

# Exhibition Space Application Contract

Please enter details or attach business card: If invoice address is different from below, please provide details in 'Notes' section

First Name: .....  
 Last Name: .....  
 Job Title: .....  
 Company: .....  
 Address: .....  
 Town/City: ..... Postcode: .....  
 Country: .....  
 Tel: ..... Fax: .....  
 e-mail: .....  
 Company VAT Registration number: .....



29th June – 3rd July 2008  
 IFEMA Feria de Madrid  
 Madrid, Spain  
 www.19wpc.com

I would like to book the following: (please tick all appropriate boxes)

**GBOC – WPC National Committee Allocation** 9 sq.m. @ FOC = € Free Of Charge  
 Includes: rear and side walls, aisle cleaning and pavilion security, carpet, fascia with company name, 1 table, 2 chairs, 3 wall shelves, storeroom with lockable door, electricity connection, spot lights, listing & description in the Exhibition Catalogue and listing in the 19th WPC Website.

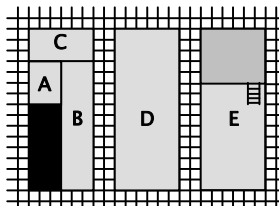
**Additional space:**

**SPACE ONLY** (Minimum 18 sq.m.) ..... sq.m. @ € 395 = € .....  
 Includes: space, aisle cleaning and pavilion security, listing & description in the Exhibition Catalogue and listing in the 19th WPC Website.

**EQUIPPED SPACE** (Minimum 12 sq.m.) ..... sq.m. @ € 473 = € .....  
 Includes: rear and side walls, aisle cleaning and pavilion security, carpet, fascia with company name, 1 table, 2 chairs, 3 wall shelves, storeroom with lockable door, electricity connection, spot lights, listing & description in the Exhibition Catalogue and listing in the 19th WPC Website.

**Stand Configuration:**

- A – inline** (open to 1 aisle) no surcharge
- B – corner** (open to 2 aisles – min 24m<sup>2</sup>) + 10% on space only rate
- C – peninsular** (open to 3 aisles – min 50 m<sup>2</sup>) + 15% on space only rate
- D – island** (open to 4 aisles – min 100m<sup>2</sup>) + 20% on space only rate
- E – double-decker** (by request only) + 50% of space covered



= € .....  
 = € .....  
 = € .....  
 = € .....  
 = € .....

**Stand Sharing Companies:** ..... companies @ € 595 = € .....

NOTE: The applicant must provide ITE with the name of each stand sharer no later than 90 days prior to the event.  
 Includes: listing & description in Exhibition Catalogue and 19th WPC website (per company)

**SUB-TOTAL** = € .....

**+VAT @ 16%** = € .....

**TOTAL COST** = € .....

Please send me further details about (please tick all appropriate boxes)

- Custom-build stand service  Event Guide advertising  Event sponsorship options

Notes:

**PAYMENT SCHEDULE:**  
 100% with Application Contract

**BANK DETAILS:**  
 Bank: LA CAIXA  
 Account Name: COMUPET MADRID 2008 S.L.  
 Account Number: 2100-2931-96-0200139341  
 IBAN ES24 2100 2931 9602 0013 9341  
 BIC / SWIFT Code CAIXESBBXXX

We hereby confirm our participation at the World Petroleum Exhibition alongside the 19th World Petroleum Congress and we confirm that we have been supplied with the Terms and Conditions, which form part of this contract. We have read the Terms and Conditions and confirm our acceptance of these. The execution of this contract and its receipt by ITE is deemed conclusive evidence of the Applicant's agreement to pay the full fees due. Where more than one exhibitor will share a stand in respect of which this contract is made ("stand sharers"), the Applicant, acting as agent for each stand sharer, shall ensure that each stand sharer is bound by the terms and conditions overleaf. The Applicant shall be liable to pay any additional charges due in respect of any stand sharer. The person signing this contract is deemed authorised to do so.

Print Name: ..... Authorised Signature: .....  
 Position: ..... Date: ..... / ..... / 20.....

**Next steps...** Thank you for completing your space application contract. We will process your order and issue an invoice. Your deposit payment must be returned upon receipt of invoice



PLEASE COMPLETE AND RETURN SIGNED APPLICATION FORML (INCLUDING TERMS AND CONDITIONS) TO:

ITE Group PLC – Official Sales Agent of the 19th World Petroleum Congress  
 105 Salusbury Road, London NW6 6RG, UK  
 Tel: +44 (0) 207 596 5136 – Fax: +44 (0) 207 596 5106 – E-Mail: exhibition@19wpc.com

# EXHIBITION SPACE APPLICATION CONTRACT

## TERMS AND CONDITIONS

### Art. 1.– Definitions

In relation to the terminology used in the present Conditions, the term "Exhibition" refers to the World Petroleum Exhibition alongside the 19th World Petroleum Congress (19th WPC). The term "Exhibitor" includes any natural person or legal entity to which space has been allocated at the Exhibition. The term "Organiser" refers to COMUPET MADRID 2008 S.L., the entity that organises the Exhibition. The term "IFEMA" designates the Feria de Madrid Institution, as proprietor of the venue Feria de Madrid.

### Art. 2.– Acceptance of Conditions for Participation

These rules are applicable and obligatory for all Exhibitors who participate in the Exhibition. All the entities or individuals that wish to participate as exhibitors at the Exhibition hereby accept the present Conditions, which form a constituent part of the exhibition contract. Said conditions are competency of the Organiser.

### Art. 3.– Compliance of third parties

The instant Rules for Events in the Conventions Centre are obligatory for Exhibitors, as well as for the companies they may contract or subcontract and any collaborating companies which, as a consequence of the Event, may carry out work or provide services on behalf of the Exhibitors. Consequently, said Exhibitors undertake to communicate these general Terms and Conditions to said contractors, subcontractors or collaborators to the extent in which the work or services they must carry out may affect them.

### Art. 4.– Insurance

The Organiser has subscribed Civil Liability and "Multi-Fair" (fire, lightning and/or explosion) insurance for exhibited goods and own or leased decorative material, on behalf of Exhibitors. This Insurance is compulsory and will be invoiced to the exhibitor. Further details will follow in the Exhibitors Manual. In no event may Exhibitors claim responsibilities to the Organiser, nor to IFEMA Management, for loss of or damage to goods and objects located on their stands, regardless of the nature thereof.

### Art. 5.– Basic Electricity Consumption

The basic electricity consumption (130W/sqm) is compulsory and will be invoiced to the exhibitor. Further details will follow in the Exhibitors Manual

### Art. 6.– Exhibitor Entrance and Exit Schedule

Access to Feria de Madrid will be allowed through the entrances indicated by IFEMA. Access to halls will be allowed through the entrances indicated either by the Organiser or by IFEMA, as the case may be. All personnel bearing Exhibitor passes issued by the Organiser may enter the exhibition halls and other areas occupied by the Exhibition as of thirty minutes before the scheduled opening time and may not remain in the Centre more than thirty minutes after the daily closing time.

### Art. 7.– Conduct at the Exhibition

For the duration of the Exhibit Period, Exhibitors agree to procure that they and their employees, agents or stand sharers shall not:

- adopt unusual promotional plans without the approval of The Organiser
- obstruct the view of or otherwise distract adjacent exhibits by the arrangement or operation of sound, lighting or other equipment
- conduct any lottery, raffles, donations or other promotions in their allocated space without the prior consent of The Organiser
- remove their stand from the Exhibition prior to the termination of the Exhibition
- operate in any manner objectionable to other exhibitors or to The Organiser

In any event, the Exhibitor hereby agrees to abide by and to ensure that its employees, agents or stand sharers will abide by the rules and regulations of the Exhibition that will be provided to the Exhibitor prior to the Exhibition. If the Exhibitor or its employees, agents or stand sharers act in breach of this clause then The Organiser may, without prejudice to any other remedy available, refuse such person entrance to the Exhibition or require such person to remove himself and his Exhibit from the Exhibition. In such an event, it is acknowledged that no refund of any monies paid to The Organiser in connection with this agreement will be made available.

### Art. 8.– Payments

The Exhibitor must pay to the Organiser the total amount set out overleaf in accordance with the agreed payment schedule. If any payment is not made by the Exhibitor in accordance with the agreed payment schedule, the Organiser may, in its absolute discretion, terminate this Exhibition Contract and resell or otherwise use the space allocated to the Exhibitor. In such circumstances: a) the Exhibitor shall be liable to reimburse the Organiser's costs and expenses arising directly or indirectly as a result of such failure to pay; and b) the Exhibitor shall not be entitled to a refund of any moneys paid in respect of this Exhibition Contract, and shall remain liable to pay to the Organiser all moneys owing as at the date of termination, plus the next instalment amount due for payment by the Exhibitor.

### Art. 9.– Cancellation

If the Exhibitor wishes to cancel its participation in the Exhibition or reduce the size of its allocated space, written notice must be given in writing to the Organiser. In the event of such cancellation or reduction in size, the Organiser is entitled to a withdrawal fee equal to the amount of all moneys paid or payable by the Exhibitor to the Organiser before the date of termination, plus the next instalment amount due for payment by the Exhibitor. This withdrawal fee is a genuine pre-estimate of costs, loss and damage incurred by the Organiser as a result of the Exhibitor's withdrawal. Payment instalments received by the Organiser from the Exhibitor for any allocated space that has been reduced in size cannot be offset against future payment instalments that are required to be made by the Exhibitor for the smaller space retained.

**Important:** Please sign and return to ITE together with your Space Application Contract.

I hereby confirm that I have received and agree to comply by the terms and conditions set out above.

### Art. 10.– Force Majeure

The Organiser will not be liable for loss, damage or delay resulting from acts of war, civil commotion, strikes or lockouts, shortage of labour, default or failure of suppliers, government action, intervention, law or regulation, military activity, SARS, act of God, fire, flood or any other circumstances beyond The Organiser's reasonable control which shall make it impossible or inadvisable for the Exhibition to be held at the time and place provided, as well as if the attendance at the Exhibition is adversely impacted by any of the events or causes nominated by this clause. In all such circumstances The Organiser reserves the right to re-schedule the Exhibition at another date and/or at any alternative site, and shall be entitled to retain all the moneys paid by the Exhibitor.

### Art. 11.– Exclusion and Limitation of Liability

The Organiser specifically excludes any liability to the Exhibitor in relation to:

- any difference between estimated and actual number of visitors, exhibitors, delegates and/or sponsors of the 19th WPC and Exhibition
- injury to or death of any person, damage to any Exhibitor property, and any indirect, special, economic or consequential loss or damage or loss of revenue, profits, goodwill, bargain or opportunities or loss of anticipated savings incurred or suffered by the Exhibitor
- the actions or omissions of freight shipment contractors (transport, handling and clearing) , and any errors or omissions on copy prepared and submitted by a third party in connection with the Exhibition
- the theft or loss of any equipment or personal effects of the Exhibitor, its employees, agents, contractors, invitees or stand sharers (whether or not security staff are present at the Exhibition)

Without limitation to any other provision herein the aggregate liability of The Organiser to any Exhibitor will not exceed the total amount payable by the Exhibitor under this Exhibition Contract, in relation to the performance of this Exhibition Contract, to any activity contemplated by this Exhibition Contract, or to the Exhibitor's participation in the Exhibition, whether for breach of contract, tort (including for negligence) or under any statute or otherwise.

### Art. 12.– Discretion of the Organiser

The Organiser may, in its absolute discretion, refuse an Exhibitor application or cancel an Exhibition Contract. The Organiser may also, after consultation of the Exhibitor, relocate an Exhibitor's stand or amend the Exhibition floor plan at any time, in the interests of maximising the success of the Exhibition.

### Art. 13.– Indemnity

The Exhibitor indemnifies the Organiser against all claims, damages, losses and costs that the Organiser may in any way be subject to as a result of any loss or injury arising to any person, including other exhibitors, members of the public, Exhibition staff, agents and contractors howsoever caused arising out of any act or default of the Exhibitor (including its officers, employees and agents) in connection with its participation in the Exhibition.

### Art. 14.– Exhibitor's Direct or Indirect Personnel

At no time will any direct or subsidiary labour relation exist between the Organiser, nor IFEMA, and the personnel that Exhibitors or their contractors and/or subcontractors – including personnel intervening in the build-up of stands – may transfer to Feria de Madrid in order to perform any of the activities included in their contracts at the Centre. Exhibitors and their contractors and/or subcontractors are solely responsible for the full payment of salaries, Social Security fees, tax retentions, statements or settlements and all other obligations arising from contracts of employment or any other type of contract. The Organiser, of its own accord or on request by IFEMA, is empowered to demand the presentation of the documentation that is necessary for proving that such obligations are attended to. Similarly, the Exhibitor undertakes to comply and to enforce the compliance of contractors and/or subcontractors with current legislation relative to the prevention of labour risks as may be applicable to the work carried out by the Exhibitor or, if applicable, the contractors and/or subcontractors.

### Art. 15.– Personal Data

The personal data which, if applicable, are supplied voluntarily, including e-mail addresses, will be handled by the Organiser in accordance to the Spanish Law 15/1999 of Personal Data Protection. The interested parties are informed that their data will be communicated, preserving confidentiality, to the Organiser collaborating companies, exclusively for operational and management purposes derived from contractual relationships with those companies for the organisation of the 19th WPC and Exhibition. When the interested party communicates its data, it expressly authorises the use thereof for regular communications, including those made via e-mail, which the Organiser or its collaborating companies may carry out to inform of event-related activities, contents and services which are developed by any of them in relation to the organisation of the 19th WPC and Exhibition. The Organiser informs said parties of their right to access, modify, oppose and cancel said data by means of a letter (Ref. Personal Data) addressed to COMUPET MADRID 2008, Av. P<sup>o</sup> de la Castellana 52 (28046) Madrid, or through e-mail to the following address: dataprotection@19wpc.com

### Art. 16.– Arbitration

The parties will make a good faith effort to amicably resolve any controversy or disputes under or concerning this agreement. If the parties are unable to mutually arrive at a satisfactory solution, such disputes or claim arising out or relating to this contract shall be exclusively governed by the laws of SPAIN and submitted to the jurisdiction of the Courts of Spain (Madrid).

Signature: .....