Exhibition Booth Request Form

Early Bird Rate through December 31, 2019

_______ 8’ x 10’ Booth Space(s) - $3,000

Standard Rate beginning January 1, 2020.

_______ 8 x 10’ Booth Space(s) - $4,000

Spaces are confirmed upon receipt of payment and payment must be received by February 21, 2020. Indicate your top three booth location choices. Choices are not guaranteed. Return this form along with your payment either by e-mail or regular mail.

Company Name ________________________________________________      Booth Choice #1_____________
(Company name as you want it to appear in Conference Program and on Booth)

Contact Name __________________________________________________      Booth Choice #2_____________

Address _______________________________________________________      Booth Choice #3_____________

City, State Zip __________________________________________________

Telephone Number ________________________________________________

E-Mail Address ____________________________________________________

The price per booth includes: 8’ x 10’ space with blue and gray backdrop with a 3’ high side drop; an electric outlet; waste basket; booth sign; 6’ draped table; and 2 chairs. Also included are 2 full conference registrations at no charge or “comped”. (fill out exhibitor pre-registration form).

If you require further information, please contact Exhibits Chairperson, Carolyn Hendricks at 281-293-9800 or aadecarolyn@att.net.

Credit Card Payment Option

❑ AMEX  ❑ VISA  ❑ MC  ❑ DISCOVER

Total $ ___________________  Billing Zip Code: ___________________

Card # ______________________________ Exp. Date: _____________

Full Name (as appears on card):
____________________________________________________________

Signature: ____________________________________________________

Send Form and Payment to:

AADE
Attn: Carolyn Hendricks
PO Box 107
Houston, TX 77001
E-Mail:  info@aade.org
Phone: 281-293-9800

Make checks payable to:

AADE
SPONSORSHIP PACKAGES

___ $7,500 Platinum
• Includes 4 registration passes, an 8x10 exhibit booth space, full page ad in conference program and logo prominently displayed at the conference in high traffic area.

___ $5,000 Gold
• Includes 3 registration passes, a half page ad in the conference program and logo displayed at the conference

___ $3,000 Silver
• Includes 2 registration passes, a quarter page ad in the conference program and logo displayed at the conference

___ $1,500 Bronze
• Includes 1 registration pass and logo in the conference program

EVENT SPONSORSHIPS:
• Includes 1 registration pass and logo displayed during sponsored event & conference program

___ $2,500 - Breakfast Sponsor (2 available)
___ $2,500 - Coffee Break Sponsor (4 available)
___ $5,000 – Luncheon Sponsor (2 available)
___ $2,500 – Networking Reception Sponsor (4 available)
___ $5,000 – Media-Audio/Visual Sponsor (4 available)
___ $3,000 – USB Sponsor (1 available)
___ $1,000 – Fluids Hall of Fame Sponsor
___ $1,000 – Conference Bag Insert Sponsor
  o Item to be provided by Sponsor to be included in the conference bag (ex: flyer, brochure, small gift)

(Student Sponsorships Also Available; please inquire). Payment and Ad/Logo must be received by Feb 21, 2020.

Company Name: ____________________________________________________________
(As you want it to appear in the Conference Program)

Company Address: __________________________________________________________

Contact Person: ______________________________________ Email: __________________________

Booth # (if applicable): __________________________ Phone: __________________________

Credit Card Payment Option
☐ AMEX ☐ VISA ☐ MC ☐ DISCOVER

Total $ ___________________                  Billing Zip Code ___________________

Card # ___________________________ Exp. Date __________

Your Full Name (as it appears on card):


Send Form and Payment to:
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Attn: Carolyn Hendricks
P.O. Box 107
Houston, TX 77001-0107
E-mail: info@aade.org
Phone: 281-293-9800

Make checks payable to:
AADE

Signature ___________________________ Date __________
EXHIBITOR INSTRUCTIONS

Thank you for participating in the AADE Fluids Technical Conference & Exhibition at the Marriott Marquis Houston on April 14-15, 2020. Please review the following guidelines for Exhibitors and contact me if you have any questions.

- The Exhibit Booth Set up begins at 12:00 PM on Monday, April 13, 2020 - not before unless otherwise instructed!
- All Exhibits must be removed from the exhibit area by 7:00 PM on Wednesday, April 15, 2020.
- E-mail a copy of your Liability Insurance Form to aadecarolyn@att.net by March 31, 2020.
- If you want AADE to provide name badges for your booth personnel, please submit your list of names to me no later than March 31, 2020. Badge limit is 4 personnel per 8’ X 10’ booth per day. Each year there is a back log at the registration desk for those who have not turned in their badge requests. By submitting your list early, the badges will be at your booth when your staff arrives.
- If you wish for your non-conference registered personnel to attend the conference luncheon, you will need to fill out the attached lunch ticket form and return it to me by March 31, 2020. Lunch tickets are $50.00 per person. The lunch tickets will be included in the Exhibitor Registration Packet which will be delivered to your booth on Tuesday morning. Lunch tickets can be purchased at the conference provided space is available.
- If you require a hotel room at the Marriott Marquis, mention the AADE Technical Conference to secure the special rate of $156.00 per night. Reservations must be made by Monday, March 23. Space is limited at this special rate.

Freeman Company will handle any move-in help you may need. You should receive an Exhibitors Kit from them shortly. If you have any questions or require their services, please contact Freeman at 713-770-6750 or FreemanHoustonES@freeman.com. The loading dock is on Rusk Street. Supplies may be rolled in through the front of the building but ONLY in “hard shell” type rolling cases.

Again, this year AADE will sponsor the Exhibitor of the Year Award. The winner will receive the 2020 AADE Fluids Tech Conference & Exhibition - Exhibitor of the Year Award. Conference registrants will vote to select the winner for this award.

If you have any further questions or concerns, please call me at the number below.

Regards,
Carolyn Hendricks
AADE Exhibits Chairman
Phone: 281-293-9800
aadecarolyn@att.net
Complete this form for your 2 free conference registrations that are included with your paid booth space.

### “Comp” Exhibitor Registration Form

**American Association of Drilling Engineers**  
**2020 Fluids Technical Conference & Exhibition**  
**April 14-15, 2020**

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<thead>
<tr>
<th><strong>Exhibitor Company:</strong></th>
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<td><strong>City:</strong></td>
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**Classification:**  
- Operator  
- Contractor  
- Service Co.  
- Student  
- Other

**Chapter Membership:**  
- Houston  
- Dallas  
- Denver  
- W. Coast  
- Lafayette  
- New Orleans  
- Alaska  
- Permian  
- Mid-Con  
- Student  
- Appalachian  
- Central

**Early Registration:** Register by March 20, 2020.  
Includes:  
- Admission to all technical papers and poster sessions  
- Access to exhibition hall  
- Daily breakfast & luncheon

**Late Registration (After March 20, 2020):** Entry into the Conference and Sessions, however meals cannot be guaranteed. First come, first served. Please send in registration form as soon as possible!

**Location:**  
Marriott Marquis Houston  
1777 Walker St., Houston, TX 77010  
**Room reservations:** (877) 622-3056  
$156 per night Standard room rate applies for reservations made prior to 3/23/20

Please check this box if you will be making reservations at the Marriott (This will help determine if the minimum room requirement has been satisfied.)

Send all information to:  
Carolyn Hendricks  
AADE - Business Administrator  
Phone: (281) 293-9800  
aadecarolyn@att.net  
www.aade.org
2020 AADE Fluids Technical Conference & Exhibition
Exhibitor Luncheon Reservations

If you plan to have lunch at this conference, I need to know how many tickets per day you will require for your booth personnel or guests. The meals are $50.00. The lunch tickets will be included in the Exhibitor Registration Packet which will be delivered to your booth on Tuesday morning. (This is only for those NOT registered for the full conference.)

Please provide the following information:

Company Name: ______________________________________________
Booth #:_________________

<table>
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<tr>
<th>Qty</th>
<th>Conference Day</th>
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<tr>
<td>_____</td>
<td>Meals required on Tuesday, April 14, 2020</td>
</tr>
<tr>
<td>_____</td>
<td>Meals required on Wednesday, April 15, 2020</td>
</tr>
<tr>
<td>_____</td>
<td>Total Meals ($50/meal)</td>
</tr>
</tbody>
</table>

Please return form and payment of $50.00 per meal to me by March 31, 2020. Make checks payable to AADE. If you wish to pay by credit card, please provide all required information for payment.

Credit Card Payment Option
☐ AMEX  ☐ VISA  ☐ MC  ☐ DISCOVER

Total $ _____________ Billing Zip Code: ______________________

Card # ___________________________ Exp. Date: _____________
Full Name (as appears on card): ______________________________________

Signature: ____________________________________________________

Carolyn Hendricks
AADE 2020 Exhibits Chairman

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Attn: Carolyn Hendricks
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Houston, TX 77001
E-Mail: info@aade.org
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