



## WORK AUTHORIZATION REQUEST INSTRUCTIONS

5-8 MAY 2008  
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 Freeman 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 Services section of your manual (Tab 5).

### **Exclusive Contracted Services**

The services listed below must be provided by the **Exclusive OTC Contractor**. No other company will be given permission for the performance of these services:

- Electrical, Plumbing and other Utilities – Harper Wood Electric
- Telephone/Communications/Internet/Network – SmartCity Network
- Drayage/Forklift Operations - Freeman
- Rigging – Overhead or Genie Lift - Freeman
- Custom Cleaning/Porter Service – Reliant Center
- Parking Permits – Reliant Center
- Booth Security – Reliant Center
- Booth Catering - Aramark
- Lead Management Services/Pre-Registered Attendee List - Experient
- Registration - Experient

### **Exhibitor-Appointed Contractor**

An Exhibitor-Appointed Contractor (EAC) is any person and/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.

### **Exhibitor Responsibilities**

- Exhibiting companies are responsible for advising OTC of their hired Exhibitor-Appointed Contractors' company name, contact information, and a description of the service(s) the EAC will be providing for the exhibiting company.

- Exhibiting company must complete and submit the **Work Authorization Request Form** no later than **21 March 2008**.
- Exhibitors are not permitted to obtain official OTC Exhibitor Badges for their appointed EAC personnel. OTC Exhibitor Badges are for exhibiting companies only.
- Exhibitors are ultimately responsible for each of their EAC's with regards to their services provided, adherence to all OTC Exhibit Regulations, union regulations, financial responsibilities for services acquired through OTC Official and Exclusive Contractors, and violations and/or damages that may occur.

### **Exhibitor-Appointed Contractor Responsibilities**

- Exhibitor-Appointed Contractors (EAC) are required to meet specific criteria before they will be permitted access to the exhibition area. Upon receipt of the Work Authorization Notification Form, OTC will provide each EAC with a packet of important information regarding the EAC Program. Each EAC must complete all information and no exceptions to this program will be authorized.
- Each EAC must complete and return the **OTC Exhibitor-Appointed Contractor Agreement** and submit to OTC by **4 April 2008**.
- Each EAC must submit the appropriate **EAC Service Fee**. A \$300 fee will be charged to each EAC per each exhibiting company with a maximum fee of \$3,000. The EAC fee covers administrative costs including, but not limited to, compliance to EAC Program, 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.
- Each EAC (not exhibiting companies) must submit certificates of insurance for Commercial General Liability Insurance, Business Automobile Liability Insurance and Worker's Compensation Insurance.
  - 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***.
  - 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.
  - 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.

- Umbrella Liability is acceptable to meet above minimum requirements.
- Alert the insurance carrier that the "Certificate Holder" is the "Offshore Technology Conference, Inc.", 222 Palisades Creek Drive, Richardson, TX 75080, U.S.A., +1.972.952.9494. Deadline: **11 April 2008.**
- Each EAC must provide the name(s) of their key on-site personnel by completing and submitting the **OTC Badge Request Form for Exhibitor-Appointed Contractors** by **11 April 2008.**
  - 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. EAC's are **NOT** authorized to have Exhibitor badges. All other EAC personnel (non key on-site personnel) must wear a wristband provided by OTC, which allows access only during installation and dismantling.

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

### **Rules and Regulations Governing Exhibitor-Appointed Contractors**

- EAC's will be denied access to the exhibit floor without current proof of insurance coverage in all of the above mentioned categories.
- 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.
- EAC's will refrain from placing an undue burden on the Official Contractors, especially by not interfering in any way with the Official Contractor's work.
- EAC's will **NOT** solicit business on the show floor at any time, including installation, during the show, and dismantling.
- EAC's will cooperate fully with Show Management and the Official/Exclusive Contractors and will comply with existing union rules and regulations as outlined in the Exhibitor Services Manual.
- Cameras or photography are prohibited on the exhibit floor without permission from Show Management. With approval, EAC's may photograph only the booth(s) with which they have contractual arrangements.
- While aisle carpeting is being installed, jockey boxes, ladders and the EAC's equipment must be removed completely from the show floor, be placed inside the booth being installed, or removed from the exhibit hall.
- EAC's are **NOT** allowed on the show floor during installation and dismantling without either an OTC-issued wristband or official OTC conference badge. OTC wristbands and official OTC conference badges are non transferable and must be worn at all times. OTC Wristbands are not valid during show days.
- EAC's are **NOT** authorized to have OTC Exhibitor badges.

### **OTC Show Management's Discretionary Rights**

OTC Show Management reserves the right, at its sole discretion, to withhold approval or to dismiss from the event, any service contractor whose participation in the event may, in the opinion of OTC, lead to strikes, picketing, or other labor action directed at the event, or other disruptions of the event, or other reasonable interference with or inconvenience to the event or any exhibitors.

***Failure to meet any one of the above steps could jeopardize the Exhibitor-Appointed Contractor's ability to obtain work authorization.***

**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.

**For specific Houston Union Labor Jurisdictions,  
please refer to the attached information.**

# ***UNION LABOR JURISDICTIONS***

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This is a reminder to call your attention to the Labor Jurisdictions in Houston that is located in your Exhibitor Services Manual under the Freeman Section. OTC Show Management encourages you to review these regulations which will be strictly enforced for OTC 2007.

The Labor Jurisdictions in Houston state that full time employees of contracted exhibiting companies may install and dismantle their own displays.

Any local services that may be required beyond what the contracted exhibiting companies can provide must be rendered by the Carpenters Local 551 Union of Houston. Full time employees are defined as regular full time employees of the contracted exhibiting companies and **NOT** employees of the Exhibitor-Appointed Contractor (EAC).

If a contracted exhibiting company appoints an EAC to install and/or dismantle their exhibit display that EAC must have a current contract with the Carpenters Local 551 Union of Houston, and any labor required must be arranged with the Carpenters Local 551 Union of Houston. Labor can be ordered in advance by completing the Freeman Display Labor Form (located in your Exhibitors Services Manual – Freeman Section) or on show site at the Freeman Service Desk. In order to ensure the availability of adequate labor to assist in the installation or dismantling of exhibits, contracted exhibiting companies are encouraged to order labor in advance.

It is the responsibility of the contracted exhibiting company to ensure that any EAC they hire to assist them during OTC has a current contract with the Carpenters Local 551 Union of Houston and that they comply with these regulations. Contracted exhibiting companies and EAC's who have previously not been in compliance with the established labor jurisdictions will not be allowed to continue to do so for OTC 2007 and all future OTC events. In fairness to all companies, these regulations will be uniformly enforced for OTC 2007.

Should a contracted exhibiting company or EAC arrive onsite at OTC without complying with the Labor Jurisdictions of Houston, these individuals will be denied access to OTC.

Should you have any questions, please contact OTC Show Management.