



LETTER OF AGREEMENT VIRTUAL EXHIBITION

IADC Drilling Caspian 2021 Conference & Exhibition

Price	USD 500
Standard package	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 https://www.iadc.org/exhibitor-your-company-name/
Complimentary/Free Registrations	1 (Including admission to the virtual conference & exhibition and access to the conference proceedings)
IADC Website	Company name on website with link to exhibitor website

Exhibit landing page 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: _____

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

CREDIT CARD PAYMENT	Credit Card Number:.....Exp.Date:.....CVV:..... Cardholder Name:.....E-mail:..... Cardholder Address:..... City:.....State:.....ZIP.....Country:..... Phone:.....Signature:.....
WIRE TRANSFER	IADC, the Netherlands 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

Please assist us in tracking your payment by including the word "Exhibition" and referencing "CS21" on your bank draft form and include a 20 Euro 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. 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

Date of signature to 61 days prior
From 60 days to 0 days prior

Cancellation Fee: % of Exhibition Booth(s)

50%
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.

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, Phone: +31.24.675.2252