

Work Authorization Request Instructions and Order Form

IMPORTANT: REFER TO UNION REGULATIONS

INSTRUCTIONS

Exhibiting Company Personnel

Full-time employees of exhibiting companies may install and dismantle their own displays. **They must carry current company and personal government issued photo identification.** Properly badged exhibitor personnel will be allowed to work in the exhibition area during installation, exhibition dates and dismantling of the 2017 SPE Annual Technology Conference and Exhibition.

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 prior to installation; to do so use the Labor Order Form provided in the Freeman Booth Services & Furnishings section.

Exclusive Contracted Services

The services listed below must be provided by the **Exclusive SPE Contractor**. No other company will be permitted to perform these services:

- **Catering** – The RK Group
- **Drayage/Forklift Operations** - Freeman
- **Electrical/Plumbing/Compressed Air and other Utilities** – Freeman
- **Telecommunications/Internet** – Smart City
- **Rigging** – Freeman

Exhibitor-Appointed Contractor

An Exhibitor-Appointed Contractor (EAC) is any person and/or company, other than the designated "official" or "exclusive" contractors, that provide 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.

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 **21 August, 2017**.
 - Exhibitors are not permitted to obtain official SPE Exhibitor Badges for their appointed EAC personnel. SPE Exhibitor Badges are for exhibiting companies only.
 - Exhibitor or its EAC is encouraged to remain with their freight during move-out until it is picked up from the exhibit hall by the official freight contractor. SPE Show Management is not responsible for loss of unattended freight. Additional security may be hired at Exhibitor's expense.
 - 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.
- **Exhibitors are responsible for ensuring that their EAC's submit all required documents including certificate of insurance, no later than 8 September, 2017.**

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 and return all information **no later than 8 September, 2017**. No exceptions will be authorized.
- Exhibitor or its EAC is encouraged to remain with their freight during move-out until it is removed from the exhibit hall by the official freight contractor. Show Management is not responsible for loss of unattended freight. Additional security may be hired at Exhibitor's expense.
- 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: **8 September, 2017.**
- **EAC personnel requiring access to booth(s) on the exhibit floor during show days must register through EAC registration on-line.**
 - SPE will prepare a name badge for the EAC's registered key on-site personnel, which will be available for pick-up at the EAC Check-in Service Desk located on the convention center dock, which allows the same access as an exhibitor badge. EAC's are **NOT** authorized 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 jeopardize the EAC's ability to obtain work authorization from SPE now and in the future.

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 prior to, during or post SPE whereby solicitation mentions SPE or contains the utilization of the SPE logo or artwork in any form or fashion. This action is strictly prohibited.
- EAC's will not set up tables on the exhibit floor other than in the space of a client on whose booth they are working. Solicitation from the show floor is prohibited.
- 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 in the exhibit 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.
- EAC's are **NOT** authorized to have SPE 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 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 - exhibiting company personnel, Freeman, or Exhibitor Appointed Contractor (EAC) - for exhibit installation and dismantling; however, only authorized personnel will be granted access to the exhibition area.



**SPE Annual Technical
Conference and Exhibition
9 – 11 October, 2017
Henry B. Gonzalez Convention Center
San Antonio, Texas, USA**



WORK AUTHORIZATION REQUEST FORM – DUE NO LATER THAN 21 AUGUST, 2017

IMPORTANT: REFER TO UNION REGULATIONS

Exhibitors using an Exhibitor-Appointed Contractor (EAC) to install or dismantle their exhibit space must advise SPE Management by submitting this form. An EAC is any person or company, other than the designated "official" or "exclusive" contractors that is hired to provide a service and requires access to your exhibit any time during installation, exhibition dates and/or dismantling.

THE FOLLOWING MUST BE COMPLETED BY CONTRACTED EXHIBITING COMPANY – NOT THE EAC

EXHIBITOR INFORMATION:

EXHIBITING COMPANY BOOTH #

REQUESTED BY (PRINT NAME)

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TELEPHONE EMAIL ADDRESS

I have reviewed, understand and agree to use an Exhibitor-Appointed Contractor in accordance with the 2017 SPE Exhibit Rules & Regulations. I understand that the exhibiting company is responsible for the actions of their Exhibitor-Appointed Contractor(s) for any violations or damages that may occur. I agree that it is ultimately my responsibility to convey the aforementioned guidelines to my Exhibitor-Appointed Contractor(s) and to ensure that my Exhibitor-Appointed Contractor(s) **submit required documents no later than the deadline of 8 September, 2017.**

SIGNATURE Date

EXHIBITOR APPOINTED CONTRACTOR INFORMATION:

EXHIBITOR-APPOINTED CONTRACTOR COMPANY NAME

COMPANY CONTACT

ADDRESS

CITY STATE COUNTRY POSTAL CODE

TELEPHONE FACSIMILE E-MAIL ADDRESS

ON-SITE CONTACT CELL PHONE NUMBE

Submit by 21 August, 2017 to: SPE Exhibits at spe.events@spe.org