

Intent to Hire a Contractor Instructions and Form

IMPORTANT: REFER TO UNION REGULATIONS

INSTRUCTIONS

Exhibiting Company Personnel

Full-time employees of exhibiting companies may install and dismantle their own displays. **They must carry current company and personal government issued 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 prior to installation; to do so use the Labor Order Form provided in the Forms & Brochures section of the Exhibitor Services Manual.

Exclusive Contracted Services

The services listed below must be provided by the **Exclusive OTC Contractor**. No other company will be permitted to perform these services:

- **Booth Catering** - Aramark
- **Booth Security** - NRG Park
- **Custom Cleaning/Porter Service** - NRG Park
- **Drayage/Forklift Operations** - Freeman
- **Electrical, Plumbing and other Utilities** - Freeman
- **Parking Permits** - NRG Park
- **Pre-Registered Attendee List** - Experient
- **Registration** - Experient
- **Rigging - Overhead or Genie Lift** - Freeman
- **Telephone/Communications/Internet/Network** – Smart City Network

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

- **EXHIBITORS ARE RESPONSIBLE FOR ENSURING THAT THEIR EAC'S SUBMIT ALL REQUIRED DOCUMENTS INCLUDING CERTIFICATE OF INSURANCE AND THE \$500 SERVICE FEE NO LATER THAN 19 March 2018.**
- 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, via the official **Intent to Hire a Contractor form which is due no later than 5 March 2018.**
- **Failure to submit the Intent to Hire a Contractor form by 5 March 2018, for a contractor who has not yet been designated by any other exhibitors, will result in the exhibiting company being required to use Freeman and other OTC official contractors for all services.**
- Exhibitors are not permitted to obtain official OTC Exhibitor Badges for their appointed EAC personnel. OTC Exhibitor Badges are for exhibiting companies only.
- Exhibitor or designated EAC is encouraged to remain with their freight during move-out until it is picked up from the exhibit hall by the official freight contractor. OTC Show Management is not responsible for loss of unattended freight. Additional security may be hired at Exhibitor's expense.
- 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 OTC specific criteria before they will be permitted access to the exhibition area. Upon receipt of the Intent to Hire a Contractor Form, OTC will provide each EAC with a packet of important information regarding the EAC Program. **Each EAC must complete and return all REQUIRED information no later than 19 March 2018. No exceptions will be authorized.**
- Exhibitor or designated EAC is encouraged to remain with their freight during move-out until it is removed from the exhibit hall by the official freight contractor. Show Management is not responsible for loss of unattended freight. Additional security may be hired at Exhibitor's expense.
- **Each EAC must submit the appropriate EAC Service Fee. A \$500 flat fee will be charged to each EAC.** 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, 222 Palisades Creek Drive, Richardson, TX 75080, U.S.A., +1.972.952.9494. Deadline: **19 March 2018**.
- Each EAC must provide the name(s) and cell phone numbers of their key on-site personnel by completing and submitting the **OTC Key On-Site Personnel Form for Exhibitor-Appointed Contractors** by **19 March 2018**. **EAC personnel requiring access to booth(s) on the exhibit floor during show days must register through EAC registration on-line.**
 - OTC will prepare a name badge for the EAC's registered key on-site personnel that require access to booth(s) on the exhibit floor **during show days**. Badges will be available for pick-up at the EAC Check-in Service Desk located on the Northwest dock of NRG Center. These badges allow 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 only.

Failure to meet OTC 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. A SAMPLE insurance form will be provided to the designated EAC. The EAC's Certificate of Insurance should be returned reflecting coverage identical to that 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, OTC specifically 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.
- 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 prior to start of show.
- EAC's should ensure that crates are emptied and labeled by **1430 hours on Saturday 28 April** before the show and that gang boxes, ladders and large equipment are off the floor by **1700 hours on Saturday 28 April**.
- Photography and videography are prohibited on the exhibit floor without permission from OTC Show Management. With approval, EAC's may photograph only the booth(s) with which they have contractual arrangements. The complete Photography Regulations are found in Section 10.1 of the OTC Exhibit Regulations.
- 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 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 - exhibiting company personnel, Freeman, or Exhibitor Appointed Contractor (EAC) - for exhibit installation and dismantling; however, only authorized personnel will be granted access to the exhibition area.

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 completing the Display Labor section in the FREEMAN order form, or on show site, at the FREEMAN Service Desk.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use mechanical equipment, such as pallet jacks 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 FREEMAN 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 Installation & Dismantle 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.

Intent to Hire a Contractor Form – DUE NO LATER THAN 5 March 2018

IMPORTANT: REFER TO UNION REGULATIONS

Exhibitors using an Exhibitor-Appointed Contractor (EAC) to install or dismantle their exhibit space must advise OTC Management by submitting 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.

THE FOLLOWING MUST BE SUBMITTED BY THE EXHIBITING COMPANY – NOT THE EAC

EXHIBITOR INFORMATION:

EXHIBITING COMPANY

BOOTH #

REQUESTED BY (PRINT NAME)

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TELEPHONE

EMAIL ADDRESS

I have reviewed, understand and agree to use an Exhibitor-Appointed Contractor in accordance with the 2018 OTC Exhibit Rules & Regulations. I understand that the exhibiting company is responsible for the actions of their Exhibitor-Appointed Contractor(s) for any violations or damages that may occur. **I agree that it is ultimately my responsibility to convey the aforementioned guidelines to my Exhibitor-Appointed Contractor(s) and to ensure that my Exhibitor-Appointed Contractor(s) submit required documents and payment of EAC charges in full, no later than the deadline of 5 March 2018.**

SIGNATURE

Date

EXHIBITOR APPOINTED CONTRACTOR INFORMATION:

EXHIBITOR-APPOINTED CONTRACTOR COMPANY NAME

COMPANY CONTACT

ADDRESS

CITY STATE

COUNTRY

POSTAL CODE

TELEPHONE

FACSIMILE

E-MAIL ADDRESS

ON-SITE CONTACT

CELL PHONE NUMBER

Submit this WAR form by 5 March 2018 to:

Katy Watson – Event Coordinator: kwatson@otcnet.org