



OTC 2014 Exhibit Regulations

5-8 May 2014

Houston, TX



OTC 2014 EXHIBIT REGULATIONS

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OTC 2014 EXHIBIT REGULATIONS

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

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. Exhibiting personnel found in violation of the Exhibit Regulations, especially the Photography/Video/Audio Recording Regulations, are subject to removal from OTC. Multiple offenses by personnel of the same exhibiting booth/company will subject that company to having their booth closed for the remainder of the event and all of their 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.

BOOTH DISPLAY TYPES

Linear Booth

A standard/linear 10'x10' booth (also called "in-line booth") is any booth that shares a common back wall and adjoins other exhibits on one or two sides.

The maximum back wall height is eight-feet three-inches (8'3") and is allowed only in the rear half of the booth space.

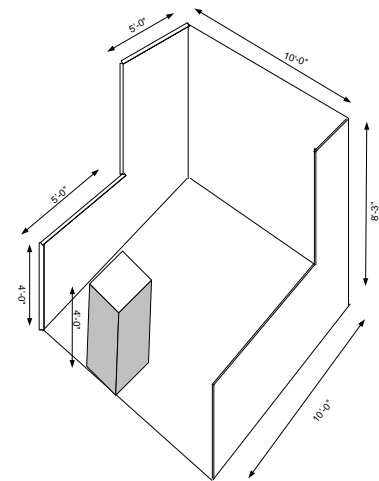
Exceptions to the 8-foot maximum booth height may be extended to physical equipment that exceeds the maximum height restrictions. This does not include the physical exhibit structure. Every attempt should be made to display this equipment in the back 5ft of the booth to allow visibility for neighboring booths. Exceptions are at the discretion of OTC.

A four-foot (4') height restriction is imposed on all materials in the remaining space forward to the aisle.

NOTE: when three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

Exhibitor must leave room for back pipe and drape to be shared between their booth and the booth behind them. Booth should not be set so that the plate for the pipe and drape is completely in a neighboring booth.

Hanging signs/graphics are **NOT** permitted over standard/linear booths.





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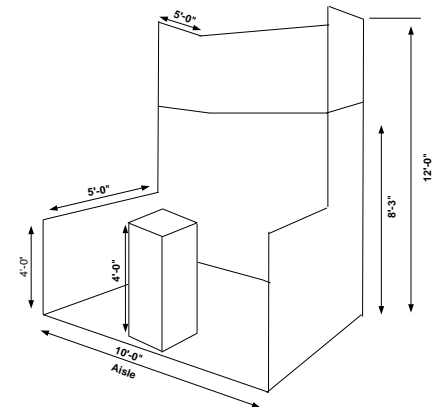
Perimeter Booth

A Perimeter Booth (10'x10') is a standard/linear booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

The maximum back wall height is twelve feet (12') and is allowed only in the rear half of the booth space.

A four-foot (4') height restriction is imposed on all materials in the remaining space forward to the aisle.

Hanging signs/graphics are **NOT** permitted over standard/ linear perimeter booths.



Peninsula / Split Island Booth

A peninsula booth is any exhibit 20'x20' or larger with a depth from the common back wall to the aisle of at least 20' and with aisles on three (3) sides.

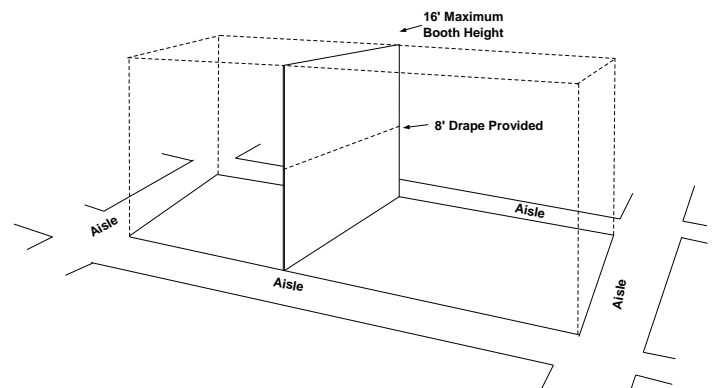
Where two (2) peninsula booths share a common back wall (also known as Split Island Booths), **the maximum height is 16 feet in all areas of the booth, including the back wall.**

An 8-foot drape is supplied to separate booths. The portion of the booth from the 8-foot drape to the maximum booth height of 16 feet must be finished.

Exhibitor must leave room for common wall pipe and drape (if applicable) to be shared between their booth and the booth sharing the common wall. Booth should not be set so that the plate for the pipe and drape is completely in a neighboring booth.

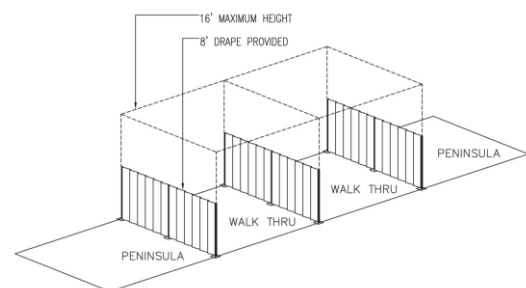
Hanging signs are only permitted in a peninsula booth with dimensions of 20'x30' (600') or larger. The hanging sign must be a minimum of 10' away from the common wall of the exhibit space. Peninsula booths less than 600' are not permitted a hanging sign. The maximum height of hanging signs is 25' to the top of the sign.

Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



Walk-Thru Booths

A Walk Thru Booth is any booth 20'x20' or larger that backs up to another walk-through or peninsula booth.





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The maximum height of a Walk-Thru Booth is 16 feet in all areas of the booth.

An 8-foot drape is supplied to separate booths. The portion of the booth from the 8-foot drape to the maximum booth height of 16 feet must be finished.

Exhibitor must leave room for common wall pipe and drape (if applicable) to be shared between booths; booth should not be set so that the plate for the pipe and drape is completely in a neighboring booth.

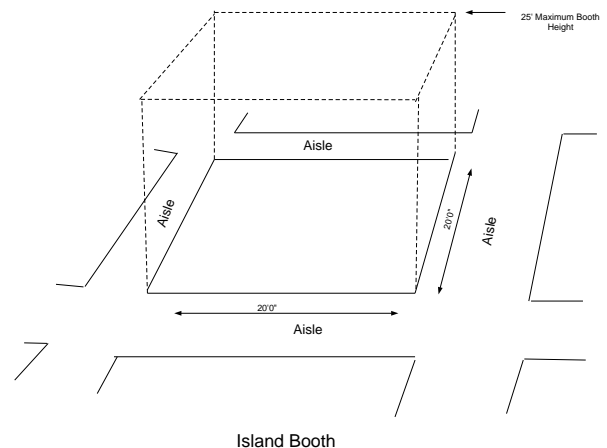
Hanging signs are only permitted in a walk-thru booth with dimensions of 20'x30' (600') or larger. The hanging sign must be a minimum of 10' away from the common wall of the exhibit space. The maximum height of hanging signs is 25' to the top of the sign/graphic. Walk-thru booths less than 600' are not permitted a hanging sign.

Island Booth

An Island Booth is any exhibit 20'x20' or larger and is surrounded by aisles on four sides.

The maximum height of an island booth is 25 feet in all areas of the booth. Certain physical limitations of Reliant Center may prohibit the maximum 25-foot booth height. Exhibitors should refer to the floor plan to specific height limitations.

Exceptions to the 25-foot maximum booth height may be extended to physical equipment that exceeds the maximum height restrictions. This does not include the physical exhibit structure. Exceptions are at the discretion of OTC.



Hanging signs are permitted over island booths. The maximum height of hanging signs is 25' to the top of the sign.

PLEASE NOTE: Due to Building Inspector ruling, hanging signs in the low ceiling area of Reliant Center are NOT permitted. This ruling affects Aisles 1000–5900 with booth numbers from 01 to 11.

Multi-Level Booths

All multi-level (double-decker) booths require certification by a registered design professional and floor plans must be submitted to OTC Show Management by **27 February 2014** to obtain Fire Marshal approval. Construction of multi-level booths must meet or exceed the requirements of NFPA 101 Life Safety Code 2000 ed. regarding access, egress and fire safety equipment (see detailed list below). Multi-Level (Double-Decker) Booths require a minimum of 20 foot ceiling height.



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If your multi-level booth uses the exact same design as 2013, the Fire Marshall will accept a notarized letter on company letterhead to that affect, in lieu of re-submitting the design specs.

Reliant Park regulations state that the highest booth floor must not be more than 18 feet above the exhibit floor and the highest point of the booth may not be more than 25 feet above the exhibit floor. Reliant Park is not responsible for these exhibits obstructing or being affected by building air and lighting systems. Exhibitors must provide a fire extinguisher in the booth and install a smoke detector on the ceiling of the lowest level.

Multi-Level Exhibits and Drawings submitted for review must meet the following requirements:

1. Meet or exceed the requirements of NFPA 101 Life Safety Code 2000 ed.
2. Drawings must bear a current registered design professional's stamp (architect, structural engineer, fire protection engineer, etc.). **Expired licenses are unacceptable.** The professional stamp shall include the state of certification, name of the registered design professional; his/her license number, signature, registered engineering firm name and firm number.
3. Drawings must be submitted in English.
4. Metric units of measurement are acceptable but they must identify what unit of measurement is being used
5. Multi-deck structures exceeding 300 sq. ft. of **net** floor area must have two (2) remote exit stairs; occupant load factor is 15 net sq. ft. per person per table 7.3.1.2 of NFPA 101 Life Safety Code, 2000 edition.
6. Stairway widths shall be:
 - a. A minimum of 36 inches where the occupant load of the upper level is less than 50
 - b. A minimum of 44 inches where the occupant load of the upper level is 50 or more
 - c. Occupant loads shall be stated on the plan
7. Handrails shall not be less than 34 inches and not more than 38 inches above the surface of the tread.
8. Handrails are required on both sides. A sign must be placed at the bottom of the stairs stating "Please Use Caution and Hold the Handrail".
9. Spiral stairways shall be permitted in accordance with section 7.2.2.2.3.3 of NFPA 101, 2000 ed., such that:
 - a. Occupant load does not serve more than 3
 - b. Clear width of stairs is not less than 26 inches
 - c. Handrails shall be provided on both sides
10. Guards shall:



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- a. Not be less than 42 inches high
 - b. Open guards shall have intermediate rails or an ornamental pattern to prevent a 4 inch diameter sphere to pass through any opening up to a height of 34 inches
11. Battery-operated smoke detectors shall be installed on a smooth surface under the first level ceiling and spaced no more than 30 feet apart if applicable and installed on the upper floor level with a covered ceiling
 12. Hard covered ceilings shall have a smoke detector installed and if fabric/textile is used to cover the upper deck area, it must be flame resistant.
 13. One portable fire extinguisher, minimum 2A 10B:C with current maintenance tags shall be provided at each level of the exhibit
 14. **Any stationary units** (container or other units) using the upper areas as a deck must submit plans
 15. **All submittals shall be received 60 - 90 days prior to the event date by email to (bkatz@otcnet.org) or on a multi-media storage device (flash drive or similar device).**

For additional signs and graphics Guidelines for Reliant Arena, please refer to the appropriate section.

HANGING SIGNS & GRAPHICS GUIDELINES

PLEASE NOTE: Due to Building Inspector ruling, hanging signs in the low ceiling area of Reliant Center are NOT permitted. This ruling affects Aisles 1000–5900 with booth numbers from 01 to 11.

- Hanging signs are permitted in peninsula and walk-thru booths with dimensions of 20'x30' (600') or larger, and island booths with dimensions of 20'x20' (400') or larger.
- Hanging signs are NOT permitted in standard/linear booths; and peninsula, split island, and walk thru booths with dimensions less than 20'x30' (600').
- The maximum allowable height for hanging signs is 25 feet measured from the floor to the top of the sign, no exceptions. If trusses needed for lighting of the sign are required to go higher than 25ft, exhibitor must get authorization from OTC.
- Certain physical limitations of Reliant Center and Reliant Arena may prohibit the maximum 25-foot allowable height. Exhibitors should refer to the floor plan for specific height limitations. The maximum allowable height of hanging signs is also dependent on the ceiling load limits of Reliant Center and Reliant Arena.
- Exhibitors are responsible for notifying OTC and/or Freeman if they are planning on hanging signs in their exhibit booth design. Exhibitors must send this written notification by 10 April 2012. If written



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notification is not received, OTC and/or Freeman cannot guarantee the hanging of the sign. Exhibitors will not be granted an extension to the published move in schedule for delays caused by the installation of hanging signs.

- Any lighting associated with a hanging sign must be integral to the sign and no spotlighting is allowed. . **All lighting of signs must be within the perimeter of the booth dimensions and cannot extend into the aisles or be attached to the building outside the confines of the booth.**
- All sides of graphics and hanging signs must be covered or finished in such a manner as not to detract from those booths behind it. All graphics and hanging signs, regardless of size, should be constructed of lightweight flameproof materials.
- Any signage extending higher than the external booth wall and visible to those viewing booths in the aisles behind it must remain stationary with the rear of the sign covered and/or finished in such a manner as not to detract from those booths behind it. All materials must be contained within the contracted booth space.
- Any double-sided or unfinished graphics in a split-island (peninsula) or walk-through booth must be set back 10 feet from the common wall.
- Reliant Park regulations state that no signs will be allowed to hang from any electrical fixtures, raceways, water/gas/air/fire protection piping, supports or hangers of Reliant Park. Reliant Park graphics, signs or displays may not be blocked in any manner throughout Reliant Park.
- All overhead hanging must be assembled, installed, removed and disassembled by Freeman. Exhibitors, display companies and/or I&D representatives may supervise their respective rigging activities, but will not be allowed to assemble/disassemble or install/remove rigging.
- All rigging must conform to show rules, regulations and facility limitations. Hanging anchor points must be pre-fabricated and ready to use. If any hang point supports over 250 pounds, exhibitor must notify Freeman immediately for special authorization.
- For hanging signs and graphics, other than banners, exhibitor must submit a blueprint or drawing to Freeman with detailed information in order for hanging anchor points to be determined. Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical Service requirements must be ordered in advance through the Official Electrical Contractor, Reliant Park Exhibitor Services/ Harper Wood Electric.
- Exhibitor is responsible for providing Freeman with a placement diagram of the hanging sign including the number of feet from each side of the exhibit space that the sign is to be placed. The ceiling structure and relation to the support beams may require an exhibitor's sign to be moved from the requested location.
- Exhibitor is also responsible for providing Freeman with the Type of Sign (cloth, metal, wood, other), Shape (square, triangle, rectangle, other), Size (height, length, width), and Weight.



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- Overhead hanging signs are to be sent in separate containers directly to Freeman. All containers must arrive no later than one week prior to the first exhibitor move-in day. Should an exhibitor not arrange for an advance shipment of the hanging signs, exhibitor must notify Freeman. If these procedures are not followed, OTC and Freeman cannot guarantee the hanging of the sign. Exhibitors will not be granted an extension to the published move-in schedule for the delays caused by the installation of hanging signs.
- All hanging signs are subject to OTC inspection and may require on-site modification.

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 offshore resources and the environment.
- 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. **OCPO's in violation of this policy will be penalized twenty (20) priority points for each violating company.**
- 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.**
- 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.
- 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.



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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. Costumed personnel must be appropriately clad and must remain within the exhibitor's booth space except when necessarily arriving and leaving the booth or exhibition area.

- Regarding consumption of alcohol at official OTC events at Reliant Park, OTC encourages everyone to act responsibly and do not drink and drive.
- 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.
- Samples, souvenirs and advertising material may be distributed by the exhibitor only from within their booth. Balloons (including helium) and stickers are prohibited in Reliant Park. (Handouts with gummed backing that adhere or cause adhesion are considered stickers.)
- 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.
- Equipment must be arranged so that show visitors do not block the aisle while examining equipment or watching demonstrations. Strolling entertainment or moving advertisements outside of an exhibitor's exhibit space is prohibited. Normal aisle traffic cannot be blocked at any time. Should TV/plasma/ILCD screens placed on the outside walls or outer edge of an exhibit result in blockage of traffic, show management reserves the right to insist that the screen(s) in question be turned off.
- 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.
- **Exhibitors hosting off-site Reliant Park hospitality functions are prohibited from holding those activities during official show hours or official show events, , without prior written approval from OTC Show Management, as described below:**

Official Show Hours: Monday–Wednesday (5-7 May) from 0900 to 1730 hours and Thursday (8 May) from 0900 to 1400 hours.

Official Show Events: Ethics/Topical/Industry Breakfasts, Monday, 5 May, through Thursday, 5 May, from 0730 to 0900 hours; and Topical Luncheons, Monday, 5 May, through Thursday, 8 May, from 1215 to 1345 hours.



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Only exhibitors in good standing are permitted to host a hospitality function in an official Show 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 Show 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 Show), conducting any function in direct competition with the official Show hours, or at any time during the official Show days, will forfeit the rights of the exhibiting firm to obtain hospitality suites and/or function space over the official Show days the next year and will forfeit all Priority Number (Points). Under no circumstances will exhibitor or any division or subsidiary be allowed to provide mass transportation of attendees from Reliant Park during the official Show 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 Reliant Park hospitality functions Sunday, 4 May.

- Exhibitor shall abide by and observe all federal, state and local laws, codes, ordinances, rules and regulations, and all rules and regulations of Reliant Park (including any union labor work rules). Without limiting the foregoing, Exhibitor shall construct its exhibit to comply with the Americans with Disabilities Act.
- The use of bicycles, roller skates, roller blades and/or motorized or manually operated scooters (including Segways) is strictly prohibited in the exhibit areas at all times by any exhibitor or exhibitor appointed contractor. Only current ADA approved equipment will be authorized.

OTC Show Management reserves the right to remove offending persons from the Exhibit Floor and with repeated offenses to close an Exhibiting Company's booth for violations of the aforementioned rules.

EXHIBIT BOOTH DISPLAY REGULATIONS

- 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 your booth facing an aisle must be finished.
- The penetration of floors, walls, ceilings, or trim will not be permitted; neither may any holes be drilled in any portion of Reliant Park. Displays must be freestanding and not rely on any part of the Exhibit facility other than the floor for support.
- Exhibitors must adhere to the following suggested minimum guidelines when determining booth lighting:
 - No lighting, fixtures, lighting tresses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
 - Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.



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- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should 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 should be approved by the exhibition organizer, the utility provider, and the exhibit facility.
- **The use of carpeting or other professional floor covering is required by each exhibitor.** 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 required 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.
- 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.
- 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.
- 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.
- 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.
- 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 as long as drop cloths are used to prevent any damage to sidewalk, dock, grass, buildings, etc.



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- 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., over other exhibitor's carpet.
- Column or wall outlets may not be used in Reliant Center for direct connection by anyone other than employees of the Official Electrical Contractor – Harper Wood Electric.
- **Exhibitors are strictly prohibited from installing their own electrical wiring.** All electrical, water, gas, etc. connections must be handled by the Official Electrical Contractor – Harper Wood Electric. Should any electrical work be located that was not installed by Harper Wood, OTC Show Management/Harper Wood will have the wiring disconnected and removed at the exhibitor's expense. **No exceptions are permitted.**

If an exhibitor (or their EAC) ignores 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.

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

- 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 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.
- **BOOTH DRAPING (MASKING):** OTC Show policy requires 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) must be completely 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.
 - **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 so as to direct sound into the booth rather than the aisles.



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OTC reserves the right to impose limitation on noise levels and any method of operation, which becomes objectionable. Any sound that consistently exceeds 80 decibels measured at the edge of an exhibitor's booth is considered objectionable. However, continuous, monotone sound less than 80 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 asked to reduce the audible level. If the exhibitor does not comply and/or the complaints continue, the exhibitor will be notified that the sound or music performance must be discontinued or may be subject to dismissal from the exhibitor floor.

- **DISTRIBUTION OF PUBLICATIONS:** Publications/brochures may only be distributed from your booth – **no distribution is permitted from the aisles of the Exhibition Hall, the registration area, or anywhere in Reliant Park.** 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.
- **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 Reliant Park. 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.
- **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.
- **CLEANING AND DISPOSAL OF USED/EXCESS MATERIALS:** Each exhibitor must keep its exhibit clean and properly dispose of all refuse. 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 Reliant Park 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.**

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.

- **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, so long as these items do not impede access to utility services, create a safety problem or look unsightly.



OTC 2014 EXHIBIT REGULATIONS

INSTALLATION AND DISMANTLING SCHEDULES

Exhibits 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.

Early Tear-Down: Should an exhibitor begin to dismantle or vacate their exhibit space before the official close of the show, the exhibitor will be penalized five (5) points from their priority point total. Floor managers 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.

BOOTH INSPECTION DEADLINE (NO-SHOW RULING)

- **The installation of all exhibits must be complete by 1700 hours on Saturday, 3 May 2014** No installation will be allowed after 1700 hours without written approval by OTC Management. Approval of late installation requests is solely at the discretion of OTC Management and must be in writing.
- Exhibitors must submit written **notification for installations that will not begin until after noon on Saturday, 3 May 2014**, for OTC Show Management approval. Approval of late installation requests is at the discretion of OTC.
- Should an exhibit space remain vacant after noon on Saturday, 3 May 2014, and arrangements for exhibit services (carpet, electricity, freight delivery, etc.) have been ordered and verified, OTC will assume the exhibitor will arrive, but late.
- **Should an exhibit space remain vacant after noon on Saturday, 3 May 2014, 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 carpeted 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 their contracted space and the exhibitor will remain responsible for any outstanding balances due.

FIRE REGULATIONS

The regulations of the City of Houston 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.
- All canopies, ceilings, or other overhead construction for booths or exhibits must be of non-combustible materials.



OTC 2014 EXHIBIT REGULATIONS

- 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.
- The 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 ¼ 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.**
- 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.

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 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
(22.3.3)



OTC 2014 EXHIBIT REGULATIONS

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

COPYRIGHT REGULATIONS

Exhibiting companies 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 permit 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.

EXHIBITOR SERVICES

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.

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:



OTC 2014 EXHIBIT REGULATIONS

Electrical, Plumbing and other Utilities – Harper Wood Electric
Telephone/Communications/Internet/Network – SmartCity Network
Drayage/Forklift Operations - Freeman
Rigging – Overhead or Genie Lift - Freeman
Custom Cleaning/Porter Service – Reliant Park
Parking Permits – Reliant Park
Booth Security – Reliant Park
Booth Catering - Aramark
Lead Management Services/Pre-Registered Attendee List - Experient
Registration - Experient

Exhibitor-Appointed Contractors

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.

Exhibitor Responsibilities

- Exhibiting companies are responsible for advising OTC 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 18 March 2014. Submittal after this deadline may not allow adequate time to obtain necessary paperwork from the EAC and result in delays on-site.
- Exhibitors are not permitted to obtain official OTC Exhibitor Badges for their appointed EAC personnel. OTC 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 OTC Exhibit Regulations, union regulations, financial responsibilities for services acquired through OTC Official and Exclusive Contractors, and violations and/or damages that may occur.

Exhibitor-Appointed Contractor Responsibilities

- Exhibitor-Appointed Contractors (EAC) are required to meet specific criteria before they will be permitted access to the exhibition areas. Upon receipt of the Work Authorization Notification Form, OTC 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 **OTC Exhibitor-Appointed Contractor Agreement** and submit to OTC by **8 April 2014**.



OTC 2014 EXHIBIT REGULATIONS

- Each EAC must submit the appropriate **EAC Service Fee**. A \$500 flat fee will be charged to each EAC. The EAC fee covers administrative costs including, but not limited to, compliance to EAC Program, badges, on-site security, etc. This fee is refundable only if OTC is notified in writing by the exhibiting company of their cancellation of an EAC's services
- 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 "Offshore Technology Conference, Inc.", 222 Palisades Creek Drive, Richardson, TX 75080, U.S.A., +1.972.952.9494. **Deadline: 8 April 2014**
 - Additional Insured should include the following wording: "Certificate Holder is Additional Insured with respects to General Liability and Automobile Liability coverage".
- Each EAC must provide the name(s) of their key on-site personnel by completing and submitting the **OTC Badge Request Form for Exhibitor-Appointed Contractors by 8 April 2014**.
- OTC will prepare a name badge for the EAC's 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 daily by OTC, 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 OTC now and in the future.



OTC 2014 EXHIBIT REGULATIONS

Rules and Regulations Governing Exhibitor-Appointed Contractors

EACs are strictly prohibited from soliciting business to OTC exhibitors by using the name Offshore Technology Conference, official artwork, or any verbiage/graphic that resembles OTC in any form or fashion. OTC Management reserves the right to prohibit any company from admittance to OTC who violates this policy.

- EACs 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 OTC Management authorization will be escorted from the premises and not allowed back on the exhibit floor.
- 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.
- EACs will **NOT** solicit business prior to, during or post OTC whereby solicitation contains the utilization of the OTC logo or artwork in any form or fashion or implies that the EAC is appointed by OTC. This action is strictly prohibited.
- EACs 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.
- EACs will cooperate fully with OTC Management and the Official/Exclusive Contractors and will comply with existing union rules and regulations as outlined in the Exhibitor Services Manual.
- 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.
- EACs should ensure that crates are emptied and labeled by 1430 hours on Saturday, 4 May before the show and that gang boxes, ladders and large equipment are off the floor by 2359 hours on Saturday, 4 May.
- Cameras or photography are 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. OTC Management is not responsible for any lost or stolen EAC equipment or EAC installed equipment.
- 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.
- EACs are **NOT** allowed in the exhibit area during installation and dismantling without either an OTC-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.
- EACs are **NOT** authorized to have OTC Exhibitor badges.

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.



OTC 2014 EXHIBIT REGULATIONS

Failure to meet any one of the above steps could jeopardize the Exhibitor-Appointed Contractor's ability to obtain work authorization.

PLEASE NOTE: Exhibitors may utilize all or a combination of any of these three sources (Official Contractors, Full-Time Employees, Exhibitor Appointed Contractors & union labor) for exhibit installation and dismantling; however, only authorized personnel will be granted access to the exhibition area.

GOOD NEIGHBOR POLICY

Any exhibitor using audio/video content in their 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 discretion, result in expulsion from the show.

PHOTOGRAPHY/VIDEO/AUDIO RECORDING REGULATIONS

The following guidelines apply for exhibitors and press photographers at OTC:

- No audio or video recording or still photography may occur without OTC's permission.
- Attendees are not permitted to shoot video or photos anywhere at OTC. Please inform any attendee or other unauthorized photographer who is shooting photos or video of your exhibition or equipment that photography is not permitted. If you see attendees who are using cameras of any sort (including phone cameras) in the exhibition area or anywhere else at OTC, please contact your floor manager or OTC security.
- 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
 - Using outside video crews or photographer, by providing an exhibitor badge or guest badge for all personnel – outside photographers and video crews do not qualify for press badges. Exhibitors are responsible for supervising their activities 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 pressroom 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 for assistance.



OTC 2014 EXHIBIT REGULATIONS

- 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. Exhibiting personnel found in violation of the Photography/Video/Audio Recording Regulations are subject to removal from OTC and to have their photography equipment or devices confiscated in order to remove all photos or video images. Multiple offenses by the same company will subject that company to having their booth closed for the remainder of the event and all of their 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.

Video/photography/audio by news media guidelines will be posted on the Press page of the 2014 OTC web site. To arrange for Press Video/Photo/Radio Opportunities please contact media@otcnet.org.

MARKET RESEARCH AND SURVEYS

Any Exhibitor wishing to conduct market research or surveys during OTC 2014 must adhere to the following procedures. Surveys and questionnaires must be submitted for approval to the OTC Exhibit 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 Offshore Technology 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.

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.

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 Exhibit Floor. Exhibitors should obtain approval from their Floor Manager. For authorization to work late, you must be able to demonstrate that construction of 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.



OTC 2014 EXHIBIT REGULATIONS

RELIANT PARK PARKING

Reliant 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 Reliant Park Event Services Department, allows unlimited access to Reliant Park parking lots during the event.

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

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". This policy can be found on the OTC web site.

RELIANT PARK SMOKING POLICY

Reliant Park is a non-smoking facility. Smoking is prohibited in all areas of Reliant Park except in Designated Smoking Areas.

AMERICANS WITH DISABILITIES ACT

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 the Offshore Technology Conference (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 this contract, including the amount of any claim or judgment OTC is compelled to pay, and the costs, including attorneys fees incurred by it in defending against all such claims. OTC reserves the right to revoke this contract without penalty if it determines that Exhibitor is in violation of the ADA or applicable state or local law with respect to any exhibit booth, display or other contrivance placed in the space licensed to Exhibitor under this Contract.

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 notice thereof shall be binding on the exhibitors equally with the foregoing in these exhibit regulations.

Inquiries regarding the OTC Exhibit Regulations should be directed to:

OFFSHORE TECHNOLOGY CONFERENCE
Exhibits Department
222 Palisades Creek Drive
Richardson, Texas 75080-2040 U.S.A.
Telephone: +1.972.952.9231
Facsimile: +1.972.952.9435

**For complete information on the 2014 Offshore Technology Conference,
Please visit our website at www.otcnet.org/2014**