

Exhibit Space Contract Instructions

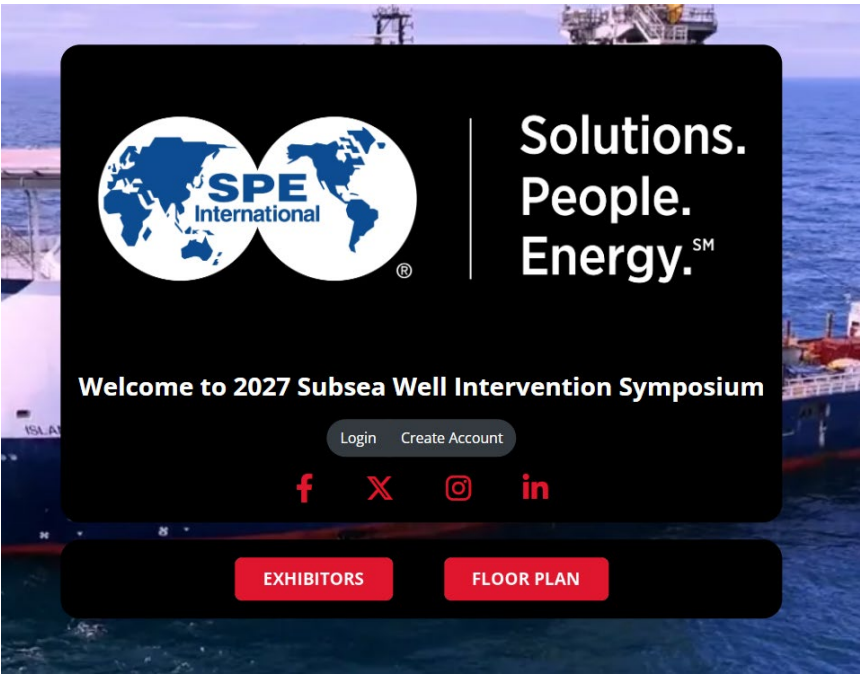
1. Please log in to the [Exhibitor Hub](#) to access the Exhibit Space Contract.

Note: Access to the Exhibitor Portal is limited to your company’s primary, secondary and invoice contacts. If any of these have changed, please contact your sales representative or email spe.events@spe.org so we can update your company’s contacts.

1. If you already have an account in SmallWorldLabs, or if you have previously set up credentials for another SPE event on this platform, **please ensure the email address you’re using to login is associated with the account. If you’re unsure, please contact: spe.events@spe.org.**

2. **New to Small World Labs?**

If you have not yet created a SmallWorldLabs account, select **Create Account** and follow the prompts.



3. **Forgot Password?**

Please note that SmallWorldLabs does not allow multiple accounts to be created with the same email address. If your email address is already associated with an existing account, or if you have forgotten your password, select **Log In**, enter your email address, and click **Forgot Password** to reset your password.



Login

Email

mcastillo@spe.org

Next



Login

Email

mcastillo@spe.org

Password

☐ Remember My Login

Forgot Password/First Time Login

Login

Cancel

4. **Logged in but “No Company Found”?**

If you are logged in and see a **“No Company Found”** message at the top of the page, even though you are listed as the primary, secondary, or invoice contact, click **Home** from the main menu. Then, scroll down to the **Organization Admin** box, enter your company’s name, and click **Join Company**.

UNABLE TO SEE YOUR COMPANY IN THE EXHIBITOR HUB?

If you are logged in and cannot locate your company in the Exhibitor Hub, or if you see a "No Company Found" message at the top of the page, search for your company in the **Admin Organization** section below and click **Join Company** to associate your account with your company.

ORGANIZATION ADMIN

Company Lookup

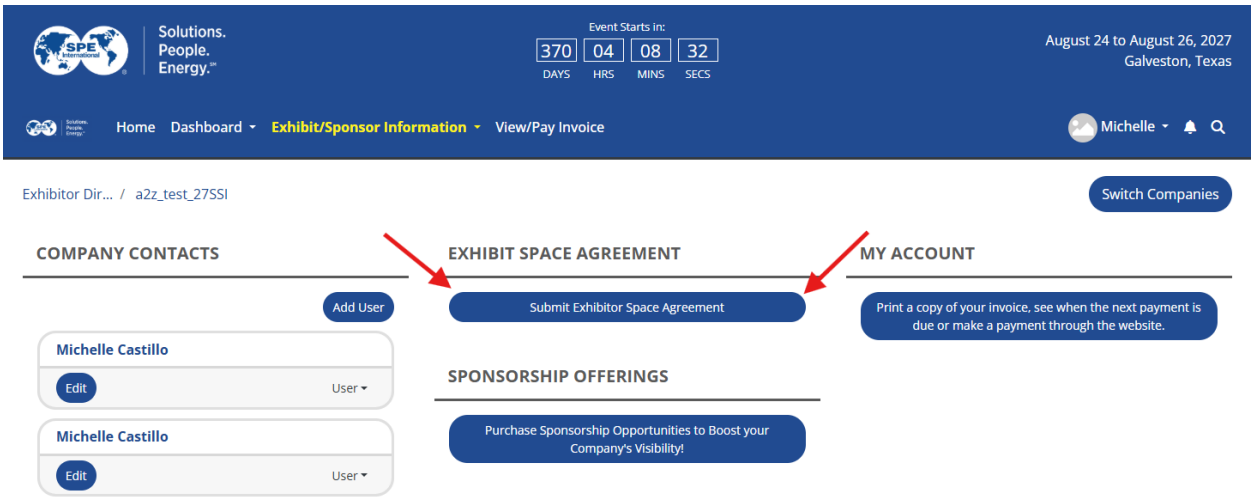
Search for your company by name.

Join Company

2. Once logged in, hover over “Exhibit/Sponsor Information” and select “Exhibitor Hub.”



3. Click the blue button under **Exhibit Space Agreement** to access the **Exhibit Space Contract**. Once the **Sponsorship Gallery** is live, you will also be able to access it under **Sponsorship Offerings**.



Please complete all required fields, then read and acknowledge the Terms and Conditions before submitting your Exhibit Space Contract.

Booth Space Application

This is an application for exhibit space at the 2027 SPE Subsea Well Intervention Symposium in Galveston, Texas, ("Event"), which will become a binding agreement ("Agreement") if the potential exhibitor satisfies the Society of Petroleum Engineers ("SPE") exhibitor requirements and if such application is accepted by SPE. We, the undersigned company (the "Exhibitor") hereby makes application to participate as an exhibitor in the Event. We request SPE to reserve exhibit space for our use at the Event. We understand that specific booths will be assigned on a first-come, first-served basis.

Payment Terms:

50% Deposit due with Exhibit Space Contract for contracts received on or before May 26, 2027
100% due with Exhibit Space Contract for contracts received on or after May 27, 2027

Agreements submitted without payment will not be assigned.

Company Info

Click "Edit" to update if this information is incorrect.

a2z_test_27SSI
222 Palisades Creek Dr
Richardson, TX 75080
United States
111-111-1111
www.spe.org

Edit

Application Info

A minimum of 100 square feet must be purchased.

- Booth Space is priced at USD 40 per sq. ft.
- All booths in increments of 10' x 10'.

Exhibit space configuration must be acceptable to SPE.

Preferred Booth Locations: If booth selections are not available, SPE reserves the right to place the exhibitor in a like configuration in the best available location.

Exhibiting As Name

How you would like your company name to appear

Width (ft.)*

Width

Length (ft.)*

Length

Area (sq. ft.)

Booth Area

Sponsor-Advertiser

☐ Please email sales@spe.org for additional information.

Booth Configuration*

☐ Island

☐ Peninsula

☐ Perimeter(Linear)

☐ Linear

First Booth Choice

Click here to select on map

Second Booth Choice

Click here to select on map

Third Booth Choice

Click here to select on map

Please select what is more important to you when considering your booth location

☐ Corner

☐ Location

Special Instructions

Additional notes for show management

Important: Your booth space will not be confirmed until payment has been received.

If you have any questions or need assistance, please contact us at sales@spe.org or spe.events@spe.org.