



Offshore Technology Conference
2-5 May 2011 • Reliant Park • Houston

HOSPITALITY LOUNGE CONTRACT

This is a Hospitality Lounge Contract for the 2011 Offshore Technology Conference in Houston, Texas, which will become a binding contract if the signer satisfies and agrees to the Hospitality Lounge Policies as set forth in this Contract. The undersigned does hereby request OTC to reserve a hospitality lounge for our use at the 2011 OTC, scheduled 2-5 May 2011, at Reliant Park in Houston, Texas. We understand specific lounges will be assigned, to the extent available, based on a first-come, first-served basis. The individual signing this agreement warrants that he/she has the authority to bind contractually the organization contracting for the sponsorship.

Hospitality Lounge Information

Company: _____

Exhibitor Booth Number: _____

Contact Name: _____

Title: _____

Mailing Address: _____

City/State/Province: _____

Zip Code/Postal Code: _____

Country: _____

Phone: _____

Fax: _____

Email: _____

URL Address: _____
(REQUIRED)

Agency Contact Name: _____
(REQUIRED)

Agency Phone: _____
(REQUIRED)

Agency Email: _____
(REQUIRED)

Hospitality Lounge Details (day, size): _____

Hospitality Lounge Total: USD _____

25% Deposit Required*: USD _____

75% Balance Due*: USD _____

Total Paid with Contract: USD _____

Payment accepted in US dollars only.

I hereby submit this contract for a hospitality lounge for the 2011 Offshore Technology Conference and agree to abide by the policies and procedures as outlined in this contract.

AUTHORIZED REPRESENTATIVE

OTC REPRESENTATIVE

* Payment in full for lounges is due by **17 January 2011**. Applications received after **11 January 2011** must include full payment for the size booth requested.

MAILING ADDRESS

OFFSHORE TECHNOLOGY CONFERENCE
OTC SALES DEPARTMENT
222 Palisades Creek Drive – Richardson, TX 75080 USA
Phone: +1.972.952.9494 Fax: +1.972.952.9397

OTC Sales Department

Joan Payne + 1.972.952.9356 or ipayne@otcnet.org
Kirk Colligan + 1.972.952.9516 or kcolligan@otcnet.org
Kristin Stavinoha + 1.713.457.6827 or kstavinoha@otcnet.org

PAYMENT METHOD

Check Enclosed Check Number: _____

Make checks payable to Offshore Technology Conference

Wire Transfer*

Credit Card*

* For details on paying by wire transfer or credit card, please contact Barbara Katz at bkatz@otcnet.org

Once contract is completely filled out, you MUST save it as your own document. The contract should be sent to the OTC sales department at sales@otcnet.org or fax to 1.972.952.9397 or 1.866.491.7171

OTC Internal Use Only

Contract Received: _____ Deposit Received: _____

Confirmation Notice Sent: _____ Full Payment Received: _____

COMPANY NAME _____
 BOOTH NUMBER _____

HOSPITALITY LOUNGE OPPORTUNITIES

Hospitality lounges are located in the asphalt area. They will include tables, chairs, carpet, power, and air-conditioning. Catering would need to be ordered via AraMark; Freeman will coordinate media/placement of promotional materials/banners.

<u>Size</u>	<u>Per Day</u>	<u>Choose Day</u>
20x20	<input type="checkbox"/> \$5,000	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday
20x30	<input type="checkbox"/> \$6,700	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday
30x30	<input type="checkbox"/> \$8,000	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday
30x40	<input type="checkbox"/> \$9,600	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday
Other: _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday

All prices are reflected in US dollars (USD).

Hospitality Lounge Terms and Conditions

1. CONTRACT

The following provisions, plus any additions and amendments thereto that may hereafter be established by OTC, become binding upon acceptance of this contract between the Exhibitor, its employees and agents and OTC.

2. ITEMS INCLUDED IN THE COST OF HOSPITALITY LOUNGE

- Tables, chairs, carpet, power, and air conditioning. Catering would need to be ordered via AraMark; Freeman will coordinate media/placement of promotional materials/banners. (Forms located in the Exhibitor Services Manual.) Contact sales@otcnet.org for a list of specific furnishings.
- Shipments will be handled as outlined below:
Collateral will be delivered to hospitality lounge two hours prior to show day start time and removed after show floor close.
Crated shipments, machinery or equipment delivered to the Reliant Center by trucks (other than vans) will not be allowed.
- Hospitality lounge fees include rental and freight handling as described above. No other equipment or service is provided.
- Cleaning services are available as outlined in the Special Cleaning Form included in the Exhibitor Services Manual.

3. PAYMENTS/CANCELLATIONS/LOUNGE REDUCTION

- Applications for lounges must be accompanied by a minimum 25% deposit. Lounge application without payment will delay assignment.
- Payment in full for lounges is due by 17 January 2011. Applications received after 11 January 2011 must include full payment for the size booth requested. Lounge applications received without required payment will not be processed nor hospitality lounge confirmed. OTC reserves the right to cancel and reassign any hospitality lounge for which an invoice remains unpaid for more than thirty (30) days after invoice due date. No renter will be allowed to move-in operations until full payment and a duly executed contract has been received by OTC.
- After hospitality lounge has been confirmed and accepted, a reduction in hospitality lounge size is considered a cancellation and will be governed by the same policies as outlined below. Reduction in size can result in relocation of hospitality lounge at the discretion of OTC.
- Should hospitality lounge renter cancel from the Exhibition, the following shall apply:
 - If cancels/reduces between the contract execution date and 11 January 2011, the exhibitor will be assessed a cancellation penalty equal to 25% of the total cost of cancelled/returned hospitality lounge.
 - If cancels/reduces after 11 January 2011, the exhibitor will be assessed a cancellation penalty equal to 100% of the total cost of the cancelled/returned hospitality lounge.
 - If cancels with an outstanding balance due, the hospitality lounge renter remains responsible for the entire balance due, plus reasonable attorney's fees to collect. Renter will not be permitted to participate in future OTC events until all outstanding balances are collected.
 - No refunds will be processed after 11 January 2011.

4. CHANGE OF FLOOR PLAN OR HOSPITALITY LOUNGE ASSIGNMENT

OTC reserves the right to change the floor plan design without notice. OTC may also move an exhibitor to another location prior to or during the show, if such change is deemed to be in the overall best interest of the exhibition by OTC.

5. INSURANCE

Insurance for fire, property, public liability, and theft must be taken out by each exhibiting company at its own expense. The insurance is to cover the full period of occupancy of the premises by the exhibitor, its agents and employees.

6. EXHIBITOR SERVICES

To ensure the configuration of a smooth installation, dismantling and operation during the Exhibition, Official Contractors will be appointed. Although full-time employees of exhibitor-appointed contractors, other than the Official Contractors, may be authorized to gain access to exhibition areas, exhibitors are urged to obtain required labor and services from OTC Official Contractors.

7. EXHIBITOR APPOINTED CONTRACTORS

Should Exhibitor choose to hire its own contractor(s) ("Exhibitor Appointed Contractor") to provide services to Exhibitor in connection with the Conference, Exhibitor shall obtain a Certificate of Insurance for each Exhibitor Appointed Contractor confirming that such Exhibitor Appointed Contractor carries at least Two Million Dollars in liability insurance coverage and has named the Offshore Technology Conference as an additional insured on such insurance policy(ies). Exhibitor shall provide a copy of such Certificate of Insurance to OTC.

8. LEAD/DATA RETRIEVAL SYSTEMS

Exhibitor understands and agrees that in exchange for its payment, it will receive solely the right to use the hospitality lounge. Exhibitor may use the Official Contractor for Lead/Data Retrieval System to collect information regarding persons who visit its hospitality lounge. The information collected with the Lead/Data Retrieval System however, is for the sole use of the company or business organization that collects it. Exhibitor understands and agrees that, under the terms of its license, it may not attempt to develop a compilation of attendees and/or other participants of OTC by exchanging any lead information collected at the conference with other attendees, exhibitors and/or other participants at the Conference or with third parties not associated with OTC. Exhibitor understands and agrees that the compilation of the attendees and/or other participants of the Conference is sole property of OTC and that OTC offers that compilation for sale. Exhibitor agrees that it will not use any lead data collected at the Conference to attempt to develop a compilation of attendees and/or participants that would be competitive to, or could be used in lieu of, the compilation that OTC offers for sale.

9. EXHIBITOR SERVICE MANUAL

Approximately 3 months from the Exhibition, OTC will provide an online Exhibitor Services Manual. The Exhibitor Services Manual will include information integral to participation at the Exhibition, including, but not limited to: additional exhibitor rules and regulations, official contractor order forms, registration, shipping and drayage, utilities and building services, exhibitor display rules, etc.

10. AMENDMENTS

Any and all matters and questions not specifically covered by the articles in this Contract or in the official Exhibit Regulations shall be subject to the decision of OTC and may be amended at any time by OTC in the overall best interest of the Exhibition and notice thereof shall be binding on the exhibitors equally with the foregoing in this Contract.