

LETTER OF AGREEMENT TABLETOP EXHIBITION SPACE

Price IADC Member	**€ 2,300,-** ***IADC Global Membership is mandatory for booking an exhibition space at an IADC event (Chapter membership not eligible for exhibition). Details can be found at IADC Membership***
Size	Tabletop exhibition space 2 x 3 meters, maximum height 2,5 meters.
Standard Package	1 power socket 13 amp/230 V, 1 table, 2 chairs per 6 square meters
Complimentary Registrations	**2** (Including admission to the conference & exhibition, coffee breaks, luncheons, reception, and access to the conference proceedings)
Discounted Registrations at 50% (Discounted fee: €388 regular fee: €750)	**2** (Including admission to the conference & exhibition, coffee breaks, luncheons, reception, and access to the conference proceedings)
Conference Programme	Company name printed on conference (onsite) programme
IADC Website	Company name on website with link to exhibitor website
Exposure	Coffee breaks and opening reception will take place in exhibition area. The exhibition will be visited by conference participants only. Non-conference attendees are not allowed to enter the exhibition area.

I confirm reservation of stand number: 1st choice_____ 2nd choice _____
Exhibit space is being allocated on a first come, first served basis! We advise you to send in your contract and payment as soon as possible.

Exhibitor Name on Marketing Materials:_____

Company Website:_____

Billing Company:_____

Contact:_____ Job Title: _____

Office Address:_____ E-mail :_____

City:_____State:_____ZIP:_____Country:_____

Office Number:_____Mobile Number:_____

I hereby declare to understand and agree with the IADC Exhibition Terms & Conditions on the following page:

Date:_____ **Name:**_____ **Signature**: _____

Payment information: Wire Transfers or Credit Cards are acceptable. Payment must be done upon receipt of the invoice. Space applications will be confirmed after receiving the signed letter of agreement and payment of the invoice. We will include your company in all marketing activities after receiving payment.

Please check the payment method of your choice:

- ❒ Credit Card
- ❒ Wire Transfer

CREDIT CARD PAYMENT

Credit Card Number:.....Exp.Date:.....CVV:.....

Cardholder Name:.....E-mail:.....

Cardholder Address:.....

City:.....State:.....ZIP.....Country:.....

Phone:.....Signature:.....

WIRE TRANSFER

Banking information for payment will be provided on the invoice issued by IADC.

IADC EXHIBITION TERMS & CONDITIONS

1. Parties
The parties referred to in this contract are the International Association of Drilling Contractors (hereinafter "IADC") and the named company that has applied for and been accepted as an exhibitor at an IADC event (hereinafter "Exhibitor").

2. Contract
The following provisions, plus any additions and amendments thereto that may be established by IADC, become binding upon acceptance of this contract between the Exhibitor, its employees, agents, and IADC.

3. Payment/Cancellation/Space Reduction
a. Applications for exhibit space will be invoiced 100% and are payable in full on receipt of invoice.
b. Space applications will be confirmed after receiving the signed letter of agreement and payment of the invoice. No exhibitor will be allowed to begin move-in operations until full payment and a duly executed contract has been received by IADC.
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 IADC.
d. Should the Exhibitor submit a cancellation from the exhibition, the following will apply:

Date of Cancellation	***Cancellation Fee: % of Exhibition Booth(s)***
Date of signature to 61 days prior	50%
From 60 days to 0 days prior	100%

1. If the Exhibitor submits a cancellation between the time of application and 61 days before the first conference day, the Exhibitor will receive a 50% refund for the exhibition booth(s).
2. No refunds will be granted within 60 days of the first conference day.

e. No cancellation shall be acknowledged by IADC unless it is received in writing. The date on which the notice of cancellation is received by IADC will be the official date of cancellation.
f. Upon receipt by IADC of the Exhibitor's notification of cancellation, IADC has the right to resell the space vacated.
g. Upon justified cancellation of the conference by the hotel or IADC, the Exhibitor shall receive a 75% reimbursement and no further claim for damages.

4. Exhibit Space Assignments
a. Space is assigned on a first-come, first-served basis at the sole discretion of IADC.
b. Upon official space assignment, the Exhibitors will receive a confirmation notice together with an invoice or receipt.

5. Display regulations
a. Exhibitor is not allowed to use glue, tape, nails, screws, clamps or similar instrument to affix material or objects on walls, floors or ceilings of the facility or exhibition walls. No decoration material or other object can be brought in or put up without hotel's expressly granted prior permission. All decoration shall conform to the currently valid fire – protection regulations.
b. IADC is to be informed of material which the client would like to bring onto the hotel's property that is against Hotel Fire Safety rules or that and jeoparadize the hotel's usual standards of governing materials & conduct of exhibitors within the hotel. The hotel reserves the right to sign an extra contract with the Exhibitor.
c. The hotel may charge client the cost of waste removal for any material left behind on the property of the hotel after the event.

6. Equipment
a. IADC will provide the Exhibitor with contact details of the local exhibition contractor. Additional equipment not mentioned within the IADC exhibition package offered for the particular event can be ordered and paid for directly with this contactor.
b. IADC is not liable for damage from the use and/or the operation of equipment owned by or rented by the Exhibitor. IADC shall not in any way be liable for damage stemming from the use and/or the operation of equipment owned by or rented by the Exhibitor.

7. Subletting
The Exhibitor shall not assign, sublet, or apportion the whole or any part of the contracted space or exhibit, nor permit any other person or party to exhibit any other goods, apparatus, etc. not manufactured or distributed by the Exhibitor in the regular course of business, except upon prior written consent from IADC.

8. Food & Beverage
IADC offers the coffee breaks, snacks, luncheons and the welcoming reception complimentary for all conference delegates. Please note that it is IADC's policy that exhibitors cannot use their exhibition space as catering points. IADC has carefully laid out the different coffee and food stations in the exhibition area and has contracts with the venue for the F&B catering.

9. Responsibility
a. The Exhibitor is liable for any damage caused to exhibition building, floors, walls, columns standard booth equipment or other exhibitors' property. Exhibitor may not apply paint, lacquer, adhesive or any other coating to building columns and floors, or to standard booth equipment.
b. Screwing, drilling, painting or nailing any frame and/or existing panel of the standard shell scheme is not allowed. Exhibitor should not use any adhesive medium except Velcro. It is the Exhibitor's responsibility to remove all Velcro before vacating at the end of the exhibition. Failure to comply with any of the above will result in an extra cost to the Exhibitor.
c. IADC may review, exclude, modify, remove or require Exhibitor to modify or remove any exhibits, Exhibitor personnel (e.g., employees, agents, invitees, etc.) or Exhibitor materials or activities (e.g., costumes, décor, music, paraphernalia, fliers, method of operation, conduct, etc.) that, in its sole discretion, is unsuitable, dangerous, or objectionable for the Exhibition.
d. The organiser accepts no responsibility for damage to or loss of exhibitor property. IADC does not accept responsibility for damage to booths or damage or loss of any property in any booth or anywhere else at the Exhibition, or in the course of its delivery or removal from any cause whatsoever. Exhibitors are advised to insure against these risks.
e. The Exhibitor must take into consideration the fire and safety policy of the premise.

10. IADC Exhibition policy:
Exhibitions at IADC events will be limited to showcasing products and services that advance technology, competency or HSE. Exhibitions centered on recruitment or employment may not take place at IADC events.

The exhibition will be visited primarily by conference attendees during coffee breaks, luncheon and opening reception. Non-Conference attendees are not allowed in the exhibition area.

11. Change of Floor Plan or Space Assignment
IADC reserves the right to change the floor plan design without notice. IADC may also move the Exhibitor to another location prior to or during the show, if such change is deemed to be in the best interest of the exhibition by IADC.

12. Insurance
The Exhibitor, at its 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.

13. Amendments
All matters and questions not specifically covered by the article in this contract shall be subject to the decision of IADC. The matters may be amended at any time by IADC in the overall best interest of the exhibition and notice thereof shall be binding on the exhibitors equally with the foregoing in this contract.

14. Complaints
IADC checks your exhibition stand when installed. Exhibitor needs to report any defect or missing items to IADC so IADC can take action if required. Any complaints received after the event cannot be addressed.

15. Choice of Law
Governing law shall be U.S. law, State of Texas.

16. Dispute Resolutions
Parties agree to arbitration of dispute in Houston, Texas, USA.

Completed forms can be returned to: europe@iadc.org, Phone: +31 24 675 2252