LETTER OF AGREEMENT EXHIBITION SPACE
IADC/SPE MPD & UBO Conference & Exhibition
28-29 September 2027, Westin Galleria Dallas

Price	**$2,250** (*IADC Membership is required for booking an exhibition space at this event. Non-members will receive an $200 discount on their IADC Membership when booking exhibition space).*
Specifications	10' x 10' space, 1 table, 2 chairs, access to electricity
Complimentary Registrations	1 (Including admission to the conference & exhibition, coffee breaks, luncheons, reception, and access to the conference proceedings)
Discounted Registrations at 50% (Discounted fee: $375, regular fee: $750)	2 (Including admission to the conference & exhibition, coffee breaks, luncheons, reception, and access to the conference proceedings)
Advertising	Company name printed on conference (onsite) program, Company name on conference website and future email promotions with link to exhibitor website
Exposure	Coffee breaks and reception will take place in exhibition area. The exhibition will be visited by registered conference participants only. Non-conference attendees are not allowed to enter the exhibition area.

I confirm reservation of space: **1st choice**_____ **2nd choice** _____
Competitors: _____
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: _____

E-mail :_____Office Address:_____

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 at the time of reservation. Space applications will be confirmed after receiving the signed letter of agreement and payment. We will include your company in all marketing activities after receiving payment.

Please check the payment method of your choice: ❒ Wire Transfer ***Credit Card:*** ❒ MasterCard ❒ Visa ❒ AMEX

CREDIT CARD PAYMENT

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

Cardholder Name:……E-mail:……

Cardholder Address:……

City:……State:……ZIP……Country:……

Phone:……Signature:……

WIRE TRANSFER INFORMATION

Capital One Bank N.A, 5444 Westheimer Rd, Ste 600, Houston, TX 77056
Account Name: International Association of Drilling Contractors
Account # 1537847421

Domestic U.S. Wires	**International Wires**
Domestic/ABA: 111901014	SWIFT Code: HIBKUS44
ACH, EFT & Checks: 113024915	

*Please specify "**MP27 + the name of the attendee"** on the bank draft form and include a $20 processing fee for all wire transfer payments.*

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. No refunds for cancellations will be issued.
d. After space has been confirmed and accepted, a reduction in space will be governed by the policies as outlined below. Reduction in space can result in relocation of exhibit space at the discretion of IADC.

Date of Reduction in space	***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 reduction between the time of application and 61 days before the first conference day, the Exhibitor will receive a 50% refund for the unwanted 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. No refunds for cancellations will be issued.
f. Upon receipt by IADC of the Exhibitor's notification of cancellation, IADC has the right to resell the space vacated.

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.

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
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 registered conference attendees. Please note that it is IADC's policy that exhibitors cannot use their exhibition space as catering points. IADC has carefully laid out the coffee and food stations in the exhibition area and has contracts with the venue for the 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 is not allowed. 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 centred 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 area during setup. 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.

Return completed forms to: lori.gagula@iadc.org, Phone: +1.713.292.1945 x325