



**OTC Exhibitor
Appointed
Contractor Manual**



OTC Exhibitor Appointed Contractor Manual



What is an Exhibitor Appointed Contractor?

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, audiovisual firms, etc.) and requires access to the exhibit hall any time during installation or dismantling or show dates.

While full-time employees of exhibiting companies may set up their own exhibits, any local services that may be required beyond what your employees can provide must be performed by Union Labor. Please refer to Union Labor information supplied in the Exhibitor Services Manual.

Responsibilities

EACs are required to submit documents that meet specific criteria in order to gain approval to work on-site at any OTC show.

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

Documents Required

Exhibitor Appointed Contractor Agreement:

- The purpose of the EAC Agreement is to notify Exhibit Management of the presence of an EAC Company during install and dismantle, type of services to be performed, and the exhibitor(s) that has hired them to perform said services.
- A personnel member of the EAC Company, who has the authority to sign legally binding contracts, must be the one to submit the EAC Agreement.

Certificate of Insurance (COI):

- Each contractor must submit a certificate of insurance for Commercial General Liability Insurance, Business Automobile Liability Insurance and Worker's Compensation Insurance.
- You must attach your COI into the EAC Agreement and it must be valid from the start of install until the end of break down.
- **SAMPLE INSURANCE**
- Coverage Requirements:
 - Commercial General Liability coverage
 - Must provide \$1,000,000 Combined Single Limit each occurrence
 - \$2,000,000 General Aggregate
 - \$1,000,000 Products/Completed Operations Aggregate.
 - Commercial General Liability must include Product/Completed Operations Broad Form Commercial General Liability with **NO EXCLUSIONS**.
 - Business Automobile Liability



OTC Exhibitor Appointed Contractor Manual

- 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
 - Must meet the Statutory Requirements established by the State of Texas
- Umbrella Liability is acceptable to meet above minimum requirements.
- Additional Insured should include the following wording: "Certificate Holder is Additional Insured with respects to General Liability and Automobile Liability coverage".

Other Requirements

EAC Fee:

- Each EAC is required to pay an EAC Fee of \$200 per exhibitor that has hired them for on-site services. The EAC primary contact listed on the EAC Agreement will receive an invoice for the total amount and must pay the invoice once received. If additional exhibitors are added after payment, the EAC primary contact will receive a second invoice with the additional amount.

EAC Badges:

- EAC personnel members will receive a new wristband each day during install and dismantle.
- If an EAC personnel member requires access to the exhibit floor during show days, said member will need to register for a badge under the allotment of the exhibitor requiring their presence on-site. It is the EACs responsibility to communicate the need for a badge with the exhibitor.
- If an EAC personnel member determines they need a badge for show days after arriving on-site, said member will need to go to the registration area with a staff member of the exhibiting company requiring their on-site presence. The exhibitor will still be required to register the EAC personnel member under their allotted registration amount.

Hiring Sub-Contractors

A sub-contractor is a company hired by an Exhibitor Appointed Contractor to perform work on their behalf. At OTC we do permit EACs to hire sub-contractors, however, EACs should be aware that any sub-contractor(s) hired are solely the responsibility of the EAC Company.

The EAC Company is also responsible for ensuring any sub-contractor(s) hired receives a copy of the Rules and Regulations and abides by all rules and regulations set by Show Management and the facility.



OTC Exhibitor Appointed Contractor Manual



Sub-contractors must be covered under your insurance policy and noted on your Certificate of Insurance

Please keep in mind that a sub-contractors actions and attitudes are considered the actions and attitudes of the EAC Company they have been hired by, as they are now viewed as members of said EAC Company.

Photography and Videography Policy

OTC is organized and operated exclusively to promote and further advance scientific and technical knowledge of offshore resources and environmental matters. To maintain the unparalleled technological experience, OTC must enforce a photography and videography policy which will protect the leading-edge technology showcased at the event.

The following guidelines apply for attendees, exhibiting personnel, and exhibitor-appointed contractors/photographer at any OTC show.

1. No audio or video recording or still photography may occur without OTC Exhibit Management's permission.
2. Attendees, exhibiting personnel and exhibitor appointed contractors/photographers are prohibited from shooting video or photos anywhere in the sessions and the indoor and outdoor exhibition areas. If you see any unauthorized persons who are using cameras of any sort (including camera phones) in the sessions or indoor and outdoor exhibition areas, please contact Exhibit Management
3. Exhibitors **are** permitted to shoot video or take photographs under the following guidelines:
 - a. In their own booth for promotional use at any time the exhibition is open, without seeking OTC Exhibit Management's permission.
 - b. At their company press conference held in the OTC press conference room.
 - c. By hiring outside photographers and video crews. Outside photographers and video crews are required to obtain permission from OTC Exhibit Management to shoot photos or video of the exhibition.
 - d. Outside photographers and video crews do not qualify for press badges.
 - e. Outside video crews or photographer must be registered for badges under the exhibitor whom has hired them.
 - f. Exhibitors are responsible for supervising the activities of outside video crews and photographers so that they comply with OTC guidelines.
4. Exhibitors are permitted to capture photography or video in their own booth, but no other Exhibitor's booth may appear in the shot.



OTC Exhibitor Appointed Contractor Manual



5. After-hours photography or video is not permitted without making arrangements in advance with OTC Exhibit Management.

Penalties for Violating the OTC Photography Policy

- **First Warning:** Verbal warning about the policy from OTC Staff. A notation will be received on their badge indicating that they have received an initial verbal warning.

OTC will also inform the exhibiting company's primary contact and the EACs primary contact about the incident and the consequences for a second offense. Failure by OTC to inform the exhibiting company's primary contact about the first incident shall not relieve the exhibiting company from the consequences of a second incident.

- **Second Warning:** Badge will be confiscated, and the offender will be escorted off the premises by OTC Staff and/or security personnel.

The EAC Company may be placed on a probation period or lose the ability to gain approval to work at any other OTC show.

OTC Exhibit Management reserves the right to view any images or videos captured if we have reason to believe these rules have been broken.

Rules and Regulations Governing Exhibitor-Appointed Contractors

1. EACs will be denied access to the exhibit floor if any of the above criteria is not met.
2. Any EAC found working on the show floor without OTC Management authorization will be escorted from the premises and not allowed back on the exhibit floor.
3. 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.
4. EACs are strictly prohibited from soliciting business prior to, during, or post show whereby solicitation mentions OTC or contains the utilization of the OTC logo or artwork in any form or fashion. OTC Show Management reserves the right to prohibit any company from admittance to any OTC show who violates this policy.
5. EACs will not set up tables on the exhibit floor other than in the space of a client on whose booth they are working.
6. EACs will cooperate fully with OTC Show Management and the Official/Exclusive Contractors and will comply with existing union rules and regulations as outlined in the Exhibitor Services Manual.
7. EACs may not post signs in their client's booths, 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.



OTC Exhibitor Appointed Contractor Manual



8. Photography and videography is prohibited in the exhibit areas without permission from OTC Management. With approval, EACs may photograph only the booth(s) with which they have contractual arrangements. Refer to the official OTC Photography/Video/Audio Regulations above.
9. OTC Management is not responsible for any lost or stolen EAC equipment or EAC installed equipment.
10. While aisle carpeting is being installed, jockey boxes, ladders and the EACs equipment must be removed completely from the exhibit areas, be placed inside the booth being installed, or removed from the exhibit areas.
11. EACs are NOT allowed in the exhibit area during installation and dismantling without either an SPE-issued wristband or official OTC conference badge. OTC wristbands and official OTC conference badges are non-transferable and must be worn at all times. OTC Wristbands are not valid during show days.