



## WORK AUTHORIZATION REQUEST FORM INSTRUCTIONS

**DEADLINE DATE: 26 July 2010**

### **Exhibiting Company Personnel**

Full-time employees of exhibiting companies may install and dismantle their own displays. **They must carry current company and personal identification.** Properly badged exhibitor personnel will be allowed to work in the exhibition area during installation, show days and dismantling stages of the SPE Annual Technical Conference and Exhibition.

### **Exhibitor-Appointed Contractor**

An Exhibitor-Appointed Contractor 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. Exhibiting companies are responsible for advising SPE of their hired Exhibitor-Appointed Contractors' company name and contact information by submitting the Work Authorization Request Form no later than **26 July 2010.**

The EAC will be required to meet the following criteria:

- 1) All EAC's (not exhibiting companies) will be required to submit certificates of insurance for Commercial General Liability Insurance, Business Automobile Liability Insurance and Worker's Compensation Insurance.
  - a. 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.**
  - b. 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.
  - c. 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.
  - d. Umbrella Liability is acceptable to meet above minimum requirements.
  - e. Alert your insurance carrier that the "Certificate Holder" and additional insured on the form is the "Society of Petroleum Engineers", P.O. Box 833836, Richardson, TX 75083-3836, U.S.A., 972.952.9393 and the certificate must include the statement "Certificate Holder is additional insured with respect to General Liability and Automobile Liability Coverage's".  
**Deadline: 15 August 2010.**

- 2) EAC's must provide the name(s) of their key on-site personnel by **15 August 2010**. SPE will prepare a name badge for the EAC's key on-site personnel, which will be available at the EAC Check-In Service Desk at the convention center, which allows the same access as an exhibitor badge. Please do not have an Exhibitor Badge made for your EAC's. All other EAC personnel (non key on-site personnel) must wear a wristband provided by SPE, which allows access only during installation and dismantling.

### **Rules and Regulations Governing EAC's**

- 1) EAC's will be denied access to the exhibit floor without current proof of insurance coverage in all of the above mentioned categories.
- 2) 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.
- 3) 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.
- 4) EAC's will NOT solicit business on the show floor at any time, including installation, during the show, and dismantling. The only EAC signage permitted in a client's booth during setup would be one that states the booth is built by that EAC. No services may be advertised.
- 5) EAC's will cooperate fully with Show Management and the Official Contractors and will comply with existing rules and regulations as outlined in the Exhibitor Services Manual.
- 6) 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.
- 7) All installation must be completed by 1400 on Sunday, 19 September. All crates must be removed from the floor by the evening of Saturday, 18 September. All EAC equipment such as jockey boxes, ladders and other equipment must be removed completely from the show floor or moved inside the booth by 1000 on the morning of Sunday, 19 September in preparation for rolling out the aisle carpet.
- 8) "EAC's are NOT allowed on the show floor during installation and dismantling without either an SPE-issued wristband or official SPE conference badge. Wristbands are not permitted during show day.
- 9) EAC's are NOT authorized to have 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 who, in the opinion of SPE, is not complying with the rules and regulations set forth by SPE and the Firenze Fiera.

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