# WORK AUTHORIZATION REQUEST

**3–6 MAY 2010**
***RELIANT CENTER***
**HOUSTON, TX USA**

**Submit *by 19 MARCH 2010***

***IMPORTANT: REFER TO UNION REGULATIONS***

**THIS FORM MUST BE COMPLETED BY CONTRACTED EXHIBITING COMPANY**

**Exhibitors using the OTC official labor contractor (Freeman) or an Exhibitor-Appointed Contractor (EAC) to install or dismantle their exhibit space must return this form. An EAC is any person or company, other than the designated "official" or "exclusive" contractors that is hired to provide a service and requires access to your exhibit any time during installation, exhibition dates and/or dismantling. Exhibitors are responsible for advising OTC management by submitting this form.**

**Please check applicable box:**

☐ We have requested labor through the OTC official labor contractor, Freeman.

☐ We will use an Exhibitor-Appointed Contractor in accordance with the 2010 OTC Exhibit Regulations. The exhibiting company is responsible for the actions of their Exhibitor-Appointed Contractor(s) for any violations or damages that may occur.

**ALL SECTIONS MUST BE COMPLETED:**

EXHIBITOR-APPOINTED CONTRACTOR COMPANY NAME

COMPANY CONTACT

ADDRESS

CITY STATE COUNTRY POSTAL CODE

TELEPHONE FACSIMILE E-MAIL ADDRESS

ON-SITE CONTACT CELL PHONE NUMBER

**Describe in detail the service(s) the above Exhibitor-Appointed Contractor will provide for your company.**

**Please photocopy this form for any additional EXHIBITOR-APPOINTED CONTRACTORS**

EXHIBITING FIRM BOOTH #

REQUESTED BY (PRINT NAME) SIGNATURE DATE

( )
TELEPHONE EMAIL ADDRESS

**Submit by 19 March 2010 to:**

Karen Rainish, Meetings & Exhibits Coordinator
Facsimile: +1.866.451.0861
Telephone: +1.972.952.9459
P.O. Box 833868, Richardson, TX 75083-3868, USA

# WORK AUTHORIZATION REQUEST INSTRUCTIONS

**3–6 May 2010**
***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 Booth Services & Furnishings section.

**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 **19 March 2010.**

- 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.

- **Exhibitors are now responsible for providing proof of insurance for their EAC's.**

## 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 **2 April 2010.**

- Each EAC must submit the appropriate **EAC Service Fee**. A $300 fee will be charged to each EAC per each exhibiting company. 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 Liabili

- 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: **9 April 2010.**

- 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 **9 April 2010**.

  - 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. Sample insurance form will be provided and returned with identical coverage as shown on the sample.
- 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 prior to, during or post OTC whereby solicitation mentions OTC or contains the utilization of the OTC logo or artwork in any form or fashion. This action is strictly prohibited.
- EAC’s will not set up tables on the exhibit floor other than in the space of a client on whose booth they are working. Solicitation from the show floor is prohibited.
- 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 JURISDICTIONS IN HOUSTON



## UNION REGULATIONS

To assist you in planning your participation in your Houston show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

## CARPENTERS LOCAL 551

Currently we have an agreement with the Carpenters Local 551 to provide labor for display installation and dismantling. Full time employees of the exhibiting companies however, may set their own exhibits without assistance from this local. Any local services that may be required beyond what your regular full time employees can provide, must be rendered by Local 551. Labor can be ordered in advance by filling out the Display Labor section in the THE FREEMAN order form, or on showsite, at THE FREEMAN Service Desk.

## MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

## TIPPING

FREEMAN requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all THE FREEMAN COMPANIES employees. Any request for such should be brought to the attention of a Freeman representative at THE FREEMAN Service Desk or correspondence may be directed to the attention of the General Manager at the local office address.

## SAFETY

Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. FREEMAN cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please order labor in the Display Labor section in THE FREEMAN order form and the necessary ladders and/or tools will be provided.

## NOTE:

- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Show Manager at FREEMAN. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.