



Exhibition and Sponsorship Opportunities

Sponsoring or exhibiting at this prestigious event provides an excellent opportunity to gain maximum exposure to a highly targeted audience of industry professionals who will be looking to shortlist potential suppliers and consultants for their own projects. While providing an excellent branding and marketing opportunity, your support also helps SPE offset the costs of producing the workshop allowing us to keep registration prices low and so making it possible for participants from all over the world to attend.

Exhibiting

Package: £1,200

- Table-top display area (3m x 2m) including 1 table, 2 chairs, and 1 x electrical socket (Please bring a pop-up stand or freestanding banner that will fit within the space provided.)
- One complimentary full delegate registration for the workshop
- Company name listed on the workshop website with link to exhibitor's website

Sponsorship - ALL sponsorship packages include the following benefits:

- Recognition in workshop brochure (sponsorship must be confirmed before brochure deadline)
- Logo on event website with link to sponsor's website
- Recognition on sponsor page of onsite delegate pack given to all attendees upon arrival
- Company name and logo included in thank you slide displayed in meeting room during all breaks
- One item of company literature on sponsor table within the event

Plus ONE of the following sponsorship options:

Registration: £3,000

- Includes exclusive distribution of sponsor branded lanyard to all attendees
- Table at registration for sponsor's literature and two giveaway items provided by sponsor (subject to SPE approval)
- Company logo displayed on signage at workshop
- Two complimentary full delegate registrations
- Company flyer / insert included in delegate pack

Audio/Visual: £1,750

- Includes exclusive distribution of computer accessory / item with sponsor logo provided by sponsor for all attendees (subject to SPE approval)
- Company logo displayed on signage at workshop
- One complimentary full delegate registration
- Company flyer / insert included in delegate pack

Materials: £1,500

- Includes exclusive distribution of stationary item with sponsor logo provided by sponsor for all attendees (subject to SPE approval)
- Company logo displayed on signage at workshop
- One complimentary full delegate registration
- Company flyer / insert included in delegate pack



SPE Workshop on
Norwegian Arctic Subsurface and Drilling Challenges
9 – 10 March 2016
Harstad, Norway | Harstad Kulturhus

Coffee Breaks: £1,750

- Includes coffee, tea, soft drinks, and snacks for morning and afternoon breaks over two days
- Item with sponsor logo provided by sponsor for all attendees (subject to SPE approval)
- Company logo displayed on signage at workshop
- One complimentary full delegate registration for exclusive Coffee Break sponsor
- Company flyer / insert included in delegate pack

Lunches: £2,250

- Includes lunches for all attendees for two days
- Item with sponsor logo provided by sponsor for all attendees (subject to SPE approval)
- Company logo displayed on signage at workshop
- One complimentary full delegate registration for exclusive Lunch Break sponsor
- Company flyer / insert included in delegate pack

“Searching for the Northern Lights” Tour: £3,000

The workshop reception will take place at a unique outdoor venue – Camp Aurora – to witness the spectacular Northern Lights. Guides will provide information about the aurora. Package includes:

- Coach transfer from workshop venue and back
- Includes cocktail (served in a glass made of ice) plus alcoholic, non-alcoholic, and hot drinks
- Company logo projected on snow at the outdoor reception venue
- Company logo on signage at the workshop
- One complimentary full delegate registration
- Item with sponsor logo provided by sponsor for all attendees at the workshop (subject to SPE approval)
- Company flyer / insert included in workshop delegate pack

Dinner: £3,750

- Plated dinner for all attendees will take place after the welcome reception in Harstad.
- Item with sponsor logo provided by sponsor for all attendees (subject to SPE approval)
- Company logo displayed on signage at workshop
- Two complimentary full delegate registrations
- Company flyer / insert included in delegate pack

Contributing Event: £1,000 See “All sponsorship packages include” above for details

To discuss any of these options in more depth, or to make a booking, please contact:

Dean Guest Sales Manager – Events, Europe, Society of Petroleum Engineers
T: +44 (0) 207 299 3300 E: dguest@spe.org



Exhibiting and Sponsorship Contract

Please complete the form below if your company would like to book an exhibition or sponsorship opportunity. Both exhibition and sponsorship packages will be allocated on a “first come, first served” basis:

Company Name:

Contact Person:

Company address (to be used on the invoice):

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Tel:

Fax:

Email:

SIGNATURE: **Date:**

Exhibition or Sponsorship Opportunity chosen (please tick):

_____	Exhibiting: £1,200
_____	Registration: £3,000
_____	Audio/Visual: £1,750
_____	Materials: £1,500
_____	Coffee Break: £1,750
_____	Lunches: £2,250
_____	“Searching for the Northern Lights” Tour: £3,000
_____	Dinner: £3,750
_____	Contributing Event: £1,000

Total Amount:

Is your company registered in the UK? YES/NO

If YES, UK VAT will be added to your invoice (20%)

If NO, does your company hold a EU VAT number

To receive a UK zero rated VAT invoice please provide your EU VAT number and country of registration

Thank you for your generous support. An invoice will be sent to you shortly.



Cancellation Policy

- SPE requires a fifty percent (50%) deposit on all exhibition and sponsorship packages. This deposit must be submitted with the signed Contract in order to secure exhibition space or a sponsorship package and for recognition to begin.
- Upon receipt of a signed Contract and required deposit, SPE will send the exhibitor or sponsor a Confirmation Notice. No confirmation will be sent and no sponsorship will be acknowledged or promoted, either in print or on the SPE official website, until the sponsor has submitted the Sponsorship Contract and required deposit.
- The remaining fifty percent (50%) of the total amount is due thirty (30) days prior to the event. If a participant has contracted exhibition space or a sponsorship package within thirty (30) days of the event, full payment (100%) is required with submittal of the Contract in order to confirm the exhibition space or sponsorship.
- SPE accepts credit cards, cheques, money orders and wire transfers.
- Should an exhibitor or sponsor elect to cancel their confirmed exhibition space or sponsorship, the exhibitor or sponsor shall be responsible for penalties according to the following guidelines:

Company has submitted request and deposit, sponsorship has been confirmed:

1. 25% penalty shall be incurred for a cancellation occurring 90 days prior to the event,
2. 50% penalty shall be incurred for a cancellation occurring 60-89 days prior to the event,
3. 75% penalty shall be assessed for a cancellation occurring 30-60 days prior to the event,
4. 100% penalty shall be assessed for a cancellation occurring within 30 days of the event. No onsite recognition, signage will be provided except for those conference materials that have been printed and cannot be changed before delivery to the conference.

Should an exhibitor or sponsor neglect to provide a balance due payment for a cancellation of exhibition space or sponsorship, SPE has the right to deny the sponsor future exhibiting or sponsorship opportunities.

All cancellations must be presented in writing and will be reviewed and confirmed by SPE Management.