



WORK AUTHORIZATION REQUEST INSTRUCTIONS AND ORDER FORM

SPE Annual Technical Conference and Exhibition
28-30 September 2015
George R. Brown Convention Center
Houston, Texas

IMPORTANT: REFER TO UNION REGULATIONS

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 SPE Annual Technical Conference and Exhibition.

Installation/Dismantle Labor

SPE 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 SPE Contractor**. No other company will be given permission for the performance of these services:

- Plumbing and other Utilities – George R. Brown Convention Center
- Telephone/Communications/Internet/Electrical – George R. Brown Convention Center
- Drayage/Forklift Operations - Freeman
- Rigging – Overhead or Genie Lift – Freeman
- Catering – Aramark

Exhibitor-Appointed Contractor

An Exhibitor-Appointed Contractor (EAC) is any person and/or company, other than the designated "official" or "exclusive" contractors, that provide 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 SPE 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 **17 August 2015**.

- Exhibitors are not permitted to obtain official SPE Exhibitor Badges for their appointed EAC personnel. SPE 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 SPE Exhibit Regulations, union regulations, financial responsibilities for services acquired through SPE 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, SPE 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 **SPE Exhibitor-Appointed Contractor Agreement** and submit to SPE by **28 August 2015**.
- 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 Society of Petroleum Engineers, 222 Palisades Creek Drive, Richardson, TX 75080, U.S.A., +1.972.952.9494. Deadline: **28 August 2015**.

- Each EAC must provide the name(s) of their key on-site personnel by completing and submitting the **SPE Badge Request Form for Exhibitor-Appointed Contractors** by **28 August 2015**.
 - SPE 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 SPE, 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 SPE 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 SPE 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 SPE whereby solicitation mentions SPE or contains the utilization of the SPE 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 SPE Show Management and the Official/Exclusive Contractors and will comply with existing union rules and regulations as outlined in the Exhibitor Services Manual.
- EAC's may not post signs in their client's booths, listing all their services. A sign that says simply "Designed By - - - -" is allowed with the Exhibitor's approval, but must be removed at start of show.
- EACs should ensure that crates are emptied and labeled by 1 hr prior to move in end time and that gang boxes, ladders and large equipment are off the floor by move in end time.
- Photography and videography are prohibited in the exhibit areas without permission from SPE Management. With approval, EACs may photograph only the booth(s) with which they have contractual arrangements. You are required to sign the photography policy that will be included in your EAC Agreement paperwork. SPE Management is not responsible for any lost or stolen EAC equipment or EAC installed equipment.

- 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 in the exhibit area during installation and dismantling without either an SPE-issued wristband or official SPE conference badge. SPE wristbands and official SPE conference badges are non-transferable and must be worn at all times. SPE wristbands are not valid during show days.
- EAC's are NOT allowed in the exhibit area during installation and dismantling without a WIS badge issued by the George R. Brown Convention Center.
- EAC's are **NOT** authorized to have SPE Exhibitor badges.

SPE Show Management's Discretionary Rights

SPE 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 SPE, 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.

<p>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.</p>
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WORK AUTHORIZATION REQUEST FORM

SPE Annual Technical Conference and Exhibition
28-30 September 2015
George R. Brown Convention Center
Houston, Texas

Submit no later than: 17 August 2015
IMPORTANT: Refer To Union

THIS FORM MUST BE COMPLETED BY CONTRACTED EXHIBITING COMPANY

Exhibitors using the SPE 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 SPE management by submitting this form.

Please check applicable box:

- We have requested labor through the SPE official labor contractor, Freeman.
- We will use an Exhibitor-Appointed Contractor in accordance with the 2015 SPE 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

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TELEPHONE EMAIL ADDRESS

Submit by 28 August 2015 to: Mary Ann Outarsingh, Exhibits Administrator
Email: moutarsingh@spe.org
Facsimile: 1.877.419.1364
Telephone: 1.972.952.9518