

Exhibition Regulations

Location: World Forum The Hague, The Netherlands

Table of Contents

1. Introduction	3
2. Contracted Services	3
2.1 Mandatory Suppliers.....	3
2.2 Preferred Suppliers	4
3. Floorplan Stand Construction.....	5
3.1 Height Restrictions.....	5
3.2 Stands.....	5
4. Exhibition / Stands	6
4.1 Closed stands	6
4.2 Load-bearing structural components	6
4.3 Walls, sceneries and props	6
4.4 Wall coating material	6
4.5 Roofing.....	6
4.6 Waste and stock.....	7
4.7 Weight Restrictions.....	7
5. Building Code	7
5.1 Exits and escape routes.....	7
5.2 Upholstery and decorations.....	8
5.3 Building systems.....	8
5.4 Fire extinguishers.....	9
5.5 Smoking, open fire and firework prohibition.....	9
5.6 Waste	9
5.7 Vehicles with diesel or gasoline	10
5.8 Toxic and hazardous material	10
5.9 Drones	10
6. Occupational Health & Safety.....	10
6.1 The Working Conditions Act	10
6.2 Safe work procedures	11
6.3 Personal protective equipment	11
6.4 Dress-code	11
6.5 Electrical machines	11
6.6 Alcohol & drugs.....	11
6.7 Harassment & violence	11
6.8 First Aid	11
6.9 Safety data sheet	11
7. Character of Exhibition	12
7.1 Noise	12



**SPE/IADC
DRILLING CONFERENCE
AND EXHIBITION**

14–16 March 2017 | The Hague, The Netherlands



7.2 Music License	13
7.3 Copyright.....	13
7.4 Hospitality Functions.....	13
8. Public Liability Insurance	13
9. Employment and Venue Regulations.....	14
9.1 Venue Regulations	14
9.2 Children.....	14
9.3 Employment of Labour	14
10. Photography, Recording and Advertising	15
10.1 Photography/Video/Audio Recording Regulations.....	15
10.2 Marketing and Advertising.....	15
10.3 Solicitation	16
10.4 Market Research and Surveys.....	16
11. Exhibitor-Appointed Contractors.....	16
11.1 Exhibitor Responsibilities	16
11.2 Exhibitor-Appointed Contractor Responsibilities	17
11.3 Rules and Regulations Governing Exhibitor–Appointed Contractors.....	17
11.4 SPE Show Management’s Discretionary Rights	18
12. Sustainability	18
12.1 Reduce	18
12.2 Reuse.....	19
12.3 Recycle	19
12.4 Marketing Collateral	19

1. Introduction

SPE has developed these exhibition regulations in order to provide a well-balanced, well-regulated, attractive and successful event. No exceptions to these regulations will be permitted. SPE reserves the right to enforce strict compliance with these exhibition regulations. Each exhibitor understands and agrees that the exhibition regulations are an integral and binding part of the application/contract for exhibition space.

Exhibitors are responsible for all their company personnel, and as such are responsible for communicating these exhibition regulations as well as all rules to their employees. Exhibiting personnel found in violation of the exhibition regulations, especially the Photography/Video/Audio Recording regulations are subject to removal from SPE/IADC Drilling Conference and Exhibition. Multiple offences by personnel of the same exhibiting stand/company will subject that company to having their stand closed for the remainder of the event and all of their personnel being removed from SPE/IADC Drilling Conference and Exhibition. This will also subject that same company to losing priority points up to and including losing the ability to exhibit at future SPE events.

SPE reserves the right, in its sole and unfettered discretion to: (i) determine the eligibility of exhibitors and exhibitions for the show, (ii) reject, prohibit or remove exhibitions or exhibitors which SPE considers objectionable, inappropriate, disruptive or offensive to SPE, other exhibitors or show attendees; (iii) change or modify the layout of the show and/or relocate exhibitions or exhibitors; (iv) cancel, in whole or in part, the show due to force majeure; or (v) change, within reasonable limits, the date, location and duration of the show without any liability to SPE. vi) SPE shall have the right from time to time to establish and amend or modify any regulations governing the use of the facility and the show.

2. Contracted Services

2.1 Mandatory Suppliers

- **AV/ Electricity/ IT**
World Forum also has mandatory suppliers for all audio visual equipment, electricity supplied to the stands and IT.
 - **AV**
World Forum can guarantee quality, flexibility and service for every event as well as supplying a variety of equipment for hire
 - **Electricity**
For safety and liability reasons the installation of electrical power onto stands may only be operated by World Forum. Exhibitors are not permitted to carry out work on the venue's electrical installation without written permission from World Forum.
 - **IT**
World Forum has invested in complimentary Wi-Fi capacity throughout the building, information available on request. Exhibitors are not allowed to install any IT supplies on their own behalf, as this might cause damage to the entire network. World Forum strongly recommends exhibitors order cabled internet to ensure a stable connection.

2.2 Preferred Suppliers

- **Stand Construction**

World Forum has a preferred supplier for stand construction, ARTI70. ARTI70 are able to offer compelling design and tailor-made execution at a competitive price, for almost every imaginable budget and in answer to almost every request. A team of professionals produces a diverse range of stands, both modular and collective, system-built or custom-made. In addition to trade fair presentations, they design, coordinate and realise a wide range of interiors and displays, all tailor-made to your specific requirements.

- **Branding**

For all your branding solutions, World Forum uses the services of a supplier that inspires, motivates and activates. Over the last 100 years, this supplier has achieved this by developing and using the very latest printing techniques and media. Examples include large-format prints, (curved) aluminium profiles and innovative print media like Visual Magnetics. With this supplier World Forum is enabled to successfully implement a wide range of visual branding projects for interiors, stand building, retailers, brand manufacturers and events.

- **Decoration**

World Forum has a creative supplier for the complete styling of events. They are a specialist in the creation and realisation of contemporary, innovative ambiance concepts tailored to your wishes, "event styling with a personal touch". With their knowledge and expertise, they can transform any location into a unique ambiance experience.

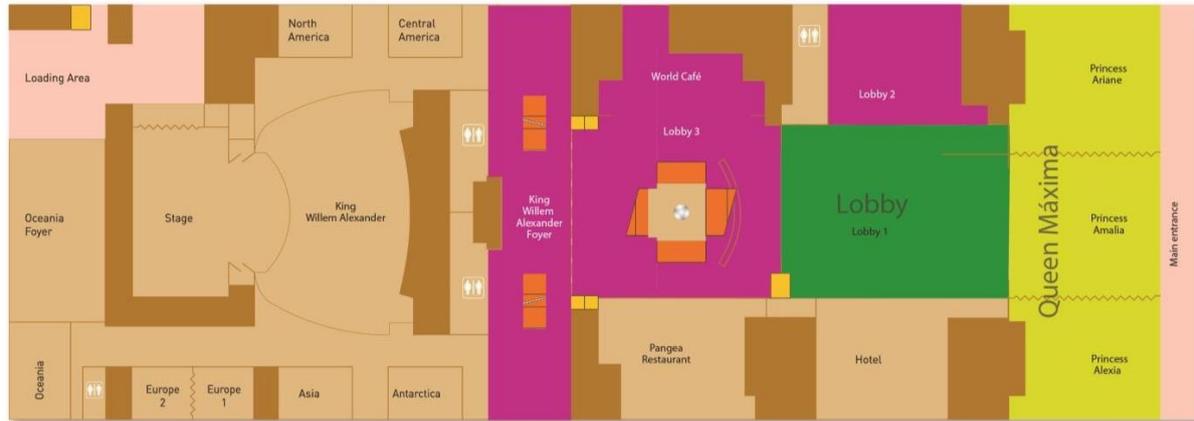
- **Hostesses**

The hostesses supplier has been taking care of the complete organisation and handling of deployment of temporary staff in the field of Hospitality & Sales Support for both the national and international market since 1991. The perfect preferred supplier for a smart and friendly host or hostess, an experienced team leader, an elegant hospitality model or a professional conference assistant.

3. Floorplan Stand Construction

3.1 Height Restrictions

The height restrictions in World Forum vary. The below diagram highlights the height restrictions in each area of World Forum.



3.2 Stands

- **Shell Scheme**

The shell scheme package includes:

- White system walls
- Fascia in white
- Exhibitor text on white fascia
- Standard carpet tiles
- One (1) spotlight per 9 sqm
- Initial stand cleaning before opening of show

- **Linear Stands**

A standard/linear (3m x 3m) stand (also called “in-line stand”) is any stand that shares a common back wall and adjoins other exhibits on one or two sides

- **Perimeter Stands**

A perimeter stand (3m x 3m) is a standard/linear stand located on the perimeter walls of the exhibition floor

- **Peninsula / Split Island Stands**

A peninsula stand is any exhibit 6m x 6m or larger with a depth from the common back wall to the aisle of at least 6m and with aisles on three (3) sides.

- **Island Stands**

An Island Stand is any exhibition 6m x 6m or larger and is surrounded by aisles on four sides.

4. Exhibition / Stands

4.1 Closed stands

If the stand is closed on all sides, only accessible with a door and/or if an aisle is passing through, the organisation needs to be informed by World Forum and/or authorities about necessary measures on exit signs. These measures will include at least but not only:

- Follow the NEN 3011:2015 on emergency exit signs;
- Use emergency exit signs with internal lightning;
- Placement of extra heat detection if there is none inside the stand. The heat detection needs to be placed on at least 50cm from the wall.
- If the exhibition area has a sprinkler system, the stands may not reach higher than 25cm under the ceiling.

4.2 Load-bearing structural components

Load-bearing structural components need to be conducted following the NEN 6065, class 1 or 2. Complex stands need to be discussed with World Forum. A specific permit and approval from the municipality on technical plans can be required.

4.3 Walls, sceneries and props

All walls, sceneries and props need to be made from non-flammable material as described in NEN 6065, class 1 or 2. All wooden panels >3.5mm don't need to be impregnated. Wooden material such as cart-, soft- and hardboards of all sizes need to be impregnated to "non-flammable". The result of the fire test need to be handed over for all these materials.

4.4 Wall coating material

All wall coatings material need to comply with the NEN 6065, class 1 or 2. The local fire department need to approve wall coating material that don't comply with the NEN 6065. All wall coating material need to be kept away from potential flammable items such as lightning, spots and installations that create heat.

4.5 Roofing

Stands may be covered with several types of roofing, such as textile, plates or suspended ceilings.

- All roofing material need to comply with the NEN 6065, class 2.
- NEN 6066, published in 1991 and NEN 6066/A1, published in 1997, optical smoke density < 2.2 m⁻¹; the latter requirement does not apply to floors and stair surfaces.
- Roofing material must be or be made non-flammable.
- When using textile material, metal wires must be applied of at least 0.3mm thick in one direction with a distance of 1 meter in between. All decoration made from textile need to comply with this as well.
- Glass plates may never be used as roofing.
- It is not permitted to use plastic film material as roofing.
- If the exhibition area has a sprinkler system, only 30% of the stands may be covered with roofing material. Unless the stand is covered with sprinkler textile and approved by the local fire department.
- If the exhibition area has a sprinkler system, the stands may not reach higher than 25cm under the ceiling.

4.6 Waste and stock

It is not allowed to have any type of stock next to or behind the stand due to potential flammable material. Material can be stocked in coordination with World Forum. Waste needs to be separated in the available bins.

4.7 Weight Restrictions

The maximum weight of goods to be brought into the building is 300 kg per square meter, except for: -

- Atlantic: 400 kg per square meter
- Lobby 1, 2 and 3: 500 kg per square meter
- Main entrance / Queen Maxima: 500 kg per square meter

5. Building Code

For completeness, the Building Code is set out in its entirety below. The Building Code describes the technical rules on the use and conversion of the building. These rules concern health, safety, usability, energy efficiency and the environment. For specified information regarding the NEN standards visit: www.nen.nl/Home-EN.htm *The italicised text below the article provides additional guidelines and/or World Forum policies on the relevant subject.*

5.1 Exits and escape routes

1. The entrances, passages, exits, emergency exits, aisles, walkways, stairs, ramps and escape routes must at all times be kept free of obstructions for the minimum width required* and provide adequate grip. This also applies to any parts of the adjoining (outdoor) grounds that are considered an extension of the escape routes
2. An (emergency) exit door should, when there are people in the building, only be closed in such a manner that the exit door can instantly be opened to its full minimum width* from the inside without having to use a key or other object
3. Doors and hatches with a fire and/or smoke protection function may not be opened for longer than is required to allow the movement of people or goods, unless these doors and hatches are equipped with automatic systems that release the doors or hatches when a situation occurs where these must serve as fire and/or smoke protection
4. Outdoor stairs and ramps of buildings intended for the accommodation of people must be kept free of snow and ice
5. Doors, fences and other barriers in escape routes must, if they do not turn in the direction of the escape route, be kept fully opened during the time there are people in the building and be secured in such a way that they cannot be closed by unauthorised persons. This does not apply to fire doors
6. Textiles to be suspended vertically in escape routes and rooms accommodating more than 50 people at the same time must have an after-flame time of no more than 15 seconds and an afterglow time of no more than 60 seconds, as determined according to the NEN-EN-ISO 6940 and 6941 standards, published in 1995
7. Any cables and cords that have to run over the floor must be taped down securely with good adhesive strips so that people do not trip or fall over them
8. Smoke generated by, for example, a smoke generator or cold ice or in any other way should never prevent rapid evacuation from the building.
 - *Curtains must turn with the door, or it must be possible to remove them easily, and must not prevent recognition of an emergency exit*

- *Emergency and transparent lighting must be visible. If this is hidden from view, visible replacements must be put in place Note: In a room with < 50 persons, a sticker will suffice. All in line with the NEN 3011:2015*

* The width of the relevant emergency door can be taken as the minimum width to be observed.

5.2 Upholstery and decorations

1. Upholstery and decorations must be kept clear of spot lighting and other equipment whose surface temperature may exceed 80 °C
2. Floor and stair coverings in escape routes and rooms where more than 50 people can be accommodated at the same time must be fitted so that these cannot shift, curl up or roll up and they should not pose any danger of slipping, tripping or falling.
3. Curtains and other vertical upholstery in rooms which can accommodate more than 50 people at the same time must be kept 0.10 metres clear of the floor.
4. There must be a minimum distance of 2.5 metres between the floor of a room and any decorations. These decorations may not be readily flammable and in case of fire, no drop formation may take place.
5. Balloons filled with flammable gas are not permitted.
6. Textiles to be suspended vertically in escape routes and rooms accommodating more than 50 people at the same time must fulfil the criterion of 'not easily flammable' as determined in the NEN 1722 standard, published in 1986, and NEN 1722-A (supplement to NEN 1722), published in 1988.
7. The covering materials used must comply with:
 - NEN 1775, published in 1991 and NEN 1775/A1, published in 1997;
 - NEN 6065, published in 1991 and NEN 6065/A1, published in 1997;
 - The requirement for curtains of an after-flame time of no more than 15 seconds and an afterglow time of no more than 60 seconds, as determined in NEN-EN-ISO 6940 and 6941, published in 1995;
 - NEN 6066, published in 1991 and NEN 6066/A1, published in 1997, optical smoke density < 2.2 m⁻¹; the latter requirement does not apply to floors and stair surfaces.

* *The use of confetti is unwanted, we advise serpentines instead. Approval for the use of confetti or serpentines needs to be given by World Forum. Please consider the extra cleaning costs related.*

5.3 Building systems

1. Electric lighting must meet the following requirements:
 - A. If rooms in a building designated for use by persons receive insufficient daylight or these areas are used after sunset, these areas must, with a view to being able to leave the building safely during their use, be fitted with electric lighting such that the illuminance at floor level is at least 10 lux.
 - B. If areas in a structure, not being a building, designated for use by persons receive insufficient daylight or these areas are used after sunset, these areas must, with a view to being able to leave the structure safely during their use, be fitted with electric lighting such that the illuminance at floor level is at least 10 lux.
 - C. If the area outside the exits of the structure receives insufficient daylight, this area must be fitted with electric outdoor lighting such that the illuminance at floor level is at least 10 lux.
 - D. Stairs in areas that are obscured when there are people present in these areas must be illuminated such that they are clearly visible.

- E. If there is the possibility of an area being obscured when there are people present in this area, this area must, if it accommodates more than 50 people at the same time, be fitted with lighting such that the illuminance allows for a reasonable orientation.
- F. Using any other lighting than electric lighting is prohibited.

2. Installations for heating and cooking purposes:
 - A. No loose heating appliances may be present in the building.
 - B. The installation of a stove or cooker must be fireproof.

* The use of gas/gas cylinder is prohibited without approval of the fire department.

5.4 Fire extinguishers

Built-in fire extinguishers must be indicated by means of a pictogram approved by the municipal executive, or another indication.

- *These pictograms must be visible at all times. If they are hidden from view, visible replacements must be put in place. Article 5: Smoking, open fire and firework prohibition*

5.5 Smoking, open fire and firework prohibition

1. The smoking prohibition or open fire prohibition must be clearly visible in prominent locations by means of the words 'NO SMOKING' or 'OPEN FIRE PROHIBITED', or by means of a standardised symbol in accordance with the provisions of the NEN-3011 standard, published in 2015.
2. Candles should be placed in stable, solid candle holders that are not easily flammable.
3. In case of lighting fireworks in structures, an overview showing that the activity will take place in a safe manner must be submitted to the municipal executive 14 days in advance.
4. Decorations in a confined space must not present a fire hazard. This hazard is not present if the decorations:
 - a. contribute only insignificantly to the risk;
 - b. are non-flammable, in accordance with NEN 6064;
 - c. have a fire class rating of A1 as defined in NEN-EN 13501-1;
 - d. fulfil the requirements for structural components as defined in Section 2.9, or
 - e. have an after-flame time of no more than 15 seconds and an afterglow time of no more than 60 seconds.

World Forum is a NON-SMOKING facility. Ash trays are located outside the main entrance and in front of the secondary entrance, the Onyx.

5.6 Waste

1. Waste must be collected daily in safely placed containers that can be properly closed and are made of flame-retardant material, insofar as the containers are placed inside the building.
2. Ashtrays must be emptied regularly, but at least daily, into closable ash collectors made of non-flammable material. The contents of the ash collectors may only be deposited in non-flammable containers with a lid.
3. Ashtrays and paper trays must be made of non-flammable material.

Do not place containers in escape routes, in front of/ behind emergency or other exits, and on or in front of a hydrant.

5.7 Vehicles with diesel or gasoline

Only vehicles with of a maximum of 5 litre fuel per tank are allowed within World Forum. The tank needs to be securely closed. The battery clamps need to be disconnected. If you plan to display a motorised vehicle as part of your exhibit the deadline for notifying SPE and World Forum is the **16 January 2017**.

Always consider the maximum floor load capacity and the accessibility to the preferred location with the exhibition manager, Brian Scholtz, bscholtz@spe.org.

5.8 Toxic and hazardous material

The exposure of toxic and hazardous material is prohibited, unless:

- A permit is given by the Ministerie van Volkshuisvesting, Ruimtelijke Ordening en Mileu (VROM).
- A permit by the organisation appointed specialist, that is trained and qualified to act during an incident, is present during the entire event.
- The local fire department needs to be notified by the organisation of the presence of toxic and hazardous material within World Forum.
- A specific permit needs to be available for radioactive material and installations.

5.9 Drones

Drones are accepted in World Forum when complying with the following guidelines set by the Dutch government:

- The operator shall always keep sight on the drone during the flight/demonstration;
- Inspect the drone prior to use to ensure good quality for safe use;
- The operator of the drone needs to be trained in safe use of the drone;
- Ensure the presence of organisations liability insurance;
- Only fly by daylight or sufficient lightning similar to daylight and always keep sight on the drone;
- The drone for recreational use may not weight more than 25kg;
- Filming and photography = respect privacy of others. Footage may not be recorded or published;
- Privacy: communicate the spaces where a drone with camera will fly to ensure notification;
- Privacy: include the use of drones and possible filming/photography in the general terms and conditions;

It is NOT allowed to use drones outside World Forum. Different rules apply to commercial use of drones (getting paid for operating the drone), such as but not only a flight license.

The flight zone(s) needs to be discussed with and approved by World Forum for each event.

6. Occupational Health & Safety

6.1 The Working Conditions Act

The Working Conditions Act (Arbowetgeving), regulates occupational health & safety at work to protect the employees. It is the responsibility of the employer to create and maintain this safe work environment. Negligence by the employer can cause a stop of work and/or a fine after an inspection from the Labour Inspectorate. Everyone is responsible for their own safe work conditions and that of

their colleagues and other people around. It is the responsibility of each person to warn and stop someone if work is performed unsafe. Exclusion of the person will follow if unsafe work proceeds.

6.2 Safe work procedures

It is vital to have safe work procedures available to train employees in how to perform their job safely. These safe work procedures should cover subjects that are relevant for the job and discussed in the risk analysis. Examples are:

- Working at height
- Moving vehicles
- Machines and equipment
- Electronic (hand) tools
- Manual work
- Work at night
- Heat stress / cold
- Waste management
- Food safety

6.3 Personal protective equipment

The employer is responsible to have appropriate and sufficient personal protective equipment (PPE) available for all employees. Which PPE is appropriate can be determined based on the risk analysis. All PPE should comply with the regulations and demonstrated to employees to ensure safe use.



Examples for PPE are shown in the figure on the right. A list of necessary PPE should be included in the safe work procedures.

It is mandatory to wear certified safety boots during the build-up and teardown of events. When there is overhead work, a helmet is mandatory as well. Harness and lanyard is mandatory when working above 2.5m (from the middle).

6.4 Dress-code

For security reasons exhibitors and contractors are not allowed to wear headgear except appropriate safety helmets in World Forum. Hoodies and caps are strictly prohibited.

6.5 Electrical machines

All machines should be CE approved, periodically certified and in good condition. Exhibitors and contracts are only allowed to use power sockets, if they have notified World Forum and received approval.

6.6 Alcohol & drugs

The use of alcohol or other drugs is prohibited during work within World Forum. People who are under the influence of any type of drug when starting their work, will be excluded.

6.7 Harassment & violence

No type of harassment nor (workplace) violence is tolerated. All employees, visitors and other people should be treated with respect.

6.8 First Aid

World Forum First Aid office is located on the first floor.

6.9 Safety data sheet

All hazardous materials should be registered in the Material Safety Data Sheet (MSDS) and send to World Forum prior to works. The need of this precaution is to be informed about the hazardous materials and substances that will be used during the works. World Forum needs to be informed

which measures the user takes to reduce the related risks and to understand if World Forum should take actions themselves.

7. Character of Exhibition

The SPE/IADC Drilling Conference and Exhibition is undertaken primarily for the technical education of its members. To provide the best possible atmosphere to discuss the technical application of the equipment and services displayed, each exhibitor agrees to the following:

- No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, nor exhibit therein, nor permit any other person or party to exhibit therein, any other goods, apparatus, etc., not manufactured or distributed by the exhibitor in the regular course of business except upon prior written consent of SPE Show Management.
- All exhibition stands must be manned by at least one company representative during official show hours specified by SPE. Exhibition space must be maintained in a neat, orderly manner throughout the exhibition.
- Any exhibitor using audio/video content in their stand for the purpose of demonstrating equipment or services agrees that such content shall be appropriate for a general audience, and agrees to refrain from using content that may be considered offensive to such an audience.
- Not to bring Balloons (including helium) into the exhibition area in order to comply with Health and Safety and Fire Regulations.
- Costumed personnel must be appropriately clad and must remain within the exhibitor's stand space except when necessarily arriving and leaving the stand or exhibition area.
- To exhibit only products, which it manufactures, represents or distributes, which comprise of materials, equipment, apparatus, systems, services and other component products applicable to advancing the engineering and scientific knowledge and development of energy resources and environment.

7.1 Noise

- In deference to fellow exhibitors and to the professional people who constitute the exhibition audience, exhibitors are specifically prohibited from employing any carnival type attraction, animal or human, or from operating such noise creating devices as bells, horns, or megaphones.
- Exhibitors using music systems, etc., must ensure that they are in possession of the correct licences and that the volume is not higher than 65 decibels.
- Mechanical reproduction of sound or music relating to an exhibition, or noise generated by production demonstrations shall be kept at a sufficiently low volume so as not to project beyond the confines of the exhibitor's stand and should not disrupt the activities of the neighbouring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the stand rather than the aisles.
- SPE reserves the right to impose limitation on noise levels and any method of operation, which becomes objectionable. Any sound that consistently exceeds 65 decibels measured at the edge of an exhibitor's stand is considered objectionable. However, continuous, monotone sound less than 65 decibels can also be a problem. Show management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.
- Should Exhibition Management receive complaints regarding the level of sound, the exhibitor will be asked to reduce the audible level. If the exhibitor does not comply and/or

the complaints continue, the exhibitor will be notified that the sound or musical performance must be discontinued or may be subject to dismissal from the exhibition floor.

7.2 Music Licence

Exhibitors wishing to broadcast music (whether live or from recorded material) from their stands, should obtain permission from the organisers. Exhibitors are solely responsible for obtaining any license(s) required to play music on their stand.

7.3 Copyright

Exhibiting companies shall not display, perform, or otherwise reproduce any copyrighted work of another without the express written consent of the copyright owner. The term “Copyrighted Work” includes literary works, musical compositions and performances, phonographs, audiotapes, videotapes, motion pictures, photographs, graphics, and all other works covered under the European Directive on Copyright protection. More specifically, exhibitors shall not display, perform, or otherwise reproduce, or cause to be displayed, performed, or otherwise reproduced, any copyrighted musical composition or performance of another at the Exhibition without the copyright owner’s express written consent. This includes the reproduction of any radio or television broadcasts, audiotapes, videotapes, and/or motion pictures that include, in whole or in part, the music composition(s) of any other party.

7.4 Hospitality Functions

- Exhibitors hosting hospitality functions (whether on-site or off-site) are prohibited from holding those activities during official show hours or official show events as described below:

Official Show Hours (may be subject to change):

- Tuesday 14 March 0800 to 1830 hours
 - Wednesday 15 March 0800 to 1800 hours and
 - Thursday, 16 March from 0800 to 1500 hours
- All requests for a hospitality suite or public function space at World Forum must be made through SPE
 - Any exhibitor conducting a function in direct competition with official show hours or official show events will forfeit their priority number, if applicable, and/or be subject to the loss of right to participate in future SPE exhibitions. If the event in violation of this policy is cancelled, the exhibitor is responsible for all financial obligations associated with this event.
 - If an exhibitor should cancel or not occupy the exhibition space during official Show hours, SPE reserves the right to notify the hotel to cancel any hospitality space and/or hotel guest rooms under that company’s name. The exhibitor shall remain liable for the payments made to the hotel.
 - Any exhibiting company’s division or subsidiary not contracting for space in the Show, but conducting any function in direct competition with the official Show hours, or at any time during the official Show days, will forfeit the rights of the exhibiting company to obtain hospitality suites and/or function space over the official Show days the next year and will forfeit 30 Priority Points

8. Public Liability Insurance

A rental agreement for a stand in one of the halls of World Forum does not carry any form of insurance.

Exhibitors are required to obtain insurance covering third party liability against damage, theft and fire for the duration of the exhibition and during the building and dismantling periods.

Insurance for public liability must be taken out by each exhibitor at their own expense. The insurance must cover the full period of occupancy of the premises by the exhibitor, its agents and employees. Exhibitors are free to select an insurance company.

The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and hold SPE, World Forum and SPE's official contractors and their respective officers, employees, members and agents harmless from and against any and all claims, losses, injuries and damages to persons or property, governmental charges or fines and legal fees arising out of or caused by the exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises, or any part thereof, or arising out of or caused by the exhibitor's participation in exhibition activities.

Exhibitors are requested to make their own arrangements for health, travel insurance, custom stand and goods.

9. Employment and Venue Regulations

9.1 Venue Regulations

- World Forum reserves the right to refuse access to the exhibition halls to any person it believes likely to interfere with the orderly conduct of any event. All exhibitors must comply strictly with the instructions of SPE and refrain from engaging in any other activity not expressly authorised by World Forum and SPE.
- The present regulation applies to anyone on the premises of World Forum, whether or not professionally engaged in trade or commerce.

9.2 Children

No one under the age of 18 is permitted in the Exhibition areas during the move-in or move-out.

No one under the age of 16 is permitted in the Exhibition areas during official show hours.

9.3 Employment of Labour

Whilst onsite at World Forum, the exhibitor is fully responsible and liable for compliance with the Foreign Nationals (Employment) Act in respect to personnel employed or contracted by the exhibitor. Proof of identity must be supplied to SPE, World Forum or a Government body immediately if requested. World Forum and SPE cannot be held responsible for claims made under the Foreign Nationals (Employment) Act. The exhibitor will bear the full risk and have full responsibility and liability for fines and/or claims made against them, SPE or World Forum.

Non-approved contractors shall not be admitted into the exhibition halls. All exhibitors must ensure that contractors comply with the SPE/IADC Drilling Conference and Exhibition show rules and regulations and the venue and safety regulations hereby stated.

Any person who, in the opinion of the organiser or World Forum, is carrying out work contrary to the requirements of the organiser, the local or other competent authority, or the landlords of the building, will be required to stop immediately and may be directed to leave the exhibition site. A World Forum Safety Co-ordinator will undertake regular inspections during build-up and breakdown.

10. Photography, Recording and Advertising

10.1 Photography/Video/Audio Recording Regulations

- The following guidelines apply for exhibitors and photographers at the SPE/IADC Drilling Conference and Exhibition.
- No audio or video recording or still photography may occur without SPE's permission.
- Attendees are not permitted to shoot video or photos anywhere at the SPE/IADC Drilling Conference and Exhibition. Please inform any attendee or other unauthorised photographer who is shooting photos or video of your exhibition or equipment that photography is not permitted. If you see attendees who are using cameras of any sort (including phone cameras) in the exhibition area or anywhere else at the SPE/IADC Drilling Conference and Exhibition, please contact your floor manager or SPE security.
- Exhibitors are permitted to shoot video or take photographs under the following guidelines:
 - In their own stand, for promotional use, any time the exhibition is open. Exhibitors do not need SPE's permission.
 - Using outside video crews or photographers, by providing an exhibitor badge or guest badge for all personnel. Exhibitors are responsible for supervising their activities so that they comply with SPE guidelines.
- Exhibitors are not permitted to shoot anywhere else on the SPE/IADC Drilling Conference and Exhibition floor or anywhere else throughout the conference.
 - When shooting photography or video in their own stand, no other exhibitor's stand may appear in the shot.
 - After hours photography or video are not permitted without making arrangements in advance with SPE exhibition staff.

Exhibitors are responsible for all their company personnel and as such are responsible for communicating these Exhibition Regulations as well as all rules to their employees. Exhibiting personnel found in violation of the Photography/Video/Audio Recording Regulations are subject to removal from SPE/IADC Drilling Conference and Exhibition and to have their photography equipment or devices confiscated in order to remove all photos or video images. Multiple offenses by the same company will subject that company to having their stand closed for the remainder of the event and all of their personnel being removed from SPE/IADC Drilling Conference and Exhibition. This will also subject that same company to losing priority points and up to and including losing the ability to exhibit at future SPE events.

To arrange for Press Video/Photo/Radio Opportunities please contact media@spe.org.

10.2 Marketing and Advertising

- Publications/brochures may only be distributed from your stand. No distribution is permitted from the aisles of the Exhibition Hall, the registration area, or anywhere in the exhibition facility. Publication bins may be rented by companies for their industry related publications. Brochures other than those assigned to the company renting the bin will be removed and destroyed. This regulation pertains to pre-show as well as during the exhibition
- Exhibitors who have purchased a sponsorship package may not distribute their collateral materials to other exhibitor's stands. SPE is responsible for the production of signage and the distribution of items associated with an exhibitor's sponsorship. This regulation applies to pre-show as well as during the exhibition.

- Samples, souvenirs and advertising material may be distributed by the exhibitor only from within their stand.
- Advertising messages may not be taped or affixed in any other way to the floor.

10.3 Solicitation

- SPE Show Management is sensitive to the time, effort and cost related to the success of the conference by exhibitors, and therefore, expressly forbids the solicitation of goods and services, distribution of literature, promotional items or souvenirs by anyone other than registered exhibitors. Anyone observed to be soliciting business in the aisles or other public areas or in another company's booth will be asked to leave immediately. Please report any violations you may observe to Show Management.
- The exhibitor agrees to refrain from the performance of any act that constitutes a sale of any of the products or services being displayed or that constitutes a necessary step in effecting such a sale. The prohibited acts shall include, but are not limited to: (a) the actual sale of products in return for cash, cheque or other legal tender received at the exhibition; and (b) the execution of contracts or other documents that effect a sale of products or services, whether or not accompanied by receipt of a deposit thereon, for delivery of performance following the Exhibition. Exhibitors may secure names and addresses of persons expressing an interest in the products or services being displayed for the purpose of contacting such person after the Exhibition.

10.4 Market Research and Surveys

Any exhibitor wishing to conduct market research or surveys during the event must adhere to the following procedures:

- Surveys and questionnaires must be submitted for approval to the SPE Exhibitions Manager no later than sixty (60) days prior to the event.
- All surveys/questionnaires must be conducted within the confines of the exhibitor's stand. At no time may exhibition personnel leave their stand to encourage participation or to survey/question attendees.
- Market research companies must identify the names of the clients for whom they are conducting research. Survey documents and any publication or results may not include the name of the conference or make any reference to the event which might cause respondents or readers to believe that SPE is endorsing, approving, or involved with the research.
- Exhibitors who violate these guidelines may jeopardise their earned priority points and future participation at SPE events.

11. Exhibitor-Appointed Contractors

An Exhibitor-Appointed Contractor (EAC) is any person or company other than the designated "official" or "exclusive" contractors that provide a service (supervision, display installation and dismantling, advertising agencies, models, florists, photographers, aquarium supply firms, computer firms, audio-visual firms, etc.) and requires access to the exhibition hall any time during installation or dismantling or show dates.

11.1 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 companies must complete and submit the Work Authorisation Request Form no later than **9 January 2017**.
- 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 Exhibition Regulations, union regulations, financial responsibilities for services acquired through SPE Official and Exclusive Contractors, and violations and/or damages that may occur.

11.2 Exhibitor-Appointed Contractor Responsibilities

- Exhibitor-Appointed Contractors (EACs) are required to meet specific criteria before they will be permitted access to the exhibition areas. Upon receipt of the Work Authorisation Notification Form from the Exhibitor, SPE will provide each EAC with a packet of important information regarding the EAC Programme. Each EAC must complete all information and no exceptions to this programme will be authorised.
- Each EAC must complete and return the SPE Exhibitor-Appointed Contractor Agreement and Indemnity form to SPE by **1 February 2017**.
- Each EAC (not exhibiting companies) must submit:
 - ⊖ A certificate of public liability insurance
 - ⊖ Risk Assessment
 - ⊖ Safety Method Statement
- 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 **1 February 2017**.
- SPE will prepare a name badge for the EAC's key on-site personnel which allows the same access as an exhibitor badge. These badges will be available for pick-up at the EAC desk. EACs are not authorised 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 jeopardise the EAC's ability to obtain work authorisation from SPE for this show and all future shows.

11.3 Rules and Regulations Governing Exhibitor-Appointed Contractors

EACs are strictly prohibited from soliciting business to SPE exhibitors by using the name Society of Petroleum Engineers, SPE/IADC Drilling Conference and Exhibition, official artwork, or any verbiage/graphic that resembles SPE or SPE/IADC Drilling Conference and Exhibition in any form or fashion. SPE Management reserves the right to prohibit any company from admittance to SPE/IADC Drilling Conference and Exhibition who violates this policy.

- a) EACs will be denied access to the exhibition floor without current proof of insurance coverage, a risk assessment and safety method statement.
- b) Any EAC found working on the show floor without SPE Management authorisation will be escorted from the premises and not allowed back on the exhibition floor.
- c) EACs will refrain from placing an undue burden on the Official Contractors, especially by not interfering in any way with the Official Contractor's work.
- d) EACs will not solicit business prior to, during or post show whereby solicitation mentions SPE or contains the utilisation of the SPE logo or artwork in any form or fashion. This action is strictly prohibited.
- e) EACs will not set up tables on the exhibition floor other than in the space of a client on whose stand they are working. Solicitation from the show floor is prohibited.

- f) EACs will co-operate fully with SPE Management and the Official/Exclusive Contractors and will comply with existing union rules and regulations as outlined in the Exhibitor Services Manual.
- g) EACs may not post signs in their clients' stands, 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.
- h) Cameras or photography are prohibited in the exhibition areas without permission from SPE Management. With approval, EACs may photograph only the stand(s) with which they have contractual arrangements.
- i) While aisle carpeting is being installed, jockey boxes, ladders and the EACs equipment must be removed completely from the exhibition areas, be placed inside the stand being installed, or removed from the exhibition areas.
- j) EACs are not allowed in the exhibition 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.
- k) EACs are not authorised to have SPE exhibitor badges.

PLEASE NOTE: Exhibitors may utilise all or a combination of any of these three sources (Official Contractors, Full-Time Employees and Exhibitor Appointed Contractors) for exhibition installation and dismantling; however, only authorised personnel will be granted access to the exhibition area.

11.4 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 labour 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 jeopardise the Exhibitor-Appointed Contractor's ability to obtain work authorisation.

12. Sustainability

SPE is committed to ensuring that the environmental impact of our exhibitions is kept to a minimum. We aim to make progress in the field of sustainability through reducing energy usage, promoting eco-friendly mobility, reducing water consumption and limiting waste – core values which are also driving our members. We would advise you to focus on the following core activities.

12.1 Reduce

- Include sustainability from the start of the planning process.
- Ensure the design meets your objectives without excessive material. The best stand design does not always mean the most stand fitting materials.
- Lighting normally consumes a lot of power (which is expensive in exhibition halls). Whilst you want your stand appropriately lit, choosing different light fittings or reducing the number of fittings could save you money. Ensure that lighting and equipment is switched off when not required.
- Reduce waste to the unavoidable by using products which can be reused or recycled.
- If not recycled, some materials e.g. wood are widely available from sustainably managed sources. Avoid using tropical hardwoods in furniture and display fittings, unless you can be sure that it comes from a sustainable, managed source. Ask your timber supplier about the origin of

the wood and look for the Forest Stewardship Council Trademark – an international symbol that indicates timber products have come from a forest managed to a high standard of agreed environmental, social and economic criteria.

- If you intend to use the Official on-stand caterer, avoid using disposable cutlery and crockery.
- Use carpet tiles instead of sheet carpet. If you use sheet carpet ensure that it can be recycled.
- Maximise the use of prefabricated stand fitting and reduce the construction onsite. This will save material in the long run and reduce your costs as build and dismantle are quicker.

12.2 Reuse

- Whenever possible, consider the use of modular display items. Modern systems are both creative and reusable.
- Talk to your stand builder about materials that can be reused and that, when no longer suitable for stand construction, can be recycled.
- If you exhibit frequently try to reuse as much of the material as possible. If not, allow your contractor to design elements of the stand in such a way that they may have a use for them for other clients in the future. This wastes less material and may reduce costs to you.
- If you exhibit worldwide you may want to evaluate material reuse vs the cost/impact of shipping between countries/regions.

12.3 Recycle

- Which of the stand materials can be recycled at the end of their life? Can they still be recycled after you have treated them e.g. wood may or may not be able to be recycled depending on the type of paint or finish you apply to it?
- Have any of your stand materials already been recycled?
- Recycle unwanted and / or used material in the facilities provided.

12.4 Marketing Collateral

- Electronic communications are prioritised instead of printing e.g. pdf files available to download via a USB port or memory keys given away loaded with company information.
- Where printing is necessary, it is double-sided on recycled paper with vegetable or soy based inks or waterless printing used.
- Total number of copies required estimated to avoid excessive printing.
- Print materials are generic for reuse (event specific information and dates avoided).
- Sustainable/green show bags and promotional products selected e.g. made from recycled materials, reusable and recyclable/biodegradable, nontoxic, minimally packaged or not packaged at all.
- Staff are trained/briefed about sustainable measures for the event.