm = USD \_\_\_\_\_
- ☐ Outdoor Exhibit (Existing exhibitors) \_\_\_\_\_ sqm at the rate of USD 175 per sqm = USD \_\_\_\_\_

\*5% VAT (Kingdom of Saudi Arabia) will be added at the time of invoicing.

Amount in words: \_\_\_\_\_

### Booth Location

1st Preference \_\_\_\_\_ 2nd Preference \_\_\_\_\_ 3rd Preference \_\_\_\_\_

Space will be allocated on a first-come, first-served basis.

I wish to receive the invoice by ☐ Email ☐ Post

Invoice to be addressed to: \_\_\_\_\_

### Payment By Bank Transfer

Bank: **Standard Chartered Bank**  
 Branch: **Level 2, No. 36 Jalan Sultan Ismail 50250 Kuala Lumpur, Malaysia**  
 SWIFT Code: **SCBLMYKXXXX**  
 A/C Name: **International Petroleum Technology Conference, Limited**  
 Bank Account No: **794170061467**

Please include **20IPTC** and organisation name at the time of remittance.

### Payment By Credit Card

Contact IPTC Finance Department:  
 Salman Rathore, +971.4.457.5817, [srathore@iptcnet.org](mailto:srathore@iptcnet.org)

### Confirmation

I hereby submit this contract to confirm exhibit space for the International Petroleum Technology Conference (IPTC) and agree to abide by the policies and procedures outlined in this contract. (For any enquiries, contact Sylvia Ansara, Sales Manager, Sales and Exhibits, at [sansara@iptcnet.org](mailto:sansara@iptcnet.org))

Signature of Authorised Representative	Date
Signature of IPTC Representative	Date

### IPTC Internal Use Only

Contract received	Deposit received	Confirmation notice sent	Full payment received
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## Exhibition Terms and Conditions

### 1. PARTIES

The parties to this contract are International Petroleum Technology Conference (hereinafter "IPTC") and the named company that has applied for and been accepted as an exhibitor at the International Petroleum Technology Conference to be held in Dhahran EXPO, Kingdom of Saudi Arabia (hereinafter "the Exhibitor").

### 2. CONTRACT

The following provisions, plus any additions and amendments thereto (including Exhibit Regulations and the Exhibitor Services Manual) that may be established by IPTC, become binding upon acceptance of this contract between the Exhibitor, its employees and agents, and IPTC.

### 3. CHARACTER

The event is undertaken primarily for the technical education of its attendees. To provide the best possible atmosphere to discuss the technical application of the equipment and services displayed, the Exhibitor agrees as follows:

a) To exhibit only products that 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.

b) To display such products or services in a tasteful manner so as to describe and depict the advantages of using such products or services.

### 4. PAYMENT/CANCELLATION/SPACE REDUCTION/RELOCATION

a) Exhibit space involvement is payable in 50% on submission of the contract to IPTC. The remaining 50% will be paid by 15 July 2019.

b) Space applications will not be assigned without payment. No exhibitor will be allowed to begin move-in operations until full payment and a duly executed contract have been received by IPTC.

c) 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 IPTC.

d) Should the Exhibitor submit a cancellation from the exhibition, the following will apply:

1. If the Exhibitor cancels on or before 1 August 2019, 50% of the invoiced amount will be charged as cancellation fee.
2. If the Exhibitor submits a cancellation on or after 2 August 2019, 100% of the invoiced amount will be charged as cancellation fee.

e) No cancellation shall be acknowledged by IPTC unless it is received in writing. The date of receipt of the cancellation request will be considered as the official date of cancellation.

f) IPTC has the right to resell, re-assign, or dissolve cancelled exhibitor spaces.

g) No-show ruling: If the Exhibitor fails to utilise the exhibit space at the time of build-up/move-in as stipulated in the Exhibitor Services Manual, IPTC reserves the right to consider the space cancelled. Approval of late build-up/move-in requests are at the discretion of IPTC. Should IPTC not be notified in writing of late requests, IPTC shall consider the space cancelled and has the right to act as per Clause 4f.

h) In no event shall either of the parties be liable to the other such party hereunder for any indirect or consequential losses suffered including, but not limited to, loss of profits, loss of revenue, loss of business, or business interruption.

i) The exhibition rates should not be subject to any local or withholding taxes, invoice is to be paid in full.

### 5. EXHIBIT SPACE ASSIGNMENTS

a) Exhibit space is assigned on a first-come, first-served basis. IPTC shall assign the exhibit space for the period of the Exhibition only.

b) Upon official space assignment, the exhibitor will receive a booth Confirmation Notice. Space assigned will be deemed acceptable by the exhibitor unless reflected in writing to IPTC.

c) IPTC reserves the right to change the floor plan at any time and without notice. IPTC 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 IPTC in its sole discretion.

### 6. SUBLETTING SPACE

The Exhibitor shall not assign, sublet, or apportion the whole or any part of the allotted space or exhibit therein, 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 from IPTC.

### 7. ITEMS INCLUDED IN THE COST OF THE EXHIBIT SPACE

Each booth package includes

- Listing on the event website.
- Listing in the on-site conference programme.
- Complimentary exhibitor and visitor registrations (quantity dependent on booth size).
- Two complimentary exhibitor passes per 9 sqm of exhibit space, with admittance to the exhibition, luncheons, coffee breaks, opening and closing ceremony.
- Free invitations (subject to the chosen package) extend to suppliers, customers, and clients to the exhibition only.

### 8. INSURANCE

The Exhibitor, at their own expense, must take out insurance for fire, property, public liability and theft. The insurance must cover the full period of occupancy of the premises by the Exhibitor and its agents and employees.

### 9. EXHIBITOR SERVICES MANUAL

IPTC will send an Exhibitor Services Manual to the Exhibitor's primary contact as listed on the Exhibitor Application Form. Only fully paid exhibitors will receive this manual. The Exhibitor Services Manual will include information relating to participation at the exhibition, including additional exhibitor rules and regulations, official contractor forms, registration forms, exhibitor display rules, additional furniture order forms, etc.

### 10. AMENDMENTS

All matters and questions not specifically covered by the articles in this contract or in the official Exhibit Regulations shall be subject to the decision of IPTC. These matters may be amended at any time by IPTC in the overall best interest of the exhibition and notice thereof shall be binding on the exhibitors equally with the foregoing in this contract.

**Signed and approved on behalf of:**

**Organisation:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**AUTHORISED SIGNATORY**

**COMPANY STAMP**