

WORK AUTHORIZATION REQUEST FORM INSTRUCTIONS



IADC/SPE DRILLING CONFERENCE AND EXHIBITION
4-6 March 2008
CARIBE ROYALE RESORT
ORLANDO, FLORIDA U.S.A



**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/IADC Drilling Conference.

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 Installation and Dismantle Order Form provided in the right pocket of your Exhibitor Services Manual.

Exhibitor-Appointed Contractor

An Exhibitor-Appointed Contractor (EAC) is any person &/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 **21 January 2008.**

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 or the state in which the Services are to be provided or performed or of the state in which Supplier is obligated to pay compensation to employees engaged in the performance or provision of the Services.
 - 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 "Caribe Royale Resort" and the certificate must include the statement "Certificate Holder is additional insured with respect to General Liability and Automobile Liability Coverage's". **Deadline: 11 February 2008**.
- 2) EAC's must provide the name(s) of their key on-site personnel by **11 February 2008**. SPE will prepare a name badge for the EAC's key on-site personnel, which will be available for pick-up at Registration located in the Exhibitor Registration area in the lobby outside of the Exhibit Hall and which allows the same access as an exhibitor badge. For security reasons, do not have an Exhibitor Badge made for your EACs. 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.
- 5) EAC's will cooperate fully with Show Management and the Official Contractors and will comply with existing union 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) 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.
- 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 whose participation in the event may, in the option 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.

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. To request authorization for your EAC(s), exhibitors must submit the Work Authorization Request Form to SPE by **21 January 2008.**