

EXHIBITOR REQUIREMENTS

<u>ITEM</u>	<u>GUIDELINES</u>
<p><u>WORK PERMIT FORM</u> <u>(ATTACHED)</u></p>	<p>-To be completed and signed by each contractor/vendor who would need access to the Level 3 Carpark – Service Entrance to load-in items for setup and breakdown.</p> <p>-Complete as much information as possible and tick the relevant room based on where the booth is located.</p> <p>-Please remind vendors to include their sub-contractors (for example, ABC Company may be setting up the booth but they have a sub-contractor to install lights or plants who will also need access).</p> <p>-Society of Petroleum Engineers (SPE) to collate the forms and send to hotel by June 1st, 2023.</p>
<p><u>GENERAL RULES & GUIDELINES</u> <u>FOR VENDORS FORM</u> <u>(ATTACHED)</u></p>	<p>-To be reviewed by each vendor and signed.</p> <p>-SPE to collate the forms and send to hotel by June 1st, 2023.</p> <p><u>Important Reminders (summarized from Form):</u></p> <ul style="list-style-type: none"> • Exhibitors to bring their own trolleys for setup and breakdown, as the hotel does not provide these. • Please note the dress code for persons coming to set up and break down, as per the document. Long pants and enclosed shoes are required. • Height limitation for vehicles entering the carpark is 7 feet. • Only adults will be allowed entry for setup and breakdown – children will not be allowed on-site for safety reasons. • No items to be stuck, glued, posted, nailed, or attached to walls, floors, carpets or any part of the building or furniture. Any damage done to the property will incur a fee. • Booth infrastructure must be pre-fabricated and brought into the hotel for setup. No construction, painting, sawing, drilling, etc. is to be performed on-site. • Aisle widths to be observed as per document. • Any electrical cords or cables running across the floor or footpath must be secured with Cable Trays. Tape on the carpet is not allowed.

	<ul style="list-style-type: none"> • All equipment, decorations, material etc. must be removed from the premises at the end of the event to the bin provided on Level 3 of the carpark. The hotel is not responsible for any items left on the premises or garbage area, and does not have available storage. • Exhibitors wishing to secure or insure their items or booths against theft, damage, and accidents must do so at their own expense i.e. by providing overnight security for their booth if they wish.
<p><u>PUBLIC LIABILITY INSURANCE</u></p>	<p>A valid Public Liability Insurance certificate is to be submitted to the hotel by the booth contractor based on the nature of their setup i.e. are there any structures such as trussing or walls in the booth which can fall causing damage to person or property. SPE to submit certificates by June 1st, 2023.</p>
<p><u>ALL EXHIBITORS TO SUBMIT A DETAILED DESCRIPTION AND FLOOR PLAN/DIAGRAM OF THEIR BOOTH</u></p>	<p>The hotel’s Safety & Engineering Teams will review all information for approval prior to setup. SPE to collate and send to hotel by June 1st, 2023.</p> <p>-<u>Detailed description</u> of what the booth will entail, i.e. any TV screens (on stands, mounted on frame, etc.), lighting (overhead or up lighting), trussing, walls or panels, LED panels, backdrops, flooring, equipment for display, plants, special features. Indicate what is supporting the structure, ground support, weight of truss base plates, etc.</p> <p>-<u>Basic Floor Plan/Diagram</u> of the booth. Must include dimensions (height, width, depth) and specifications, i.e. trussing, fabricated walls, TV screens or LED walls, pipe & drape. This does not have to be a computer-generated diagram but must include the dimensions and details above.</p> <p>-<u>Electrical requirements</u> – What are the power requirements (voltage/wattage/ampere) of items in the booth such as TV screens, up lights, LED walls, etc. and quantity of these items. This helps the hotel to determine how much additional power supply and outlets we may need to provide and where. The chosen audio visual provider would be responsible for extension cords.</p> <p>-Please indicate whether the booth will require the hotel’s <u>6-foot rectangular table and two chairs</u> or not required.</p> <p>-Any <u>food & beverage</u> requests by exhibitors must be submitted to the hotel for prior approval, such as samples, giveaways, demos, and refreshments at booth.</p>

<p><u>SPECIAL EXHIBITOR NEEDS</u></p>	<p>If any booths require a hard-wired Internet connection for their booth, this must be requested at least one week in advance and can be provided by the hotel at a cost to the exhibitor.</p> <p>For tall booth structures, this may require the use of the hotel's Scissors Lift and Driver. This must be requested at least one week in advance at a cost to the exhibitor (cost may be divided among booths based on how many hours of setup and breakdown are needed per booth).</p>
<p><u>LOAD IN PROCEDURE</u></p>	<p>Upon arrival, all contractors can proceed directly to Level 3 of the carpark to the long concrete bridge or walkway leading to the back of the Regency Ballroom. A Security Officer will be stationed there to register the contractors, check ID's, and provide badges to access the Ballroom Foyer and associated rooms for setup. The same procedure applies upon arrival for breakdown.</p>
<p><u>GARBAGE DISPOSAL</u></p>	<p>There will be a large, gray bin stationed on Level 3 of the carpark. Kindly note that all exhibitors are responsible for moving their garbage, boxes, and discarded material from the event spaces to the bin, as the hotel will not be responsible for clearing this. We also ask that the garbage is placed in the bin and not left on the ground in the carpark. The same applies for breakdown. If compactor access is required, this can be arranged in advance.</p>
<p><u>CUT-OFF TIME FOR SETUP</u></p>	<p>Cut-off time for setup the night before the Event begins will be 7:00PM. This will allow sufficient time for a walk-through by the hotel's Engineering & Safety Teams to review the booths and identify any potential concerns, with enough time to be addressed before the Event begins the next morning. Additional setup time beyond this time can be discussed with the Event Manager.</p>

Thank you for your cooperation and understanding as we seek to make your event a safe and successful one!