



# **2024 OTC**

# **Exhibit Regulations**

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**6-9 May 2024**  
**Houston, TX**



# Exhibit Regulations

## 2024 Offshore Technology Conference

### Table of Contents

| Section                                      | Page |
|--|------|
| ➤ INTRODUCTION                               | 4    |
| ➤ OFFICIAL SERVICE CONTRACTORS               | 4    |
| ➤ EXCLUSIVE CONTRACTED SERVICES              | 5    |
| ➤ BUILD UP AND BREAKDOWN                     | 5    |
| ➤ CONSTRUCTION                               | 5    |
| ➤ ELECTRICAL                                 | 6    |
| ➤ DECORATING                                 | 7    |
| ➤ LIGHTING                                   | 7    |
| ➤ CARPETING                                  | 8    |
| ➤ INSTALLATION/DISMANTLE SCHEDULE            | 8    |
| ➤ AFTER HOURS WORK PERMITS                   | 8    |
| ➤ UNATTENDED FREIGHT                         | 9    |
| ➤ BOOTH INSPECTION DEADLINE (NO-SHOW RULING) | 9    |
| ➤ EARLY TEAR DOWN                            | 10   |
| ➤ HEALTH AND SAFETY                          | 10   |
| ➤ GENERAL SAFETY PROCEDURES                  | 10   |
| ➤ ALCOHOL                                    | 11   |
| ➤ CONSUMPTION OF ALCOHOL                     | 11   |
| ➤ FIRE AND SAFETY PROCEDURES                 | 11   |
| ➤ AISLES                                     | 11   |
| ➤ FIRE REGULATIONS                           | 11   |
| ➤ INDOOR DISPLAY OF VEHICLES                 | 12   |
| ➤ OUTDOOR TENT AND CANOPY GUIDELINES         | 12   |
| ➤ SCAFFOLDING REQUIREMENTS                   | 14   |
| ➤ REGULATORY CITATION                        | 14   |
| ➤ SUMMARY OF REQUIREMENTS                    | 14   |
| ➤ KEY DEFINITIONS                            | 15   |
| ➤ SECURITY                                   | 15   |



# Exhibit Regulations

## 2024 Offshore Technology Conference

|  |    |
|--|----|
| ➤ ACCESSIBILITY /AMERICANS WITH DISABILITIES ACT (ADA) | 15 |
| ➤ UTILITIES AND SERVICES                               | 16 |
| ➤ ELECTRICAL   | 16 |
| ➤ CATERING   | 16 |
| ➤ CLEANING AND WASTE DISPOSAL                          | 16 |
| ➤ INTERNET   | 17 |
| ➤ CHARACTER OF EXHIBIT                                 | 17 |
| ➤ GOOD NEIGHBOR POLICY                                 | 19 |
| ➤ NOISE  | 19 |
| ➤ COPYRIGHT REGULATIONS                                | 20 |
| ➤ HOSPITALITY FUNCTIONS                                | 20 |
| ➤ INSURANCE  | 21 |
| ➤ EMPLOYMENT AND VENUE REGULATIONS                     | 21 |
| ➤ SMOKING POLICY                                       | 21 |
| ➤ DRONES   | 21 |
| ➤ EMPLOYMENT OF LABOR/ UNION JURISDICTION              | 21 |
| ➤ AGE RESTRICTIONS TO EXHIBIT AREAS                    | 21 |
| ➤ PARKING  | 21 |
| ➤ PHOTOGRAPHY, RECORDING AND ADVERTISING               | 22 |
| ➤ PHOTOGRAPHY/VIDEO/AUDIO RECORDING REGULATIONS        | 22 |
| ➤ MARKETING AND ADVERTISING                            | 23 |
| ➤ SOLICITATION   | 24 |
| ➤ MARKET RESEARCH AND SURVEYS                          | 24 |
| ➤ REGISTRATION LISTS/LEAD RETRIEVAL                    | 24 |
| ➤ OTC SHOW MANAGEMENT’S DISCRETIONARY RIGHTS           | 25 |
| ➤ AMENDMENTS   | 25 |



# Exhibit Regulations

## 2024 Offshore Technology Conference

### Introduction

OTC has developed these exhibit regulations in order to provide a well-balanced, well-regulated, attractive and successful show. No exceptions to these regulations will be permitted. OTC reserves the right to enforce strict compliance with these Exhibit Regulations. Each exhibitor ("Exhibitor") understands and agrees that the Exhibit Regulations are an integral and binding part of the Exhibit Space Agreement.

**Exhibitors are responsible for all their company personnel, including Exhibitor Appointed Contractors (EACs), and as such are responsible for communicating these Exhibit Regulations as well as all rules to their employees. Ignorance of a regulation is no excuse for a violation. Exhibiting personnel, including EACs, found in violation of the Exhibit Regulations, especially the Photography/Video/Audio Recording Regulations, are subject to removal from OTC. Multiple offenses by personnel and EACs of the same exhibiting booth/company will subject that company to having its booth closed for the remainder of the event and all of its personnel being removed from OTC. This will also subject that same company to losing priority points and up to and including losing the ability to exhibit at future OTC events. International Pavilion organizers are responsible for each exhibitor in their pavilion.**

### Official Service Contractors

To ensure the continuation of a smooth installation, dismantling and operation during the Exhibition, Official Contractors have been appointed. Although full-time employees of Exhibitor-Appointed Contractors, other than the Official Contractors, may be authorized to gain access to exhibition areas, Exhibitors are urged to obtain required labor and services from OTC Official Contractors. Complete details of Official Contractors are provided within the Exhibitor Services Manual.

Look for the 2024 OTC Official Vendor Seal on communications from OTC Official Contractors. Solicitations from vendors not bearing this seal and/or not on the Official Contractors list are not affiliated with OTC. See official seal below:



# Exhibit Regulations

## 2024 Offshore Technology Conference

### Exclusive Contracted Services

The services listed below must be provided by the Exclusive OTC Contractor. No other company will be given permission for the performance of these services:

- Electrical, Plumbing and other Utilities – **Freeman**
- Telephone/Communications/Internet/Network – **SmartCity Network**
- Drayage/Forklift Operations - **Freeman**
- Rigging – Overhead or Genie Lift - **Freeman**
- Custom Cleaning/Porter Service – **NRG Park**
- Parking Permits – **NRG Park**
- Booth Security – **NRG Park**
- Booth Catering - **Aramark**
- Pre-and Post-Registered Attendee List – **Maritz**
- Registration – **Maritz**

### Build up and Breakdown

#### Construction

- During move-in/move-out, the exhibit floor is considered a construction zone. No open toed shoes, sandals or flip flops are allowed. If you are in violation of this safety rule, you will be asked to leave the exhibit floor.
- Children under the age of 18 are not permitted on the show floor during move-in/move-out.
- Children under the age of 15 are not permitted on the show floor during official show hours.
- Designated “NO FREIGHT” aisles must be maintained clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the exhibit areas and to expedite freight and empty crate moving.



# Exhibit Regulations

## 2024 Offshore Technology Conference

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring Exhibitors, hall laborers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Exhibitors should refer to local building codes that regulate temporary structures.
- The penetration of floors, walls, ceilings, or trim will not be permitted; neither may any holes be drilled in any portion of the facility. Displays must be freestanding and not rely on any part of the exhibit facility other than the floor for support.
- Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.
- All outdoor exhibits that have tents with A/C need to have their condensate hoses run either to drains or in barrels to be monitored to insure they do not spill into the parkway.

## Electrical

- Column or wall outlets **may not** be used in the facility for direct connection by anyone other than employees of the Official Electrical Contractor.
- **Exhibitors are strictly prohibited from installing their own electrical wiring.** All electrical, water, gas, etc. connections must be handled by the Official Electrical Contractor. Should any electrical work be located that was not installed by the Official Electrical Contractor, OTC Show Management will have the wiring disconnected and removed at the Exhibitor's expense. **No exceptions are permitted.**
- If an Exhibitor (or their EAC) ignores or fails to comply with a verbal/written warning by OTC Show Management with a repeated offense, the contracted Exhibitor will lose five (5) priority points. If Exhibitor (or their EAC) is cited for more than 2 offenses, Exhibitor will forfeit thirty (30) priority points. Contracted Exhibitors and International Pavilion Organizers are responsible for the actions of their co-Exhibitors and their EACs. OTC reserves the right to escort offending personnel out of the event for the duration of the event

**PLEASE NOTE: Venue requires the use of 14-gauge electric wire, or greater, with grounded conducting cable. The use of flat cables is recommended within booths.**



# Exhibit Regulations

## 2024 Offshore Technology Conference

### Decorating

- Any portion of a display that extends above or beyond that of the booth adjoining to the rear or side must be finished with paint or drape at the Exhibitor's expense. Any portion of an Exhibitor's booth facing an aisle must be finished.
- **BOOTH DRAPING (MASKING):** OTC regulations require covering (finished and/or draping) on the open side of the booth in a corner location, if materials are stored behind the display or if grid work and/or electrical cords are exposed to public viewing. Exposed parts of displays, (including backs of any booth), must be finished so that they are not objectionable to other Exhibitors, delegates or OTC Management and are in keeping with the professional appearance on the exhibition floor. Any booth draping (masking) required for either or both sides (or back) of a booth by the end of Move-in on the Saturday before opening day of the Event will be ordered from the official contractor at the expense of the Exhibitor.
- Drip pans and scrap buckets should be provided for operating machinery to prevent lubricants, paints, etc., from staining the floor causing a slippage hazard.
- Painting may be done inside the exhibit hall as long as drop cloths are used to prevent any damage to the building. No spray painting is permitted inside the exhibit halls. Spray painting may be done outside so long as drop cloths are used to prevent any damage to sidewalk, dock, grass, buildings, etc.
- Paint must be removed nightly and all cans must be tightly closed to prevent their contents from staining the floor, causing a slippage hazard, and tracking of paint, etc.
- Exhibitors are liable for any damage they cause (or third party authorized by them) to the walls, floors, columns, doors, windows, etc., during the installation, operating and dismantling of their exhibits.

### Lighting

- Exhibitors must adhere to the following suggested minimum guidelines when determining booth lighting:
  - No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems must submit drawings to exhibition management for approval.
  - Lighting, including gobos, must be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.



# Exhibit Regulations

## 2024 Offshore Technology Conference

- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, must comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects must be in good taste and not interfere with neighboring Exhibitors or otherwise detract from the general atmosphere of the event.
- Currently some convention facilities are not allowing quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas must be approved by the exhibition organizer, the utility provider, and the exhibit facility.

### Carpeting

- The exhibit hall (aisles) will be carpeted.
- The use of carpeting or another type of professional floor covering ***IS required***. If exhibitor opts to provide their own floor covering, it must encompass the entire footprint of the exhibit space. These floor coverings must not be sealed to the floors in such a manner as to injure the floor or be so installed as to be a hazard to public safety or as to endanger the public. Exhibitors are responsible for the final condition of the floor in their space. The edges of raised flooring may be inclined, providing the slope is gradual and gentle. Exhibitors are urged to simplify access for disabled persons by providing a ramp of at least 3.5 feet wide set in place at right angles to the aisle in accordance with the **Americans with Disabilities Act (ADA)**.

### Installation/Dismantle Schedule

Exhibitors must comply with the published installation and dismantling schedules and procedures as outlined in the Exhibitor Services Manual. Requests for alterations to these schedules must be submitted to OTC in writing for approval.

### After Hours Work Permits

OTC recognizes that, in critical situations, it may be necessary for an Exhibitor to work beyond the published installation and dismantle scheduled hours. Authorization to work late will be based on the type of work to be done, and the number of people needing access to the Exhibit Hall. Exhibitors should obtain approval from their Floor Manager. For authorization to work late, you must be able to demonstrate that construction of





# Exhibit Regulations

## 2024 Offshore Technology Conference

your exhibit cannot be completed during scheduled hours. For safety and security reasons, work late authorizations will be granted only when conditions impact a company's ability to complete construction of their exhibit.

### Unattended Freight

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. **Neither Show Management, nor the facility is not responsible for loss of unattended freight. Additional security may be hired at Exhibitor's expense.**

### Booth Inspection Deadline (No-Show Ruling)

- **The installation of all exhibits must be complete by 1700 hours on Saturday, 4 May 2024. No installation will be allowed after 1700 hours without written approval by OTC Show Management.** Approval of late installation requests is solely at the discretion of OTC Show Management and must be in writing. **There will be NO INSTALLATION by exhibitors or EACs on Sunday, 5 May 2024.**
- Exhibitors must submit written notification for installations that will not begin until after **12:00 p.m. on Saturday, 4 May 2024**, for OTC Show Management approval. Approval of late installation requests is at the discretion of OTC. Notification can be submitted via the Late Move- In Notification form found on the Exhibitor Resources page on the show website.
- Should an exhibit space remain vacant after **noon on Saturday, 4 May 2024**, and arrangements for exhibit services (carpet, electricity, freight delivery, etc.) have been ordered and verified, OTC will assume the Exhibitor will be late, but will arrive.
- Should an exhibit space remain vacant after **noon on Saturday, 4 May 2024**, with no arrangements for exhibit services ordered, and OTC has not been notified of a Saturday afternoon installation, OTC will assume the Exhibitor will NOT be exhibiting and will make this area into a lounge or attempt to resell it. OTC also reserves the right to resell the cancelled space and the contract will become **null and void**. (Should an Exhibitor arrive after these steps have been taken, the Exhibitor will be responsible for costs incurred by OTC). There will be no refunds due to an Exhibitor who fails to utilize its contracted space and the Exhibitor will remain responsible for any outstanding balances due.
- It is recommended that a cell phone # is provided to OTC show management for weekend contact.



# Exhibit Regulations

## 2024 Offshore Technology Conference

### Early Tear Down

Should an Exhibitor begin to dismantle or vacate its exhibit space before the official close of the show, the Exhibitor will be penalized **five (5) points** from their priority point total, if applicable and/or be subject to loss of their right to participate in future OTC events. Floor managers/Exhibit Manager will report the names of companies in violation of this rule to Show Management. Emails will be sent post-show informing Exhibitors of their penalty.

Exhibitors are responsible for notifying their booth personnel of this regulation. In fairness to all Exhibitors, this regulation will be uniformly enforced to all OTC Exhibitors.

### Health and Safety

#### General Safety Procedures

- During move-in/move-out, the exhibit floor is considered a construction zone. No open toed shoes, sandals or flip flops are allowed. If you are in violation of this safety rule, you will be asked to leave the exhibit floor.
- The use of bicycles, roller skates, roller blades and/or motorized or manually operated scooters (including segways and hoverboards) is strictly prohibited in the exhibit areas at all times by any Exhibitor or Exhibitor Appointed Contractor (EAC). Only current **ADA** approved equipment will be authorized.
- Each exhibitor, contractor and EAC shall issue any appropriate personal protective equipment **PRIOR** to arriving at the Event.
- The floor in every booth area must be maintained in a clean, dry condition.
- Every sub-floor constructed in a booth must ensure each flight of stairs having four or more risers be equipped with standard stair railings or standard handrails.
- On stairs less than 44 inches (1/2 meter) wide both sides must be enclosed.
- Every multi-level booth must meet the specific requirements of the hosting venue, particularly in respect to handrails and other safety features.
- If an employee is carrying items in hand where hands are unable to hold a handrail while using stairs, the employee should be encouraged to seek help.
- In every booth structure, or part thereof, used for loads, only those loads approved by the venue official only shall be authorized.
- Every floor opening shall be guarded or enclosed.



# Exhibit Regulations

## 2024 Offshore Technology Conference

### Alcohol

#### Consumption of Alcohol

OTC recognizes the legitimate serving of alcoholic beverages in the process of conducting business and social activities. We also recognize that the use and consumption of alcohol carries with it the requirement for exhibitors to serve alcoholic beverages responsibly and in keeping with our professional code of ethics and conduct. We strongly oppose the abuse and misuse of alcohol.

### Fire and Safety Procedures

#### Aisles

- Designated "NO FREIGHT" aisles must be maintained clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the exhibit areas and to expedite freight and empty crate moving.
- Sales presentations and product demonstrations must be conducted in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. Strolling entertainment or moving advertisements outside of Exhibitor's exhibit space is prohibited. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstrations to ensure compliance. Should TV/plasma/LCD screens placed on the outside walls or outer edge of an exhibit result in blockage of traffic, show management reserves the right to ask that the screen in question be turned off.
- No Exhibitor shall in any manner obstruct an exit, aisle, restroom or easement at any time. In all cases, exits and fire connections must be clearly identifiable. The Fire Marshal shall have the final ruling on this matter.
- Drip pans and scrap buckets should be provided for operating machinery to prevent lubricants, paints, etc., from staining the floor causing a slippage hazard.

### Fire Regulations

The regulations of the city Fire Department must be followed, and all exhibits may be subject to Fire Department inspection.

- All decorative materials including drapes, signs, banners, acoustical treatments, table coverings, etc., must be noncombustible or effectively treated with an approved fire-retardant chemical. A flame-proofing certificate should be available for inspection.



# Exhibit Regulations

## 2024 Offshore Technology Conference

- All canopies, ceilings, or other overhead construction for booths or exhibits must be of non-combustible materials.
- Display and/or operation of any heavy equipment must be subject to the floor loading limits of the exhibit area.
- Any special effects, decorations, displays, or operating equipment of any kind of questionable nature must be approved before being installed.
- The use of any flammable liquids, gases or solids and the use of compressed gases are not permitted.
- Heat-producing appliances employing open flames, high heat, lighting effects, etc., as part of an exhibit shall not be operated unless special approval has been obtained.
- All operating electrical, plumbing and heating devices shall be installed in compliance with the requirements of the City Municipal Code. The required permits shall be obtained before such installations are made, and all installations shall meet with the approval of the inspecting authority.
- Fire hose reels and cabinets must be readily accessible and cannot be obstructed in any manner whatsoever.
- **STORAGE:** Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. In most cases, however, Exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem or look unsightly.

### Indoor Display of Vehicles

The indoor exhibiting of motorized vehicles or other equipment involving the use of flammable liquids shall be subject to specific regulations. Gas tanks must not contain more than  $\frac{1}{4}$  tank of fuel and must be sealed, locked, and all battery cables must be disconnected. Ignition keys must be removed and at display location. **Exhibitor must notify OTC Management at least 72 hours prior to bringing a vehicle on show site.**

### Outdoor Tent and Canopy Guidelines

Tents and canopies must be in accordance with City of Houston Fire Code and LSB Standard 22 Rev 03. By definition, a tent is a structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. A canopy is defined as a structure, enclosure or



# Exhibit Regulations

## 2024 Offshore Technology Conference

shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter. LSB Standard 22 Rev 03 (LSB) is included as an addendum to these Rules and Regulations for reference.

- Tents and canopies must be fire resistant.
- All tents and canopies shall have a permanently affixed label bearing the identification of size and fabric or material type. Label shall be located so as to be readily accessible and legible. (22.5.2)
- Tents having an area of 1,200 square feet or more require Fire Marshal approval.

- Permit Office contact information:

The Houston Permitting Center

1002 Washington Avenue

Houston, TX 77007

Office phone: 832.394.8811; Customer Service email: [hfd.permitoffice@houstontx.gov](mailto:hfd.permitoffice@houstontx.gov)  
(22.3.3)

Permit applications submitted less than 5 business days prior to the event will incur special handling fees.

- Tents and canopies used for assembly with an occupant load of 50 or more require a detailed floor plan submitted with the permit application. (22.3.5). Refer to Section 22.7.1 of the LSB Standard 22 Rev 03 to determine Maximum Occupancy loads.
- Smoking is NOT permitted
- Tents must be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing.
- Portable fire extinguishers must be provided in every tent and canopy. The number of extinguishers required per square feet of area is specified at LSB 22.6.1.
- Tents and canopies must have at least one exit and not less than the number of exits required by the Fire Code. (LSB 22.8.1 and Table 22.8)
- Generators shall be separated from tents by a minimum of 20 feet.



# Exhibit Regulations

## 2024 Offshore Technology Conference

- Vehicles displayed within tents shall be in accordance with the Fire Code and LSB Standard 25.

## Scaffolding Requirements

### Regulatory citation

- 29 CFR 1910.27 – Scaffolds and rope descent systems
- 29 CFR 1926 Subpart L – Scaffolds

### Summary of requirements

- **Protect each employee more than 10 feet** above a lower level from falls by guardrails or a fall arrest system, except those on single-point and two-point adjustable suspension scaffolds. Each employee on a single-point and two-point adjustable suspended scaffold must be protected by both a personal fall arrest system and a guardrail.
- **Ensure the height of the top rail** for scaffolds manufactured and placed in service after January 1, 2000, is between 38 and 45 inches. The height of the top rail for scaffolds manufactured and placed in service before January 1, 2000, can be between 36 and 45 inches.
- **Make sure that cross bracing used as a top rail** is between 38 and 48 inches above the work platform.
- **Install mid-rails** approximately halfway between the top rail and the platform surface. When a cross point of cross bracing is used as a mid-rail, it must be between 20 and 30 inches above the work platform.
- **Support scaffold footings** must be level and capable of supporting the loaded scaffold. The legs, poles, frames, and uprights must bear on base plates and mud sills.
- **Fully plank** or deck supported scaffold platforms.
- **Restrain supported scaffolds** (with a height-to-base of more than 4:1) from tipping by guying, tying, bracing or the equivalent.
- **Ensure that scaffolds** and scaffold components support at least four times the maximum intended load. Suspension scaffold rigging must support at least six times the intended load.
- **Train each employee** who works on a scaffold on the hazards and the procedures to control the hazards.
- **Make sure a competent person inspects** the scaffold and scaffold components for visible defects before each work shift (and after any occurrence that could affect the structural integrity).
- **Have a qualified person design** and load scaffolds in accordance with the design.
- **Have a registered professional engineer design** specific types of scaffolds.
- **When erecting and dismantling supported scaffolds** a competent person must determine the feasibility of providing a safe means of access and fall protection for these operations.



# Exhibit Regulations

## 2024 Offshore Technology Conference

### Key Definitions

- **Scaffold:** means any temporary elevated platform (supported or suspended) and its supporting structure (including points of anchorage), used for supporting employees or materials or both.
- **Guardrail system:** means a vertical barrier, consisting of, but not limited to, top rails, mid-rails, and posts, erected to prevent employees from falling off a scaffold platform or walkway to lower levels.
- **Personal fall arrest system** means a system used to arrest an employee's fall. It consists of an anchorage, connectors, a body belt or body harness, and may include a lanyard, deceleration device, lifeline, or combinations of these.
- **Platform:** means a work surface elevated above lower levels. Platforms can be constructed using individual wood planks, fabricated planks, fabricated decks, and fabricated platforms.
- **Supported scaffold** means one or more platforms supported by outrigger beams, brackets, poles, lets, uprights, posts, frames, or similar rigid support.
- **Competent person:** means one who can identify existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees and who has authorization to take prompt corrective measures to eliminate them.
- **Qualified:** means one who, by possession or a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.

### Security

OTC will provide appropriate security in order to ensure the safety of its attendees and Exhibitors. **OTC assumes no responsibility for loss, damage or theft incurred to any exhibit or property of the Exhibitor.** OTC recommends that Exhibitors consider the benefit of securing individual security guards for the exhibit. Exhibitor booth security may be ordered through the facility. Unauthorized persons will not be permitted to enter or remain in the exhibit areas after closing hours; however, certain authorized persons may have access to the exhibit areas at any time.

### Accessibility /Americans with Disabilities Act (ADA)

Exhibitor agrees to comply with the laws and regulations set forth for public accommodation by the Americans with Disabilities Act ("ADA") and applicable state and local law. Exhibitor further agrees and warrants that any exhibit booth, display, or other contrivance placed in the exhibit space licensed to Exhibitor by OTC shall at all times comply with ADA and applicable state and local law, including accessibility, usability and configuration. Exhibitor further agrees to fully indemnify and hold OTC harmless from any and all claims or actions brought against OTC as a result of Exhibitor being in violation of the ADA, its regulations, or applicable state or local law during the period of Exhibitor's contract, including the amount of any claim or judgment OTC is compelled to pay, and the costs, including attorney's fees incurred by it in defending against all such claims. OTC reserves the right to revoke Exhibitor's contract without penalty if it determines that Exhibitor is in violation of the ADA



# Exhibit Regulations

## 2024 Offshore Technology Conference

or applicable state or local law with respect to any exhibit booth, display or other contrivance placed in the space licensed to Exhibitor.

## Utilities and Services

### Electrical

- Column or wall outlets **may not** be used in the facility for direct connection by anyone other than employees of the Official Electrical Contractor.
- **Exhibitors are strictly prohibited from installing their own electrical wiring.** All electrical, water, gas, etc. connections must be handled by the Official Electrical Contractor. Should any electrical work be located that was not installed by the Official Electrical Contractor, OTC Show Management will have the wiring disconnected and removed at the Exhibitor's expense. **No exceptions are permitted.**
- If an Exhibitor (or their EAC) ignores or fails to comply with a verbal/written warning by OTC Show Management with a repeated offense, the contracted Exhibitor will lose five (5) priority points. If Exhibitor (or their EAC) is cited for more than 2 offenses, Exhibitor will forfeit thirty (30) priority points. Contracted Exhibitors are responsible for the actions of their co-Exhibitors and their EACs. OTC reserves the right to escort offending personnel out of the event for the duration of the event.

**PLEASE NOTE: Venue requires the use of 14-gauge electric wire, or greater, with grounded conducting cable. The use of flat cables is recommended within booths.**

### Catering

Arrangements for **all food and beverages must be purchased through the Official Caterer.** This regulation pertains both to food and beverage for staff consumption as well as to food and beverage distributed from booth during show hours. **Beverages include alcoholic beverages, soft drinks, coffee, bottled water, etc.** Exhibitors found in violation of this ruling are subject to corkage fees established by the Official Caterer and/or may lose their right to participate in future OTC exhibitions.

### Cleaning and Waste Disposal

**CLEANING AND DISPOSAL OF USED/EXCESS MATERIALS:** Each Exhibitor must keep its exhibit clean and properly dispose of all refuse. Exhibitor and their appointed contractors are responsible for the removal of





# Exhibit Regulations

## 2024 Offshore Technology Conference

Visqueen covering by the end of move in on Saturday. If exhibitor's booth remains covered or cordoned off on Sunday morning, any vacuuming necessary on Monday morning will be at the expense of the exhibitor. In addition, exhibitor will be responsible for the disposal of the Visqueen and for vacuuming all aisles around their booth. Failure to comply with this regulation will result in the loss of 5 priority points for the contracted exhibitor.

All used or leftover materials resulting from delivery, installation and removal activities of the Exhibitor shall be disposed of at the Exhibitor's expense. Exhibitors are responsible for disposing of the refuse generated during the show hours or must contract with facility to have refuse removed during show hours. **Under no circumstances are Exhibitors permitted to dispose of refuse in the aisles prior to or during show hours.** In addition, Exhibitors are responsible for the removal and disposal of carpeting, padding, and/or professional flooring, not ordered from Freeman, and utilized in their space. Should any of these items remain within the exhibit space after dismantling, these items will be disposed of by Freeman at the Exhibitor's expense.

### Internet

All wireless access points not authorized by facility are prohibited.

### Character of Exhibit

The Offshore Technology Conference is undertaken by the sponsoring organizations primarily for the technical education of their members. To provide the best possible atmosphere to discuss the technical application of the equipment and services displayed, each Exhibitor agrees as follows:

- To exhibit only products, which it manufactures, represents or distributes, which comprise of materials, equipment, apparatus, systems, services and other component products applicable to advancing the engineering and scientific knowledge and development of energy resources and environment.
- All exhibit displays, images and language are not of a nature that could be considered discriminatory or offensive
- OTC reserves the right to prohibit an exhibit or part of an exhibit, including promotional materials and graphics that in its judgment could be construed as discriminatory or advocating discrimination based on race, gender, religion, sexual orientation, or national origin.
- To ensure that all staff, including demonstrators, hosts/hostesses, entertainers and other employees and personnel adhere to an appropriate standard of dress for a business setting or function, and standard of behavior suitable for a business environment, in the location where the event is taking place



# Exhibit Regulations

## 2024 Offshore Technology Conference

- Should OTC feel that your booth personnel are infringing on cultural or professional standards in terms of dress or behavior, OTC reserves the right to caution or eject such personnel from the event.
- No Exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, nor exhibit therein, nor permit any other person or party to exhibit therein, any other goods, apparatus, etc., not manufactured or distributed by the Exhibitor in the regular course of business except upon prior written consent of OTC Show Management. Official Country Pavilion Organizers (OCPO) must ensure that their co-exhibitors are companies that develop, engineer, manufacture or represent materials, equipment, apparatus, systems, services and other component products applicable to advancing the engineering and scientific knowledge and development of offshore resources and the environment.
- OTC Show Management is sensitive to the time, effort and cost related to the success of the conference by Exhibitors, and therefore, expressly forbids the solicitation of goods and services, distribution of literature, promotional items or souvenirs by anyone other than registered Exhibitors. Anyone observed to be soliciting business in the aisles or other public areas or in another company's booth will be asked to leave immediately. Please report any violations you may observe to Show Management.
- To refrain from the performance of any act that affects a sale of any of the products or services being displayed or that constitutes a necessary step in effecting such sale. The prohibited acts shall include, but are not limited to: (a) the actual sale of products in return for cash, check or other legal tender received at the exhibit; and (b) the execution of contracts or other documents that effect a sale of products or services, whether or not accompanied by receipt of a deposit thereon, for delivery of performance following the Exhibition. Exhibitors may secure names and addresses of persons expressing an interest in the products or services being displayed for the purpose of contacting such person after the Exhibition.
- All exhibits must be manned by at least one company representative during official Show hours specified by OTC. Exhibit space must be maintained in a neat, orderly manner throughout the exhibition, and no dismantling may begin before the official closing hour on the final day of the exhibition. **Early tear down will result in the loss of five (5) priority points for your company.**
- Exhibitor personnel have access to the exhibit floor prior to and after show hours. However, exhibit staff is not to enter other booths and should remain only in the vicinity of their own booths. Exhibit staff is not to interact with or photograph any other booths or displays at any time.
- In deference to fellow Exhibitors and to the professional people who constitute the exhibit audience, Exhibitors are specifically prohibited from employing any carnival type attraction, animal or human, or from operating such noise creating devices as bells, horns, or megaphones. Sound or music within a booth is permitted, but must be controlled to a reasonable level, and must not be projected outside the confines of the exhibit booth and should not disrupt the activities of the neighboring Exhibitors. Exhibitors are responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in the Exhibitor's booth or display. Personnel must be appropriately



# Exhibit Regulations

## 2024 Offshore Technology Conference

clad and must remain within the Exhibitor's booth space except when necessarily arriving and leaving the booth or exhibition area.

- Exhibit displays are subject to inspection by OTC and may require modification to meet safety standards. OTC reserves the right to remove any exhibit, at the Exhibitor's expense, if the display does not meet the specifications set forth in the Exhibit Regulations.
- If an Exhibitor (or their EAC) ignores or fails to comply with a verbal/written warning by OTC Show Management with a repeated offense, the contracted Exhibitor will lose five (5) priority points. If Exhibitor (or their EAC) is cited for more than 2 offenses, Exhibitor will forfeit thirty (30) priority points. Contracted Exhibitors are responsible for the actions of their co-Exhibitors and their EACs. OTC reserves the right to escort offending personnel out of the event for the duration of the event.
- OTC's ruling on such matters will be final.

## Good Neighbor Policy

Any Exhibitor using audio/video content in its booth for the purpose of demonstrating equipment or services agrees that such content shall be appropriate for a general audience and agrees to refrain from using content that may be considered offensive to such an audience. In the event of a complaint from any person regarding the content or noise level by an Exhibitor, OTC will investigate the complaint. Should OTC determine the content to be offensive or in excess of appropriate noise levels, Exhibitor agrees to cease using such content or noise making device. Repeated violations of this policy can, at OTC's sole discretion, result in expulsion from the show.

## Noise

- **NOISE LEVELS:** Mechanical reproduction of sound or music relating to an exhibit, or noise generated by production demonstrations shall be kept at a sufficiently low volume so as not to project beyond the confines of the Exhibitor's booth and should not disrupt the activities of the neighboring Exhibitors. Speakers and other sound devices should be positioned to direct sound into the booth rather than the aisles. Exhibitors employing a band in their booth may not connect them to an amplifying system.
- OTC reserves the right to impose limitation on noise levels and any method of operation, which becomes objectionable. Any sound that consistently exceeds 85 decibels measured at the edge of an Exhibitor's booth is considered objectionable. However, continuous, monotone sound less than 85 decibels can also be a problem. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.
- Should Exhibit Management receive complaints regarding the level of sound, the Exhibitor will be required to reduce the audible level. If the Exhibitor does not comply and/or the complaints continue,



# Exhibit Regulations

## 2024 Offshore Technology Conference

the Exhibitor will be notified that the sound or music performance must be discontinued or may be subject to dismissal from the exhibit floor.

### Copyright Regulations

Exhibitors shall not display, perform, or otherwise reproduce any Copyrighted Work of another without the express written consent of the copyright owner. The term "Copyrighted Work" includes literary works, musical compositions and performances, phonographs, audiotapes, videotapes, motion pictures, photographs, graphics, and all other works for which U.S. Copyright Law affords protection. More specifically, Exhibitor shall not display, perform, or otherwise reproduce, or cause to be displayed, performed, or otherwise reproduced, any copyrighted musical composition or performance of another at the Exhibition without the copyright owner's express written consent. This includes the reproduction of any radio or television broadcasts, audiotapes, videotapes, and/or motion pictures that include, in whole or in part, the music composition(s) of any other party.

### Hospitality Functions

- **Exhibitors renting an NRG Stadium Hospitality Suite must have a minimum of 400 square feet of exhibit space at OTC.**
- **Exhibitors hosting off-site NRG Park hospitality functions are prohibited from holding those activities during official event hours or official events as described below, without prior written approval from OTC Management:**

**Official Show Hours:** Monday-Wednesday (6-8 May 2024) from 0900 to 1700 hours and Thursday (9 May 2024) from 0900 to 1400 hours.

Only Exhibitors in good standing are permitted to host a hospitality function in an official Event hotel. (All requests for a hospitality suite or public function space must be made through OTC). If an exhibitor should cancel or not occupy the exhibit space during official Event hours, OTC reserves the right to notify the hotel to cancel any hospitality space and/or hotel guest rooms under that company's name. Exhibitor shall remain liable for the payments made to the hotel. Any Exhibitor or its division or subsidiary (whether or not that division is contracting for space in the Event), conducting any function in direct competition with the official Event hours, or at any time during the official Event days, will forfeit the rights of the exhibiting company to obtain hospitality suites and/or function space over the official Event days the next year and will forfeit 30 Priority Points. Under no circumstances will Exhibitor or any division or subsidiary be allowed to provide mass transportation of attendees from facility during the official Event hours.

**Exhibitors are encouraged to support pre-show events, such as the OTC Annual Dinner, but are not expressly prohibited from hosting competing off-site NRG Park hospitality functions Sunday, 30 April.**



# Exhibit Regulations

## 2024 Offshore Technology Conference

### Insurance

Insurance for fire, public liability and theft must be taken out by each Exhibitor at its own expense. The insurance is to cover the full period of occupancy of the premises by the Exhibitor, its agents and employees.

### Employment and Venue Regulations

#### Smoking Policy

NRG Park is a non-smoking facility. Smoking is prohibited in all areas of NRG Park except in Designated Smoking Areas. Smoking is not permitted on the freight docks.

#### Drones

Use of drones is not permitted indoors or outdoors at NRG Park.

#### Employment of Labor/ Union Jurisdiction

Exhibitor shall abide by and observe all federal, state and local laws, codes, ordinances, rules and regulations, and all rules and regulations of facility (including any union labor work rules). (Please refer to the Union Labor information provided in the Exhibitor Services Manual.)

### Age Restrictions to Exhibit Areas

No one under the age of 18 is permitted in the Exhibit Areas during move-in or move-out.

No one under the age of 15 is permitted in the Exhibit Areas during official show hours.

#### Parking

Any vehicle parked on the street or in designated no parking zones or designated fire lanes will be towed to a location designated by exhibit facility at the owner's expense.



# Exhibit Regulations

## 2024 Offshore Technology Conference

NRG Park imposes a parking fee on all vehicles entering the property on event days, including exhibitors and contractors. Parking permits, which can be purchased through the NRG Park Event Services Department, allows unlimited access to NRG Park parking lots during the event.

**Due to the high volume of unofficial buses trying to gain access to OTC property, OTC Management has enacted an "OTC Policy on Unofficial Buses On-Site". For more information on this policy please contact Sherine Farid, Associate Director, OTC at [sfarid@otcnet.org](mailto:sfarid@otcnet.org).**

## Photography, Recording and Advertising

### Photography/Video/Audio Recording Regulations

*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 photographers at the Offshore Technology Conference.
- No audio or video recording or still photography may occur without OTC's permission.
- Attendees, exhibiting personnel and exhibitor-appointed 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.
- Exhibitors **are** permitted to shoot video or take photographs under the following guidelines:
  - In their own booth for promotional use at any time the exhibition is open, without seeking OTC's permission.
  - At their company press conference held in the OTC press conference room.
  - By using outside photographers and video crews. Outside photographers and video crews are required to obtain permission from OTC Press Room to shoot photos or video of the exhibition.
  - Outside photographers and video crews do not qualify for press badges.
  - Outside video crews or photographer must use an Exhibitor-Appointed Contractor badge.



# Exhibit Regulations

## 2024 Offshore Technology Conference

- Exhibitors are responsible for supervising the activities of outside video crews and photographers so that they comply with OTC guidelines.
- Exhibitors **are not** permitted to shoot anywhere else on the OTC exhibition floor or anywhere else throughout the conference.
  - When shooting photography or video in their own booth, no other Exhibitor's booth may appear in the shot. OTC Press Room staff can provide overall shots of the exhibition or other aspects of OTC if needed. Please contact the OTC press office at [media@otcnet.org](mailto:media@otcnet.org).
  - After-hours photography or video are not permitted without making arrangements in advance with OTC exhibit staff.

Exhibitors are responsible for all their company personnel and as such are responsible for communicating these Exhibit Regulations as well as all rules to their employees.

### Exhibitor Staff Penalties for Violating the OTC Photography Policy

- **First Warning:** Exhibitor staff will receive a verbal warning about the policy from OTC Staff. They will receive a notation on their exhibitor badge indicating that they have received an initial verbal warning.

OTC will also inform the exhibiting company's 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:** Exhibitor staff badge will be confiscated, and the exhibitor staff person will be escorted off the premises by OTC Staff and/or security personnel.

The exhibiting company will also lose 10% or 100 priority points, whichever is greater, for OTC.

Video/photography/audio news media guidelines for outside photographers and video crews will be posted on the Press page of the OTC 2024 website, [2024.otcnet.org](http://2024.otcnet.org). To arrange for Press Video/Photo/Radio Opportunities please contact [media@otcnet.org](mailto:media@otcnet.org).

## Marketing and Advertising

- Samples, souvenirs and advertising material may be distributed by the Exhibitor only from within its booth. Balloons (including helium) and stickers are prohibited in NRG Park. (Handouts with gummed backing that adhere, or cause adhesion are considered stickers.) Cost of repair due to damage to the facility caused by stickers obtained from an Exhibitor will be the responsibility of that Exhibitor. Exhibitors handing out stickers at the Event will have 5 priority points deducted. Failure to discontinue





# Exhibit Regulations

## 2024 Offshore Technology Conference

handing out stickers after a verbal or written warning will result in the loss of 25 additional priority points.

- **DISTRIBUTION OF PUBLICATIONS:** Publications/brochures may only be distributed from the Exhibitor's booth – **no distribution is permitted from the aisles of the Exhibition Hall, the registration area, or anywhere in NRG Park nor may publications or brochures be left on the table in the foyer or any conference area.** Failure to comply with this regulation will result in the loss of 5 priority points for the exhibiting company. Publication Cubicles may be rented by companies for their industry related publications. Brochures other than those assigned to the company renting the cubicle will be removed and destroyed. This regulation pertains to pre-show as well as during the exhibition.

## Solicitation

Exhibitors who have purchased a sponsorship may not distribute their collateral materials to other Exhibitor's booths. OTC is responsible for the production of signage and the distribution of items associated with an Exhibitor's sponsorship. This regulation applies to pre-show as well as during the exhibition.

## Market Research and Surveys

Any Exhibitor wishing to conduct market research or surveys during the event must adhere to the following procedures. Surveys and questionnaires must be submitted for approval to the OTC Exhibits Manager no later than sixty (60) days prior to the event.

All surveys/questionnaires must be conducted within the confines of the Exhibitor's booth. At no time may exhibit personnel leave their booth to encourage participation or to survey/question attendees.

Market research companies must identify the names of the clients for whom they are conducting research. Survey documents and any publication or results may not include the name of the conference or make any reference to the event which might cause respondents or readers to believe that OTC is endorsing, approving, or involved with the research. Exhibitors who violate these guidelines may jeopardize their earned priority points and future participation in OTC.

## Registration Lists/Lead Retrieval

Exhibitor understands and agrees that in exchange for its payment, it will receive solely the right to use the exhibit space. Exhibitor may use the Official Contractor for Lead/Data Retrieval System to collect information regarding persons who visit its exhibit space. The information collected with the Lead/Data Retrieval System is for the sole use of the company or business organization that collects it. Exhibitor understands and agrees that (i) under the terms of its license, it may not attempt to develop a compilation of attendees and/or other participants of the Event by exchanging any lead information collected at the Event with other attendees, exhibitors and/or other participants at the Event or with third parties not associated with OTC and (ii) the compilation of the attendees and/or other participants of the Event is sole property of OTC and that OTC offers that compilation for sale. Exhibitor agrees that it will not use any lead data collected at the Conference to attempt to develop a compilation of attendees and/or participants that would be competitive to, or could





# Exhibit Regulations

## 2024 Offshore Technology Conference

be used in lieu of, the compilation that OTC offers for sale.

### OTC Show Management's Discretionary Rights

OTC 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 OTC, 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.***

### Amendments

Any and all matters and questions not specifically covered by these exhibit regulations shall be subject to the decision of OTC and may be amended at any time by OTC in the interest of the Exhibition and upon notice thereof shall be binding on the Exhibitors equally with the foregoing in these exhibit regulations.

Submittal after this deadline may not allow adequate time to obtain necessary paperwork from the EAC and result in delays on-site

Inquiries regarding the OTC Exhibit Regulations should be directed to:

[OTC.Events@spe.org](mailto:OTC.Events@spe.org)

For complete information on the 2024 Offshore Technology Conference, please [visit our website](#).