



**\*\*\*NEW FOR 2008\*\*\***

## **WORK AUTHORIZATION REQUEST INSTRUCTIONS**

**SPE PROGRESSING CAVITY PUMPS CONFERENCE**

**27 – 29 April 2008**

**Houston, Texas**

### **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 Progressing Cavity Pumps 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 Labor Order Form provided in the right-hand pocket of your manual.

### **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:

- Electrical, Internet, Telephone – Intercontinental Hotel Dallas
- Drayage/Forklift Operations - Freeman
- Rigging – Overhead or Genie Lift - Freeman

### **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 dismantling, advertising agencies, models, florists, photographers, aquarium supply firms, computer firms, audiovisual firms, etc.) and requires access to the exhibit hall any time during installation or dismantling or show dates.

### **REVISED 2008: 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 March 2008**.

- 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.

### **REVISED 2008: 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 **31 March 2008**.
- 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: **31 March 2008**.
- EAC's must provide the name(s) of their key on-site personnel by **31 March 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.

Failure to meet specified EAC Program criteria will jeopardize the EAC's ability to obtain work authorization from SPE now and in the future.

### **REVISED 2008: 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 on the show floor at any time, including installation, during the show, and dismantling.
- 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.
- 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.
- 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 on the show floor 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** authorized to have SPE Exhibitor badges.

### **REVISED 2008: 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.***

**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.