



WORK AUTHORIZATION REQUEST INSTRUCTIONS

2-5 MAY 2005
RELIANT CENTER
HOUSTON, TX USA

Exhibiting Company Personnel

Full-time employees of exhibiting companies may install and dismantle their own displays. ***They must carry current company and personal photo identification.*** Properly badged exhibitor personnel will be allowed to work in the exhibition area during installation, exhibition dates and dismantling of the Offshore Technology Conference.

Installation/Dismantle Labor

OTC has appointed The Freeman Companies as the official labor contractor to ensure the sufficient number of qualified craftsmen necessary to install and dismantle the exhibition. Exhibitors are urged to assess labor requirements before installation; to do so use the Labor Order Form provided in The Freeman Companies Services section of your manual (Tab 5).

Exhibitor-Appointed Contractor

An Exhibitor-Appointed Contractor (EAC) is any person &/or company, other than the designated "official" or "exclusive" contractors, that provides a service (supervision, display installation and dismantle, models, florists, photographers, aquarium supply firms, computer firms, audiovisual, advertising agencies, etc.) and requires access to your exhibit any time during installation, exhibition dates, or dismantling.

Exhibiting companies are responsible for advising OTC of their hired Exhibitor-Appointed Contractors' company name and contact information by submitting the Work Authorization Request Form no later than **22 March 2005.**

The EAC will be required to meet the following criteria.

- 1) All EAC's (not exhibiting companies) will be required to submit certificates of insurance for Commercial General Liability Insurance, Business Automobile Liability Insurance and Worker's Compensation Insurance.
 - a. Commercial General Liability coverage must provide \$1,000,000 Combined Single Limit each Occurrence and \$2,000,000 General Aggregate and \$1,000,000 Products/Completed Operations Aggregate. Commercial General Liability must include Product/Completed Operations and Broad Form Commercial General Liability with ***NO EXCLUSIONS.***
 - b. Business Automobile Liability must include all owned, non-owned and hired vehicles with limits of \$1,000,000 Combined Single Limit Bodily Injury and Property Damage Liability.

- c. The Worker's Compensation and Employers' Liability Insurance must provide a minimum limit of \$500,000 each Accident; \$1,000,000 Disease - Policy Limit; \$500,000 Disease - each Employee and meet the Statutory Requirements established by the State of Texas.
 - d. Umbrella Liability is acceptable to meet above minimum requirements.
 - e. Alert your insurance carrier that the "Certificate Holder" is the "Offshore Technology Conference, Inc.", 222 Palisades Creek Drive, Richardson, TX 75080, U.S.A., +1.972.952.9393. Deadline: **5 April 2005.**
- 2) EAC's must provide the name(s) of their key on-site personnel by **5 April 2005.** OTC will prepare a name badge for the EAC's key on-site personnel, which will be available for pick-up at the EAC Check-in Service Desk located on the convention center dock, which allows the same access as an exhibitor badge. Please do not have an Exhibitor Badge made for your EACs. All other EAC personnel (non key on-site personnel) must wear a wristband provided by OTC, which allows access only during installation and dismantling.
- 3) Submit the Exhibitor-Appointed Contractor Notification Form to the Offshore Technology Conference accompanied by the applicable EAC Service Fee, as described as follows.

EAC Service Fee

A \$300 fee will be charged to all EAC's per each exhibiting company with a maximum fee of \$3,000. The EAC fee covers administrative costs including, but not limited to, Exhibitor Services Manual, badges, on-site security, etc. This fee is refundable only if OTC is notified in writing by the exhibiting company of their cancellation of an EAC's services.

Failure to meet the above steps will jeopardize the EAC's ability to obtain work authorization from OTC now and in the future.

- 4) Comply with the following rules and regulations:
- a. All EAC's are required to comply with all OTC, Reliant Center and union rules and regulations as detailed in the Exhibitor Services Manual.
 - b. EAC's will be denied access to the exhibit floor without current proof of insurance coverage in all of the above mentioned categories and/or for non-payment of service fee(s).
 - c. Any EAC found working on the show floor without OTC Management authorization will be escorted from the premises and not allowed back on the exhibit floor.

Please note: An exhibitor may utilize all or a combination of any of these three sources for exhibit installation and dismantling; however, only authorized personnel will be granted access to the exhibition area. To request authorization for your EAC(s), exhibitors must submit the Work Authorization Request Form to OTC by **22 March 2005.**