



# LETTER OF AGREEMENT TABLE TOP EXHIBITION SPACE

## IADC World Drilling 2020 Conference & Exhibition

8-9 December 2020, Virtual Event

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Price IADC Member</b>                                                                | € 2,500,- (IADC Membership is mandatory for booking an exhibition space at this event. Non-members will receive an USD 200 discount on their <a href="#">IADC Membership</a> when booking exhibition space).                                                                                                                                       |
| <b>Standard Package</b>                                                                 | The landing page would include Company Name, Company Logo, Company Details, Company Bio, Key Products, Embedded Videos, Google Map, Easy buttons for Call/Email/Website and Links to Company social media pages. You can view a sample at <a href="http://www.iadc.org/exhibitor-your-company-name/">www.iadc.org/exhibitor-your-company-name/</a> |
| <b>Complimentary Registrations</b>                                                      | 2 (Including admission to the online conference & exhibition, and access to the conference proceedings)                                                                                                                                                                                                                                            |
| <b>Discounted Registrations at 50%</b><br>(Discounted fee: € 400, regular fee: € 800,-) | 2 (Including admission to the online conference & exhibition, and access to the conference proceedings)                                                                                                                                                                                                                                            |
| <b>IADC Website</b>                                                                     | Company name on website with link to exhibitor website                                                                                                                                                                                                                                                                                             |

**I confirm reservation of exhibition landing page.**

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 Fascia and 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:**  Wire Transfer **Credit Card:**  MasterCard  Visa  AMEX

|                                                                                                                                                                                                         |                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <b>CREDIT CARD PAYMENT</b>                                                                                                                                                                              | Credit Card Number:.....Exp.Date:.....CVV:.....                      |
|                                                                                                                                                                                                         | Cardholder Name:.....E-mail:.....                                    |
|                                                                                                                                                                                                         | Cardholder Address:.....                                             |
|                                                                                                                                                                                                         | City:.....State:.....ZIP.....Country:.....                           |
|                                                                                                                                                                                                         | Phone:.....Signature:.....                                           |
| <b>WIRE TRANSFER</b>                                                                                                                                                                                    | <b>IADC, the Netherlands</b>                                         |
|                                                                                                                                                                                                         | Rabobank Nijmegen, PO Box 144, 6500 AC Nijmegen, the Netherlands     |
|                                                                                                                                                                                                         | Acct. Name: In-Act Marketing & Organization, inzake IADC Netherlands |
|                                                                                                                                                                                                         | Acct. No. 1358.53.206                                                |
|                                                                                                                                                                                                         | Bankcode 1378                                                        |
|                                                                                                                                                                                                         | Swiftcode: RABONL2U                                                  |
| Ibannumber: NL38RABO0135853206                                                                                                                                                                          |                                                                      |
| VAT: NL8561.55.809.B01                                                                                                                                                                                  |                                                                      |
| <b>Please assist us in tracking your payment by including the word "Exhibition" and referencing "WD20" on your bank draft form and include a 20 Euro processing fee for all wire transfer payments.</b> |                                                                      |



# 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

- Applications for exhibit space will be invoiced 100% and are payable in full on receipt of invoice.
- 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.
- No refunds for cancellations will be issued.
- 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**

Date of signature to 61 days prior

From 60 days to 0 days prior

### **Fee: % of Exhibition Booth(s)**

50%

100%

- 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).
  - No refunds will be granted within 60 days of the first conference day.
- 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.
  - Upon receipt by IADC of the Exhibitor's notification of cancellation, IADC has the right to resell the space vacated.

## 4. Exhibit Space Assignments

- Space is assigned on a first-come, first-served basis at the sole discretion of IADC.
- Upon official space assignment, the Exhibitors will receive a confirmation notice.

## 5. 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.

## 6. 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.

## 7. 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.

## 8. Choice of Law

Governing law shall be U.S. law, State of Texas.

## 9. Dispute Resolutions

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

**Completed forms can be returned to: [europa@iadc.org](mailto:europa@iadc.org), Phone: +31.24.675.2252**